



Department of Defense
Civilian Acquisition Workforce Personnel
Demonstration Project

2020 New Employee Training

No Changes by Being AcqDemo

Benefits, retirement,
health, life, and
other benefits

Leave

Work Schedules

Allowances
& travel/
subsistence
expenses

Veterans' preference

**Stay the same, no
change by AcqDemo**

Prohibited
personnel practices

Merit system
principles

Fundamental due
process

Whistleblower
protection

Anti-discrimination
laws

Acquisition
Demonstration

Contribution-Based
Compensation &
Appraisal System
(CCAS)

CAS2Net

Career Paths
(NH, NJ, NK)

Broadband Levels

NH-I	NJ-I	NK-I
NH-II	NJ-II	NK-II
NH-III	NJ-III	NK-III
NH-IV	NJ-IV	

Determining Career Path / Broadband Level

Broadband	Business and Technical Mgmt Professional	Technical Mgmt Support	Administrative Support
I	GS 1 - 4	GS 1 - 4	GS 1 - 4
II	GS 5 - 11	GS 5 - 8	GS 5 - 7
III	GS 12 - 13	GS 9 - 11	GS 8 - 10
IV	GS 14 - 15	GS 12 - 13	

Career Path: Reference Appendix C, November 9, 2017, Federal Register

NH			
0301	0343	0855	1102
0340	0346	0861	

NK
0318
1106

Determining Career Path / Broadband Level

GS-1102-12, Contracting

	NH	NJ	NK
Broadband	Business and Technical Mgmt Professional	Technical Mgmt Support	Administrative Support
I	GS 1 - 4	GS 1 - 4	GS 1 - 4
II	GS 5 - 11	GS 5 - 8	GS 5 - 7
III	GS 12 - 13	GS 9 - 11	GS 8 - 10
IV	GS 14 - 15	GS 12 - 13	

- OPM Job Series Apply: Therefore, 1102 = 1102
- Career Path: Reference Appendix C, November 9, 2017, Federal Register, 1102 = NH
- Broadband: Reference Table Above, GS 12 = NH III

What is the Buy-In?

- The buy-in is an ADJUSTMENT to the employee's base salary for step increase and non-competitive career ladder promotion.
- The buy-in will be computed based on the current value of the step or promotion increase and a prorated share based upon the number of weeks an employee has completed towards the next higher step or grade.

No Buy-In if:

- Step Increases are being withheld for Less Successful Performance
- On Performance-Improvement Plan
- On Retained Pay/Retained Grade - Salary Exceeding Maximum of Broadband Level
- Step 10

Special Situations:

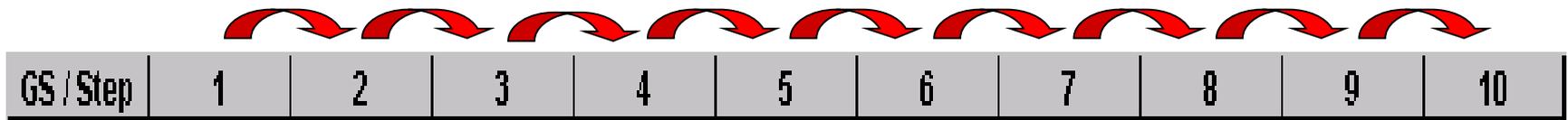
- Special Salary Rates Not Applicable
 - Convert to GS non-special salary rate then buy-in

- Buy-in *Full Employee Protection Approach*
- Locality Adjustment—Added After Base Salary Is Computed

 2020 Locality Rates
Rest of U.S. - RUS 15.95%

- Formula for Buy-In:
 1. Determine Employee's Base Salary
 2. Determine Value of Within-Grade Increase; then

[(time in step / time between steps) x step increase] + current salary = new AcqDemo base salary



Percent of 52 Wks → 52 Wks → 52 Wks ▣ 104 Wks ▣ 104 Wks ▣ 104 Wks ▣ 156 Wks ▣ 156 Wks ▣ 156 Wks

Step Buy-In Example

- GS-12/Step 4, Series 1102 (Contracting)
- Nominal time between Steps 4 and 5 = 104 weeks.
- Assume employee has been a Step 4 for 90 of the 104 weeks for a within grade increase. The process to compute the employee's new salary is:

GS-12/Step 4 base rate of \$72,785

GS-12 within step increase is \$2,206

90/104th (or .8654) of \$2,206 is \$1,909

$\$72,785 + \$1,909 = \$74,694$

Then compute Locality Pay $\$74,694 * 15.95\% = \$11,914$

$\$11,914 + \$74,694 = \$86,608$

AcqDemo - Conversion Calculator Page 1 of 3

Acq Demo Department of Defense Civilian Acquisition Workforce Personnel Demonstration Project

General Schedule to AcqDemo Conversion Calculator

This calculator is intended to help you understand the AcqDemo buy-in process, and provides your demo career path, broadband, and an estimated within-grade increase (WGI) buy-in. It is not intended to determine your official conversion information. Your official conversion information, including your actual WGI buy-in amount, will be communicated to you at the time of your conversion, through receipt of an SF-50, Notification of Personnel Action. Employees will convert into AcqDemo with no loss in pay. Employees below step 10 of 11 grade who are performing at the fully successful level and are not on retained pay will receive a pay increase.

To use the calculator, first complete steps 1 through 4 in Part 1 to determine your AcqDemo career path and broadband. Next, complete steps 5 through 9 in Part 2 to determine your estimated within-grade increase buy-in. If you are unsure about your date of last increase, grade, step or pay, please check your personal records or contact your HR office.

Part One: Please complete steps 1-4 to determine your AcqDemo career path and broadband. You may refer to your last SF-50 (Notice of Personnel Action) if you are unsure about the information requested.

Step 1: Select your occupational series: 1102-CONTRACT SPECIALIST/PROCUREMENT ANALYST

Step 2: Select your current GS grade and step: 12 04

Step 3: Click the calculate button: Calculate Career Path and Broadband

Step 4: Review your demo career path and broadband

Career Path: NH - Business Mgmt & Technical Mgmt Professional

Broadband: 3

Broadband Base Pay Range: \$55,600 to \$98,317 (base pay only) (locality pay not included)

AcqDemo - Conversion Calculator Page 2 of 3

Part Two: Complete steps 5-9 to estimate your within-grade increase buy-in

Step 5: When are you converting to AcqDemo? April 1 2018

Step 6: When was your last increase? (WGI or promotion) July 8 2016

* If you are scheduled to receive a WGI or promotion prior to conversion, please use your WGI or promotion date instead. Quality Salary Increases (QSIs) are excluded from this calculation.

Step 7: What is your locality area? Rest of U.S.

Step 8: Click the calculate button: Calculate WGI Buy-in

Step 9: Review your buy-in information

Current Base Pay: \$69,900

Buy-in Amount: \$1,835

New Base Pay: \$71,735

Locality Amount: \$11,035 15.37 %

New Adjusted Base Pay: \$82,830

Buy-in Explanation: The waiting period between step 4 and 5 is 104 weeks (2 years). The base salary increase from step 4 to step 5 is \$2,120. At the time of conversion you will have worked 90 weeks or 87% of the time towards step 5. Therefore you will receive 87% of the step increase, or \$1835.

Additional Information: What is a WGI buy-in?

* A prorated base pay increase to an employee's rate of base pay to account for the time towards their WGI.

AcqDemo - Conversion Calculator Page 3 of 3

How is the buy-in calculated?

- Based on the number of calendar weeks between the effective date of the employee's last equivalent increase, i.e. WGI or promotion, and the date of the conversion into the AcqDemo.

Who is eligible for the buy-in?

- Employees of an organization transitioning to AcqDemo are generally eligible for a WGI Buy-in except in the following situations:
 - Employees on retained pay whose adjusted base pay exceeds the maximum adjusted base pay of their broadband level.
 - Employees on career ladder positions will not be eligible for a WGI Buy-in if their base pay is adjusted for promotion that would be effective before the next scheduled WGI.
 - Employees on retained grade who would not have received a WGI prior to expiration of their retained grade.
 - Employees with an unsatisfactory rating, and employees on a performance improvement plan, unless it is successfully completed.
- Fully successful or higher performance required.

HCI

To calculate your WIGI Buy-in, you will need:

1. 2020 Conversion Tool for WIGI Buy-in
2. SF-50 with your last regularly with-in grade increase
3. Most recent SF-50...5 Jan 2020
4. Date of Conversion to AcqDemo...26 Jan 2020

Standard Form 50-8 Rev. 1-91 U.S. Office of Personnel Management											
NOTIFICATION OF PERSONNEL ACTION											
1. Name (Last, First, Middle) Contributor, Joe						2. Social Security Number XXX-XX-1111		3. Date of Birth ##-##-####		4. Effective Date 1-26-2020	
3. Pay Plan GS	9. Occ. Code 1102	10. Grade Level 12	11. Step Rate 04	12. Total Salary \$ 84,394	13. Pay Basis PA	16. Pay Plan NH	17. Occ. Code 1102	18. Grade Level 03	19. Step Rate	20. Total Salary \$ 86,608	21. Pay Basis
12A. Basic Pay \$ 72,785		12B. Locality Adj. \$ 11,609		12C. Adj. Basic Pay \$ 84,394		12D. Other Pay		20A. Basic Pay \$ 74,694		20B. Locality Adj. \$ 11,914	
								20C. Adj. Basic Pay \$ 86,608		20D. Other Pay	

But if Joe was a Step 10, no buy-in.

Standard Form 50-8 Rev. 1-91 U.S. Office of Personnel Management											
NOTIFICATION OF PERSONNEL ACTION											
1. Name (Last, First, Middle) Contributor, Joe						2. Social Security Number XXX-XX-1111		3. Date of Birth ##-##-####		4. Effective Date 6-23-2019	
3. Pay Plan GS	9. Occ. Code 1102	10. Grade Level 12	11. Step Rate 10	12. Total Salary \$ 99,741	13. Pay Basis PA	16. Pay Plan NH	17. Occ. Code 1102	18. Grade Level 03	19. Step Rate	20. Total Salary \$ 99,741	21. Pay Basis
12A. Basic Pay \$ 86,021		12B. Locality Adj. \$ 13,720		12C. Adj. Basic Pay \$ 99,741		12D. Other Pay		20A. Basic Pay \$ 86,021		20B. Locality Adj. \$ 13,720	
								20C. Adj. Basic Pay \$ 99,741		20D. Other Pay	

BASE SALARY TABLE - 2020 GS EFFECTIVE JANUARY 2020										
Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
12	66,167	68,373	70,579	72,785	74,991	77,197	79,403	81,609	83,815	86,021

Grade and/or Pay Retention.

An employee on retained pay whose salary exceeds the maximum pay of the broadband level (as determined by the employee's grade) is not eligible for a buy-in adjustment. Such an employee's rate of pay remains the same under AcqDemo as it was previously.

(1) Employees on retained grade at the time of conversion into AcqDemo will receive a "buy-in" for their within grade increase provided they would have received a WGI prior to expiration of their retained grade. Their salary will then be set at that rate in the broadband for their position of record.

(2) Employees on grade retention at the time of conversion into AcqDemo who would not receive a WGI prior to expiration of their grade retention will not receive a buy-in for their WGI. Their salary will be set at the rate in the broadband for their position of record. Employees whose pay exceeds the top rate of the broadband will have their pay retained.

Questions?

Conversion
Buy-In

GS to AcqDemo

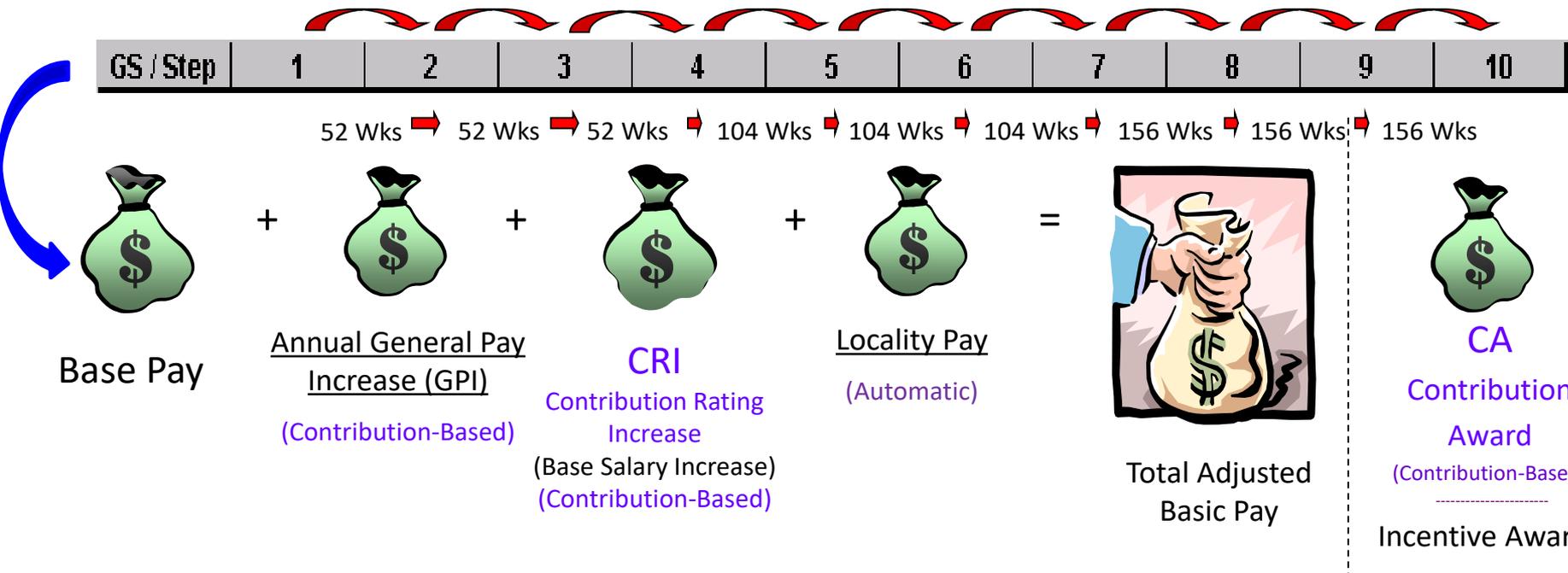
SALARY TABLE 2020-GS
INCORPORATING THE 2.6% GENERAL SCHEDULE INCREASE
EFFECTIVE JANUARY 2020

Annual Rates by Grade and Step

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	WITHIN GRADE AMOUNTS
1	\$ 19,543	\$ 20,198	\$ 20,848	\$ 21,494	\$ 22,144	\$ 22,524	\$ 23,166	\$ 23,814	\$ 23,840	\$ 24,448	VARIABLES
2	21,974	22,497	23,225	23,840	24,108	24,817	25,526	26,235	26,944	27,653	VARIABLES
3	23,976	24,775	25,574	26,373	27,172	27,971	28,770	29,569	30,368	31,167	799
4	26,915	27,812	28,709	29,606	30,503	31,400	32,297	33,194	34,091	34,988	897
5	30,113	31,117	32,121	33,125	34,129	35,133	36,137	37,141	38,145	39,149	1,004
6	33,567	34,686	35,805	36,924	38,043	39,162	40,281	41,400	42,519	43,638	1,119
7	37,301	38,544	39,787	41,030	42,273	43,516	44,759	46,002	47,245	48,488	1,243
8	41,310	42,687	44,064	45,441	46,818	48,195	49,572	50,949	52,326	53,703	1,377
9	45,627	47,148	48,669	50,190	51,711	53,232	54,753	56,274	57,795	59,316	1,521
10	50,246	51,921	53,596	55,271	56,946	58,621	60,296	61,971	63,646	65,321	1,675
11	55,204	57,044	58,884	60,724	62,564	64,404	66,244	68,084	69,924	71,764	1,840
12	66,167	68,373	70,579	72,785	74,991	77,197	79,403	81,609	83,815	86,021	2,206
13	78,681	81,304	83,927	86,550	89,173	91,796	94,419	97,042	99,665	102,288	2,623
14	92,977	96,076	99,175	102,274	105,373	108,472	111,571	114,670	117,769	120,868	3,099
15	109,366	113,012	116,658	120,304	123,950	127,596	131,242	134,888	138,534	142,180	3,646

2020 AcqDemo Basic Pay Range Tables with 2.6% GPI			
NH - Business Management and Technical Management Professional			
I	II	III	IV
\$19,543 - \$34,988	\$30,113 - \$71,764	\$66,167 - \$102,288	\$92,977 - \$142,180
GS 1 - GS 4	GS 5 - GS 11	GS 12 - GS 13	GS 14 - GS 15
NJ - Technical Management Support			
I	II	III	IV
\$19,543 - \$34,988	\$30,113 - \$53,703	\$45,627 - \$71,764	\$66,167 - \$102,288
GS 1 - GS 4	GS 5 - GS 8	GS 9 - GS 11	GS 12 - GS 13
NK - Administrative Support			
I	II	III	
\$19,543 - \$34,988	\$30,113 - \$48,488	\$41,310 - \$65,321	
GS 1 - GS 4	GS 5 - GS 7	GS 8 - GS 10	

Locality Pay
is not included in the Pay
Range Chart





Understanding AcqDemo Pay System Career Paths, Broadband Levels And How It Is Tied To The GS Salary Table

**SALARY TABLE 2020-GS
INCORPORATING THE 2.6% GENERAL SCHEDULE INCREASE
EFFECTIVE JANUARY 2020**

Annual Rates by Grade and Step

	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	WITHIN GRADE AMOUNTS
NH-01	1	\$ 19,543	\$ 20,198	\$ 20,848	\$ 21,494	\$ 22,144	\$ 22,524	\$ 23,166	\$ 23,814	\$ 23,840	\$ 24,448	VARIES
	2	21,974	22,497	23,225	23,840	24,108	24,817	25,526	26,235	26,944	27,653	VARIES
	3	23,976	24,775	25,574	26,373	27,172	27,971	28,770	29,569	30,368	31,167	799
	4	26,915	27,812	28,709	29,606	30,503	31,400	32,297	33,194	34,091	34,988	897
	5	30,113	31,117	32,121	33,125	34,129	35,133	36,137	37,141	38,145	39,149	1,004
NH-02	6	33,567	34,686	35,805	36,924	38,043	39,162	40,281	41,400	42,519	43,638	1,119
	7	37,301	38,544	39,787	41,030	42,273	43,516	44,759	46,002	47,245	48,488	1,243
	8	41,310	42,687	44,064	45,441	46,818	48,195	49,572	50,949	52,326	53,703	1,377
	9	45,627	47,148	48,669	50,190	51,711	53,232	54,753	56,274	57,795	59,316	1,521
	10	50,246	51,921	53,596	55,271	56,946	58,621	60,296	61,971	63,646	65,321	1,675
	11	55,204	57,044	58,884	60,724	62,564	64,404	66,244	68,084	69,924	71,764	1,840
NH-03	12	66,167	68,373	70,579	72,785	74,991	77,197	79,403	81,609	83,815	86,021	2,206
	13	78,681	81,304	83,927	86,550	89,173	91,796	94,419	97,042	99,665	102,288	2,623
NH-04	14	92,977	96,076	99,175	102,274	105,373	108,472	111,571	114,670	117,769	120,868	3,099
	15	109,366	113,012	116,658	120,304	123,950	127,596	131,242	134,888	138,534	142,180	3,646

Business and Technical Management Professional			
NH-01	NH-02	NH-03	NH-04
19,543 - 34,988	30,113 - 71,764	66,167 - 102,288	92,977 - 142,180
GS-01 to GS-04	GS-05 to GS-11	GS-12 to GS-13	GS-14 to GS-15



Civilian Acquisition Workforce Personnel Demonstration Project

CAREER PATHS AND BROADBAND LEVELS

Three Career Paths and Broadbands

1 Business Management and Technical Management Professional Career Path

- Includes professional and management positions in science, engineering, and business management. These positions often have positive degree requirements.

Business Management and Technical Management Professional											
NH-01			NH-02			NH-03			NH-04		
19543	-	34988	30113	-	71764	66167	-	102288	92977	-	142180
GS-01 to GS-04			GS-05 to GS-11			GS-12 to GS-13			GS-14 to GS-15		

2 Technical Management Support Career Path

- Includes nonprofessional positions that support science and engineering activities through application of various skills in areas such as the following: engineering, physical, chemical, biological and mathematical sciences.

Technical Management Support											
NJ-01			NJ-02			NJ-03			NJ-04		
19543	-	34988	30113	-	53703	45627	-	71764	66167	-	102288
GS-01 to GS-04			GS-05 to GS-08			GS-09 to GS-11			GS-12 to GS-13		

3 Administrative Support Career Path

- Includes clerical, secretarial and assistant work in nonscientific/engineering occupations.

Administrative Support								
NK-01			NK-02			NK-03		
19543	-	34988	30113	-	48488	41310	-	65321
GS-01 to GS-04			GS-05 to GS-07			GS-08 to GS-10		



Department of Defense
 Civilian Acquisition Workforce Personnel Demonstration Project
BROADBANDING

Under the Acquisition Workforce Personnel Demonstration Project there are no grades/no steps, just broadband levels.

Business Management and Technical Management Professional											
NH-01			NH-02			NH-03			NH-04		
19543	-	34988	30113	-	71764	66167	-	102288	92977	-	142180

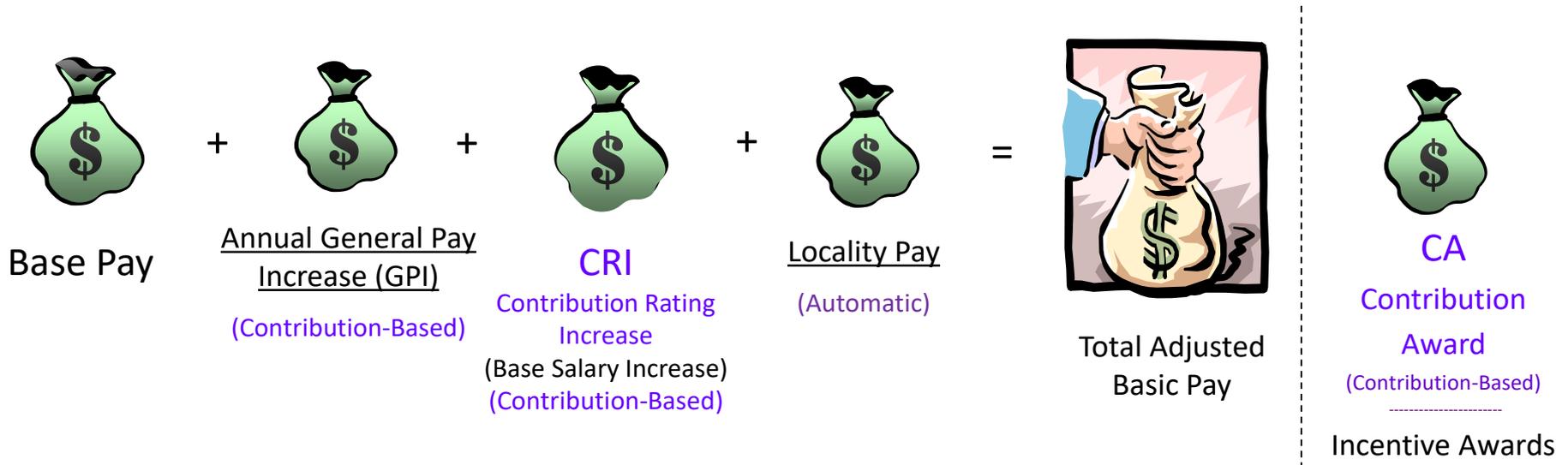
Technical Management Support											
NJ-01			NJ-02			NJ-03			NJ-04		
19543	-	34988	30113	-	53703	45627	-	71764	66167	-	102288

Administrative Support											
NK-01			NK-02			NK-03					
19543	-	34988	30113	-	48488	41310	-	65321			

2020 AcqDemo Broadband Base Pay Tables
 (Locality Applied Based On Locality Region)

*AcqDemo pay tables change
 whenever the GS pay tables change*

The AcqDemo performance evaluation system is the Contribution-based Compensation and Appraisal System (CCAS)



CCAS is a contribution-based appraisal system that goes beyond a performance-based rating system. That is, it emphasizes and **measures the value and effectiveness of the employee's contribution to the mission and goals of the organization**, rather than merely how well the employee performed a job as defined by a set of standards for the work to be accomplished.

Past experience with the existing civilian performance appraisal system indicates that standards in performance plans are often tailored to the individual's level of previous performance. Hence, an employee may have been rewarded by basic pay step increases meeting standards of performance beneath those actually needed to achieve the expected organizational mission outcomes. Under CCAS, **an employee's performance is a component of contribution that influences the employee's ultimate overall expectations and contribution assessment.**

CCAS **promotes basic pay adjustment decisions made on the basis of an individual's overall annual contribution to the mission of the organization when compared to the classification and appraisal factors and an employee's contribution plan, expected results, and the scope, level of difficulty, and value of the employee's position as well as recognizing quality of performance.**

Contribution Factors



Civilian Acquisition Workforce Personnel Demonstration Project CLASSIFICATION and CONTRIBUTION FACTORS

The three factors when taken as a whole result in either a classification determination of the broadband level for the position or an overall contribution score (OCS) and performance appraisal level for an employee's contribution assessment depending on the action being addressed.

The *classification / contribution factors* for the three career paths are the same:

Job Achievement
and/or Innovation

Communication
and/or Teamwork

Mission Support

Civilian Acquisition Workforce Personnel Demonstration Project

CLASSIFICATION and CONTRIBUTION FACTORS

Job Achievement and/or Innovation

Communication and/or Teamwork

Mission Support

- **Job Achievement and/or Innovation.** Describes the qualifications, critical thinking, calculated risks, problem solving, leadership, supervision, and personal accountability aspects appropriate for the positions classified to the broadband levels of the career path.
- **Communication and/or Teamwork.** Describes the communication, both verbal and written; interactions with customers, coworkers, and groups; and assignments crossing functional boundaries appropriate for the positions classified to the broadband levels of the career path.
- **Mission Support.** Describes the understanding and execution of organizational goals and priorities; working with customers to develop a mutual understanding of their requirements; monitoring and influencing cost parameters or work, tasks, and projects; and establishing priorities that reflect mission and organizational goals appropriate for the positions classified to the broadband levels of the career path.

This structure in turn would be used to set the stage for determination of position classification, contribution assessment, and ultimately compensation decisions.

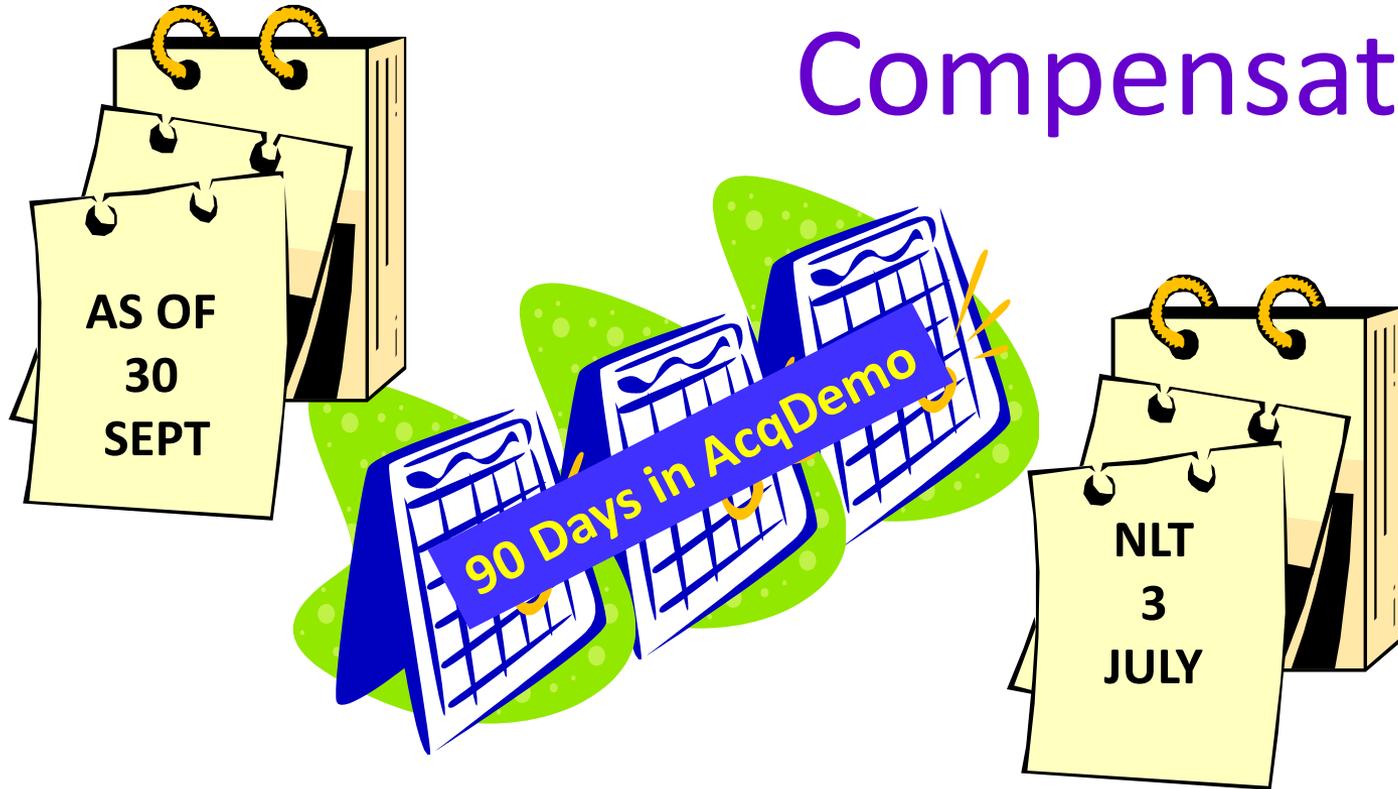


Civilian Acquisition Workforce Personnel Demonstration Project CLASSIFICATION and CONTRIBUTION FACTORS

Positions and employee contributions are assessed by *factors, expected contribution criteria, discriminators, and descriptors* which are fundamental to the success of an acquisition organization and capture the critical content of jobs in the three career paths. These factors, discriminators, and descriptors shall not be modified or supplemented.

Career Path: NH Business Management and Technical Management Professional		
Expected Contribution Criteria	Classification Level and Appraisal Descriptors	Discriminators
<p>Produces desired results, in the needed timeframe, with the appropriate level of supervision through the use of appropriate knowledge, skills, abilities, and understanding of the technical requirements of the job. Achieves, demonstrates, and maintains the appropriate qualifications necessary to assume and execute key acquisition and/or support requirements. Demonstrates skilled critical thinking in identifying, analyzing, and solving complex issues, as appropriate. Takes and displays personal accountability in leading, overseeing, guiding, and/or managing programs and projects within assigned areas of responsibility.</p> <p>Work is timely, efficient and of acceptable quality. Completed work meets project/program</p>	<p>NH Level III</p>	<p>(Score Range 61 – 83)</p>
	<ul style="list-style-type: none"> • Considered a functional/technical expert by others in the organization; is regularly sought out by others for advice and assistance. 	<ul style="list-style-type: none"> • Leadership Role
	<ul style="list-style-type: none"> • Pursues or creates certification, qualification, and/or developmental programs and opportunities for self and others. 	<ul style="list-style-type: none"> • Mentoring / Employee Development
	<ul style="list-style-type: none"> • Guides, motivates, and oversees the activities of individuals and teams with focus on project/ program issues. Assumes ownership of processes and products, as appropriate. 	<ul style="list-style-type: none"> • Accountability
	<ul style="list-style-type: none"> • Develops, integrates, and implements solutions to diverse, highly complex problems across multiple areas and disciplines. 	<ul style="list-style-type: none"> • Complexity / Difficulty
	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Creativity
	<ul style="list-style-type: none"> • Defines, directs, or leads highly challenging projects/programs. 	<ul style="list-style-type: none"> • Scope / Impact

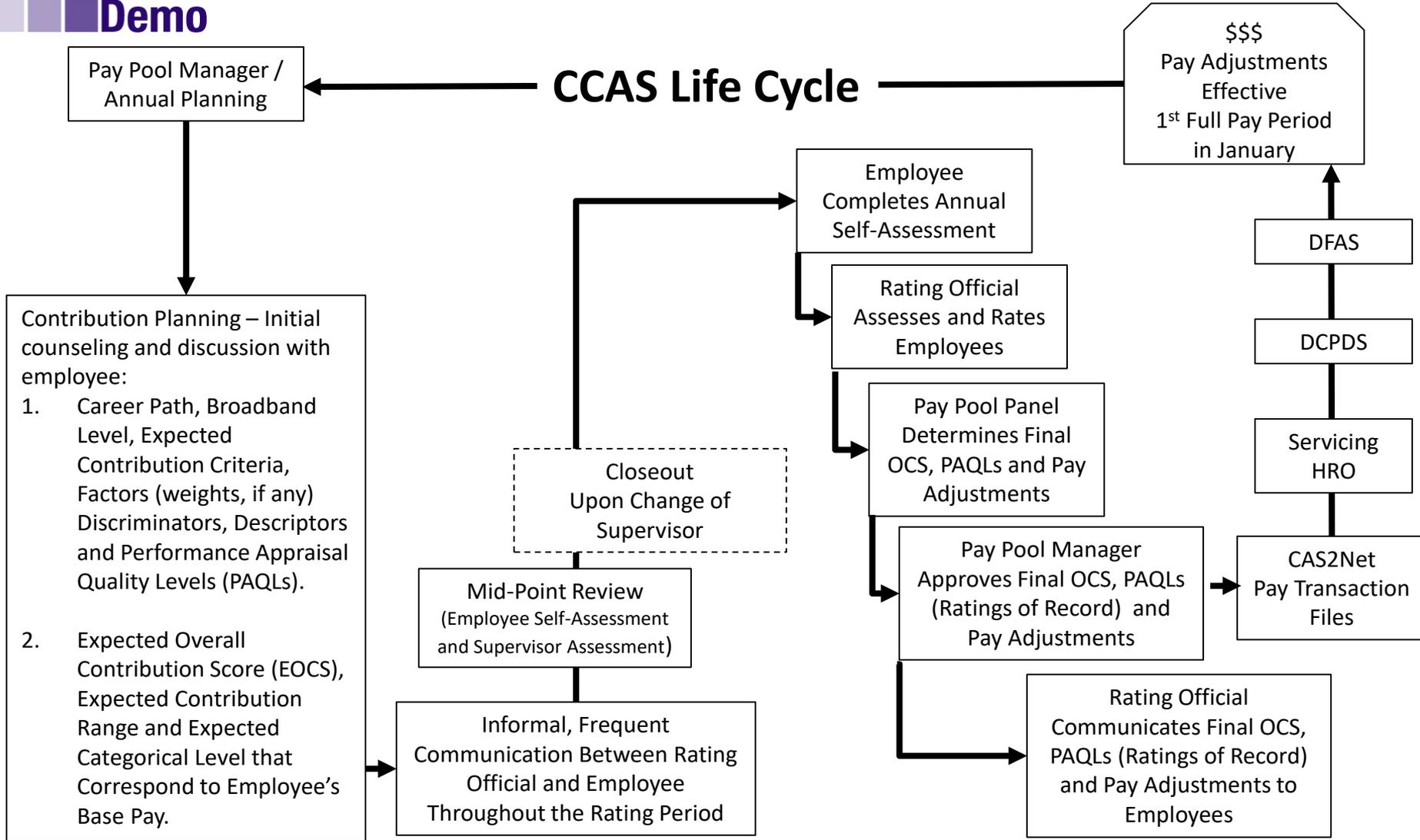
Eligibility for CCAS and Compensation



In AcqDemo at least 90 days or more immediately preceding September 30 to be eligible for a rating (NLT July 3)

Less than 90 days on September 30 not eligible for CCAS distribution but will receive full General Pay Increase, as approved by the President and/or Congress

CCAS Life Cycle



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

↑ Beginning of Rating Period End of Rating Period ↑

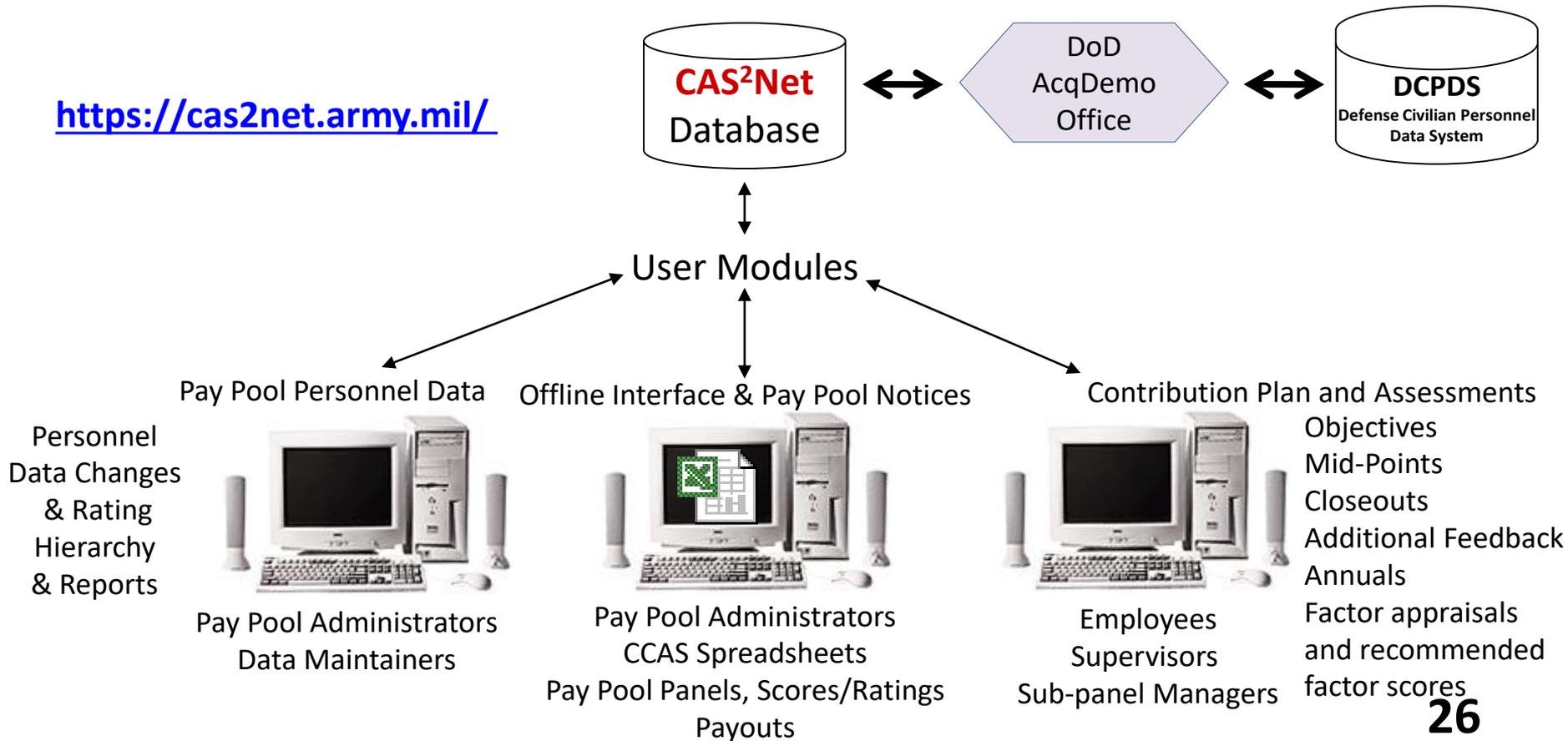
NOV DEC JAN

---- Pay Pool Panel ----

CAS²Net

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

<https://cas2net.army.mil/>



Once a CAS2Net record is created, you will be notified that you can access CAS2Net. A CAS2Net Orientation (step-by-step guide) will be available for your use.

Add User

General User Information

EDIPI * Required Prefix First * Required Middle Last * Required Suffix

Phone Number Phone Ext DSN

Email * Required Title

Can Access CAS2Net 2.0 Is Demo Employee Is System Owner Is Regional Manager

Can Be Supervisor Can Be Functional Reviewer Can Edit User History

Sample CAS2Net Record



Contribution-based Compensation and Appraisal System (CCAS)

Introduction and Overview

The following slides may be slightly different when you access CAS2Net due to continuing refinement of CAS2Net.

<http://acqdemo.hci.mil>

Fiscal Year:

2019

Supervisor Level 1:
STATUS , DRAFT

Supervisor Level 2:

Sub-Panel Manager:

Pay Pool Manager:

Broadband Level:
III

Occupational Series:
1102 - CONTRACTING

Career Path:
NH - Business Management and Technical Management
Professional

Expected OCS and Range:
64 - 68 - 71

Contribution Planning

Effective Date:

10-01-2018

Individual Objectives:



Characters: 0/6000

Auto Save Timeout: 300

*Character count may differ from Microsoft Word

Supervisor - Review and Document Contribution Plan

Acq Demo CAS2Net 2.0 Your Session will expire in 14:43 minutes. CISCO ROUTE

Menu
Home
Index
FAQs
About
Contact

@ Supervisor

Welcome to CAS2Net 2.0

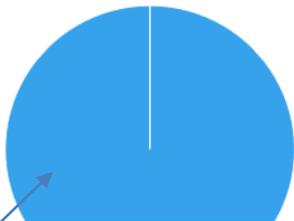
User Notifications

01-31-2019 - Contribution Plan Submitted by Employee

Supervisor 1 Dashboard

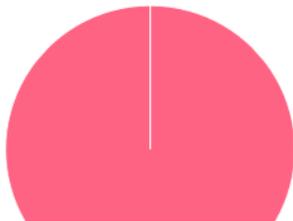
2019 Contribution Plan Status for Supervised Employees

Submitted



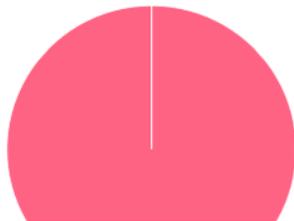
2019 Midpoint Assessment Status for Supervised Employees

Not Started



2017 Annual Assessment Status for Supervised Employees

Not Started



90%

Click Pie Chart to see list of employees

Contribution Plans - Submitted

Search:

Name	Phone Number	Phone Ext	Phone Dsn	Email
STATUS, DRAFT				DRAFT.STATUS.CIV@MAIL.MIL

Showing 1 to 1 of 1 entries

Previous 1 Next

Ok

Supervisor - Review and Document Contribution Plan

Session will expire in 14:39 minutes.

CISCO ROUT

Ensure timely, safe and effective execution of the test mission through application of professional skills and knowledge.

Characters: 479/6000

Auto Save Timeout: 300

*Character count may differ from Microsoft Word

Supervisor 1 Approval

Method(s) of Communication

- Face To Face
- Tele-Conference
- Video Conference
- Email
- Other

Date Communicated

Communicated By Supervisor

Cancel

Save

Return to Employee

Approve

Supervisors can modify contribution plans thru July 3rd.

Modify Contribution Plan

Are you sure you want to unlock the contribution plan? If so, this will clear the method of communication and date.

No Yes

Every modification requires a review with the employee and documentation of the review in CAS2Net.

- 1) Scroll to the bottom;
- 2) Select date and method of communication and Approve, or
- 3) Return to employee for changes

Cancel

Return to Employee

Modify

Employee Mid-Point Self-Assessment

Menu

- Home
- Supervisor
- Employee**
 - Contribution Plan
 - Midpoint Assessment**
 - Annual Assessment
 - Additional Feedback
 - eDocuments
 - Reports

Midpoint Assessment for DRAFT STATUS (Draft)

General Information

Contribution Planning

Contribution Plan Effective Date:

10-01-2018

Contribution Plan(s) For Fiscal Year:

Contribution Plan - Effective 10-01-2018 - Submitted

Individual Objectives:

- Design, create, and implement problem solving skills and provide solutions to address test program unique requirements.
- Solve problems that occur during test requiring minimal supervisor guidance or intervention.
- Review draft requirement and evaluation documents to ensure data collection and analysis are appropriate and accurate to meet testing objectives.
- Ensure timely, safe and effective execution of the test mission through application of professional skills and knowledge.

Job Achievement and/or Innovation

Communication and/or Teamwork

Mission Support

Employee Assessment



WHAT: Provided a draft transition guide for CECOM.

RESULT: The draft guide saved development and research time by the transition team, which had a final guide out 45 days prior to conversion.

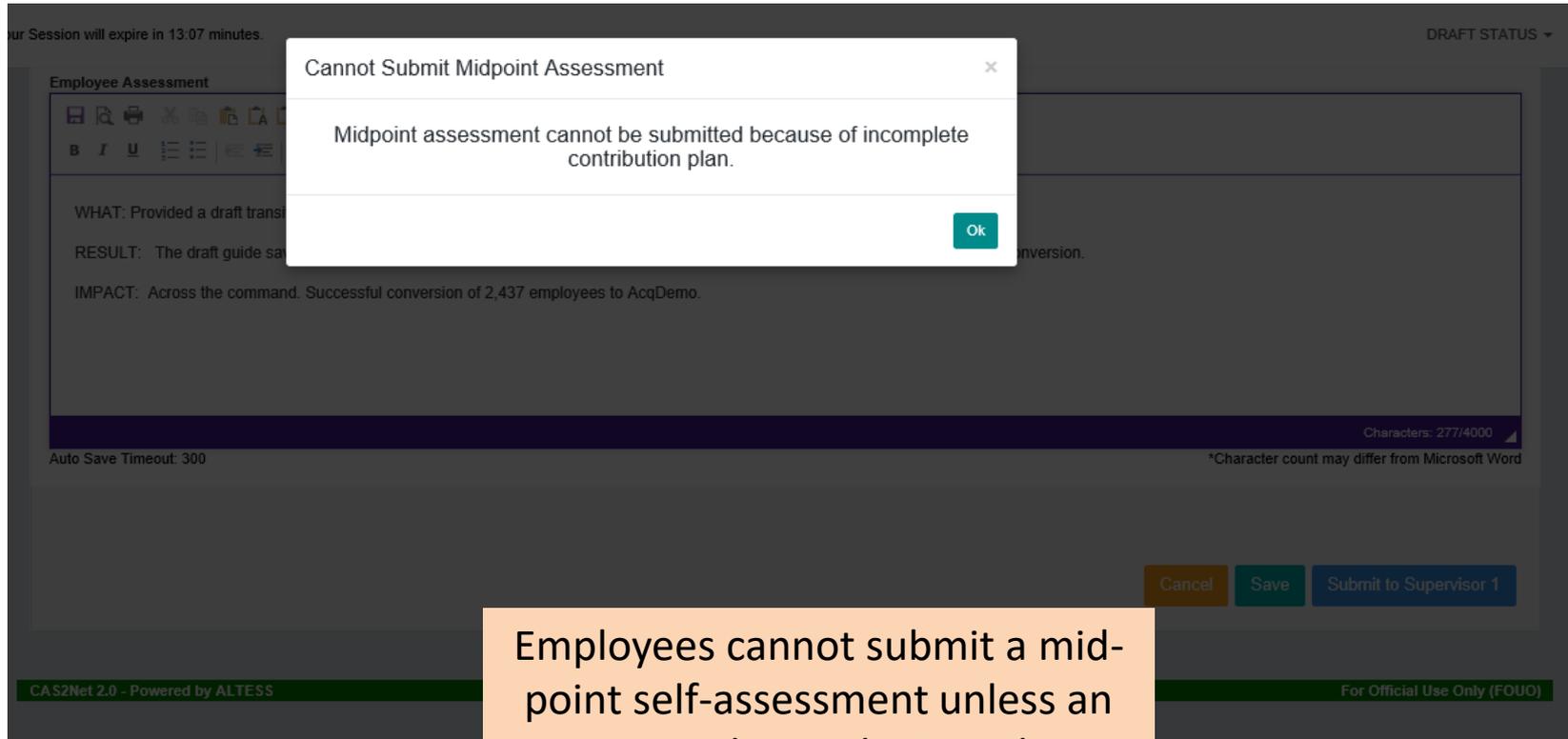
IMPACT: Across the command. Successful conversion of 2,437 employees to AcqDemo.

Characters: 277/4000

Auto Save Timeout: 300

*Character count may differ from Microsoft Word

Employee Mid-Point Self-Assessment



The screenshot shows the CAS2Net Employee Assessment interface. A modal dialog box is displayed in the center with the title "Cannot Submit Midpoint Assessment" and the message "Midpoint assessment cannot be submitted because of incomplete contribution plan." with an "Ok" button. The background interface includes a session timer (13:07 minutes), a "DRAFT STATUS" dropdown, a rich text editor, and a "Submit to Supervisor 1" button. The footer contains "CAS2Net 2.0 - Powered by ALTESS" and "For Official Use Only (FOUO)".

Employees cannot submit a mid-point self-assessment unless an approved contribution plan exists.

If you receive this pop-up message ask your supervisor to approve your contribution plan.

- Menu
- Home
- Supervisor**
 - Contribution Plans
 - Midpoint Assessments**
 - Annual Assessments
 - Additional Feedback
 - Closeout Assessments
 - eDocuments
 - Reports

Job Achievement and/or Innovation Communication and/or Teamwork **Mission Support** Supervisor 1 Approval

Employee Assessment

WHAT: Provided a draft transition guide for CECOM.
RESULT: The draft guide saved development and research time by the transition team, which had a final guide out 45 days prior to conversion.
IMPACT: Across the command. Successful conversion of 2,437 employees to AcqDemo.

Supervisor 1 Assessment

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, list, link, unlink, etc.

Concur with employee's self assessment; the planning was detailed and informative with execution meeting all milestones that significantly contributed to a successful conversion and a well informed workforce.

Characters: 208/4000

Auto Save Timeout: 159

*Character count may differ from Microsoft Word

Cancel Save Return to Employee Approve

Menu

- Home
- Supervisor**
 - Contribution Plans
 - Midpoint Assessments**
 - Annual Assessments
 - Additional Feedback
 - Closeout Assessments
 - eDocuments
 - Reports

Individual Objectives:

Job Achievement and/or Innovation
Communication and/or Teamwork
Mission Support
Supervisor 1 Approval
=

Method(s) of Communication

Face To Face

Tele-Conference

Video Conference

Email

Other

Date Communicated

01-31-2019
📅

Communicated By Supervisor

ROUTE, CISCO

Cancel
Save
Return to Employee
Approve

- Menu
- Home
- Supervisor
- Employee**
- Contribution Plan
- Midpoint Assessment
- Annual Assessment
- Additional Feedback
- eDocuments
- Reports

General Information

Fiscal Year:

2019

Supervisor Level 1:
ROUTE, CISCO

Supervisor Level 2:

Sub-Panel Manager:

Pay Pool Manager:

Broadband Level:

Occupational Series:

Career Path:

Expected OCS and Range:
0 - 0 - 0

Current Contribution Plan Details

Contribution Plan Effective Date:

10-01-2018

Contribution Plan(s) For Fiscal Year:

Contribution Plan - Effective 10-01-2018 - Approved 01-10-2019

Midpoint Assessment For Fiscal Year:

Midpoint Assessment - Submitted

Acq Demo CAS2Net 2.0 Your Session will expire in 12:10 minutes. DRAFT STATUS

Menu
Home
Supervisor
Employee
Contribution Plan
Midpoint Assessment
Annual Assessment
Additional Feedback
eDocuments
Reports

Review draft requirement and evaluation documents to ensure data collection and analysis are appropriate and accurate to meet testing objectives.
Ensure timely, safe and effective execution of the test mission through application of professional skills and knowledge.

Job Achievement and/or Innovation Communication and/or Teamwork Mission Support

Factor Description Employee Assessment

Auto Save Timeout: 300 Characters: 0/4000 *Character count may differ from Microsoft Word

1. 4,000 characters of white space per factor (3,600 if copying from MS Word)
2. Auto Save
3. Link to Factor Descriptions
4. Format Toolbar
5. Spell Check

Cancel Save Submit to Supervisor 1

Supervisor Annual Assessment with Recommended Scores

CAS2Net 2.0 Your Session will expire in 14:35 minutes. SANDRA BROCK

Menu
Home
Regional Pay Manager
Administrator
Supervisor
Contribution Plans
Midpoint Assessments
Annual Assessments
Additional Feedback
Closeout Assessments
eDocuments
Reports
Employee

Maintains contact with other groups and organizations (such as DAU, PEOs, other AAW employees and POCs,) performing related work and coordinates new ideas and developments.

Job Achievement and/or Innovation Communication and/or Teamwork Mission Support

Factor Description

Employee Assessment

Categorical Score: Numeric Score: Performance Score:

1H
1L
1MH
2H
2L
2M
2MH

100%

CCAS Scoring

Rating officials assess the contribution level of work against the employee’s current compensation level indicated by the employee’s EOCS (Expected Overall Contribution Score).

Each factor will receive two types of scores:

1. Contribution - the contribution scores will be for compensation determination (**categorical** and **numerical**) and
2. Performance - the **performance appraisal quality level (PAQL)** scores for the official rating of record to conform to the requirements of 10 U.S.C. §1597(f) for separation in a reduction in force.

Score each FACTOR

With Recommended **Categorical** and **Numerical** and **PAQL**

Job Achievement and/or Innovation	3M 78	PAQL 5
Communication and/or Teamwork	3H 79	PAQL 3
Mission Support	3M 77	PAQL 3

Score each FACTOR

With Recommended **Categorical** and **Numerical** and **PAQL**

Job Achievement and/or Innovation **3M 78** PAQL **5**

Communication and/or Teamwork **3H 79** PAQL **3**

Mission Support **3M 77** PAQL **3**

Recommended Categorical Score is where the employee should be compensated within the assigned broadband level:

- Low end of the broadband pay range, e.g., 1L, 2L, 3L, 4L
- Medium-to-Low end of the broadband pay range, e.g., 1ML, 2ML, 3ML, 4ML
- Medium of the broadband pay range, e.g., 1M, 2M, 3M, 4M
- Medium-to-High end of the broadband pay range, e.g., 1MH, 2MH, 3MH, 4MH
- High end of the broadband pay range, e.g., 1H, 2H, 3H, 4H

Business Management and Technical Management Professional																		
NH-01			NH-02					NH-03			NH-04							
19543		-	34988		30113		-	71764			66167	-	102288		92977	-	142180	
Pay at the Low End of the Pay Range	Pay at the Med Range of the Pay Range	Pay at the High End of the Pay Range	Pay at the Low End of the Pay Range	Pay at the Med to Low Range of the Pay Range	Pay at the Med Range of the Pay Range	Pay at the Med to High Range of the Pay Range	Pay at the High End of the Pay Range	Pay at the Low End of the Pay Range	Pay at the Med Range of the Pay Range	Pay at the High End of the Pay Range	Pay at the Low End of the Pay Range	Pay at the Med Range of the Pay Range	Pay at the High End of the Pay Range	Pay at the Med Range of the Pay Range	Pay at the High End of the Pay Range			

Score each FACTOR With Recommended **Categorical** and **Numerical** and **PAQL**

Job Achievement and/or Innovation **3M 78** PAQL **5**
 Communication and/or Teamwork **3H 79** PAQL **3**
 Mission Support **3M 77** PAQL **3**

Recommended Numerical Score is what the employee should be compensated.

Business Management and Technical Management Professional											
NH-01			NH-02			NH-03			NH-04		
19543	-	34988	30113	-	71764	66167	-	102288	92977	-	142180

Categorical Scores														
1L Low	1M Medium	1H High	2L Low	2ML Medium-Low	2M Medium	2MH Medium-High	2H High	3L Low	3M Medium	3H High	4L Low	4M Medium	4H High	Very High

Numerical Scores														
0-5	6-23	24-29	22-29	30-40	41-50	51-61	62-66	61-66	67-78	79-83	79-83	84-95	96-100	115



Career Paths, Broadband Levels and Salary Ranges Numerical Scores and Categorical Scores

Business Management and Technical Management Professional													
NH-01			NH-02				NH-03			NH-04			
19543	-	34988	30113	-	71764	66167	-	102288	92977	-	142180		

Categorical Scores														
1L Low	1M Medium	1H High	2L Low	2ML Medium-Low	2M Medium	2MH Medium-High	2H High	3L Low	3M Medium	3H High	4L Low	4M Medium	4H High	Very High
Numerical Scores														
0-5	6-23	24-29	22-29	30-40	41-50	51-61	62-66	61-66	67-78	79-83	79-83	84-95	96-100	115

Technical Management Support													
NJ-01			NJ-02				NJ-03			NJ-04			
19543	-	34988	30113	-	53703	45627	-	71764	66167	-	102288		

Categorical Scores														
1L	1M	1H	2L	2ML	2M	2MH	2H	3L	3M	3H	4L	4M	4H	VH
Numerical Scores														
0-5	6-23	24-29	22-29	30-35	36-40	41-46	47-51	43-51	52-61	62-66	61-66	67-78	79-83	95

2020 ACQDEMO
BROADBAND TABLE
(Base Pay)

Administrative Support									
NK-01			NK-02				NK-03		
19543	-	34988	30113	-	48488	41310	-	65321	

Categorical Scores									
1L	1M	1H	2L	2M	2H	3L	3M	3H	VH
Numerical Scores									
0-5	6-23	24-29	22-29	30-41	42-46	38-46	47-56	57-61	70

CCAS has a scoring range from 0 to 100 for NH, 0 to 83 for NJ, and 0 to 61 for NK with Very High score of 115, 95 and 70.

Performance Appraisal Quality Level (PAQL)

Score each FACTOR
With Recommended Categorical and Numerical and PAQL

Job Achievement and/or Innovation **3M 78** PAQL **5**
 Communication and/or Teamwork **3H 79** PAQL **3**
 Mission Support **3M 77** PAQL **3**

Performance Appraisal Quality Level (PAQL)	Performance Appraisal Quality Level Criteria
Level 5 - Outstanding	An employee's quality of performance exhibited in achieving his/her contribution results substantially and consistently surpasses the factor-specific expected contribution criteria and the employee's contribution plan goals and objectives.
Level 3 – Fully Successful	An employee's performance consistently achieves, and sometimes exceeds, the factor-specific expected contribution criteria and his/her contribution plan goals and objectives.
Level 1 - Unacceptable	An employee's performance fails to meet the expectations for quality of work and the required results for the goals and objectives set forth in his/her contribution plan for the appraisal cycle.

Rating of Record	Rating Criteria
Level 5 Outstanding	The average score of the three PAQLs is 4.3 or greater, with no contribution factor being rated a "1" (Unacceptable), resulting in a rating of record that is a "5".
Level 3 Fully Successful	The average score of the three PAQLs is less than 4.3, with no contribution factor being rated a "1" (Unacceptable), resulting in a rating of record that is a "3".
Level 1 Unacceptable	Any contribution factor rated as "1".

CCAS Scoring Summary

Contribution Scores – For Compensation

- Categorical Scores
- Numerical Scores

Performance Appraisal Quality Level (PAQL) scores - for Rating of Record IAW 10 U.S.C. §1597(f) for separation in a reduction in force

Categorical Score		Numerical Score		
		Business and Technical Management Professional (NH)	Technical Management Support (NJ)	Administrative Support (NK)
Broadband and Very High Score Levels	Categorical Scores	Numerical Score Range	Numerical Score Range	Numerical Score Range
Very High Score	High	115	95	70
	Medium	110	91	67
	Low	105	87	64
IV	High	96-100	79-83	--
	Medium	84-95	67-78	--
	Low	79-83	61-66	--
III	High	79-83	62-66	57-61
	Medium	67-78	52-61	47-56
	Low	61-66	43-51	38-46
II	High	62-66	47-51	42-46
	Medium High	51-61	41-46	--
	Medium	41-50	36-40	30-41
	Medium Low	30-40	30-35	--
I	Low	22-29	22-29	22-29
	High	24-29	24-29	24-29
	Medium	6-23	6-23	6-23
	Low	0-5	0-5	0-5

Performance Appraisal Quality Level (PAQL)	Performance Appraisal Quality Level Criteria
Level 5 - Outstanding	An employee's quality of performance exhibited in achieving his/her contribution results substantially and consistently surpasses the factor-specific expected contribution criteria and the employee's contribution plan goals and objectives.
Level 3 – Fully Successful	An employee's performance consistently achieves, and sometimes exceeds, the factor-specific expected contribution criteria and his/her contribution plan goals and objectives.
Level 1 - Unacceptable	An employee's performance fails to meet the expectations for quality of work and the required results for the goals and objectives set forth in his/her contribution plan for the appraisal cycle.

Questions?

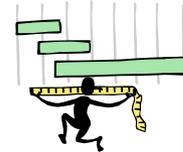
Assessment Writing

SMART Objectives

SMART is a framework for developing (and evaluating) contribution objectives:

Specific

- Specific regarding the result (not the activities to achieve that result)



Measurable

- Quality, quantity, time, cost effectiveness/resources

Achievable

- Objectives link employee's work, work unit's goal, and organizational mission

Relevant

- "Relevant" means that the objective is important to the employee and the organization. The employee's work fits into the organization's goals and priorities. The organization's mission, function statement, and other strategic and project planning documents provide the basis and context for the work and its relationship to the greater Army/DoD mission. Establishing the "line of sight" is important because it underscores the importance of duties and how they support the organization.

Timely

- When will the objective start, or when will it be completed?

SMART Objectives

SMART is a framework for developing (and evaluating) contribution objectives:

Specific

- Specific regarding the result (not the activities to achieve that result)
- What needs to be accomplished?
- The objective must be sufficiently descriptive and specific in its relation to your organization's or department's goals. It should be something that is affected by organizational expenditures, policies, or other actions. In other words, it's a good way to measure the impact of what you are doing.
- The objective should be stated as simply, concisely, and explicitly as possible. This answers questions such as: how much, for whom, for what, and how often?



Measurable

- Quality, quantity, time, cost effectiveness/resources
- When, what or where is the objective target?
- This criterion is the gauge for quantifying the accomplishment of the objective. It stresses the need for criteria to measure progress toward the goal. If you don't know how to measure your progress, you can't write a measurable goal. Writing measurable standards allows for a clearer, more objective evaluation.

Achievable

- Objectives link employee's work, work unit's goal, and organizational mission
- Can the goal be accomplished with the resources, personnel, and time available?
- Is the goal sufficiently challenging but not so complex that it is unrealistic? Achieving the performance standard is something an employee or a team can reasonably be expected to do to support a work-unit goal. The performance standard is achievable with the resources and personnel available and within the time available.
- The performance standard should be achievable within the employee's control and not overly dependent on outside factors. The employee should be rated only on work for which he or she is responsible.

Relevant

- Why is the objective important?
- "Relevant" means that the objective is important to the employee and the organization. The employee's work fits into the organization's goals and priorities. The organization's mission, function statement, and other strategic and project planning documents provide the basis and context for the work and its relationship to the greater Army/DoD mission. Establishing the "line of sight" is important because it underscores the importance of duties and how they support the organization.
- The objective should have a direct and obvious link to organizational goals. It should be job-specific and focus on work important to the organization's success. When writing objectives, they should be created based on the organization goals.

Timely

- When will the objective start, or when will it be completed?
- If possible, objectives should outline a specific time frame. For some physical conditions, this may be a number of months; for some operational objectives, results can be tracked daily.
- Objectives may be written to reflect assignments or goals that are longer than the appraisal cycle because some objectives may be a multiple-phase project being evaluated. It is important to name the specific outcome that is expected for the current appraisal cycle.
- The timeframe associated with each objective needs to be understood and communicated clearly so that expectations for results and impacts are understood and acceptable.
- The objective should specify a timeframe associated with production of the product or service. Such timeframes help clarify performance expectations and ensure the work gets done in a timely manner. Timeframes can be within a certain period of time or by a certain date and may span multiple appraisal cycles.

Developing Contribution Objectives

Keep in Mind the Applicable Factor or Factors

Job Achievement and/or Innovation

What will be the...
 Task
 Service
 Project
 Program
 Problem
 Issue
 Concern
 Etc.

Are you a...
 -Technical
 -Functional
 -Subject-Matter
 Expert?
 For what?
 Will you...
 Lead?
 Supervise?
 Mentor?
 Will you complete any training?

...that you will work on?

Communication and/or Teamwork

Oral
 What will you do...
 -Brief?
 -Train?
 -Discuss?
 -Negotiate?
 -Etc.?

Written
 What will you write...
 -Report?
 -Analysis?
 -Policy?
 -Procedures?
 -Travel Orders?
 -Etc.?

Will you be part of a/an or will you work with a/an...
 Team?
 Branch?
 Division?
 Directorate?
 PM?
 PEO?
 Staff?
 Office?
 DoD
 AF/Navy/MC
 Etc.

Mission Support

Who will be your...
 Internal customer(s)?
 External customer(s)?
 What Product(s) Service(s) Etc.
 ...will you provide?

Will you work with...
 Funds?
 Time?
 Personnel?
 Equipment?
 Facility?
 Supplies?
 Etc.?



Acquisition Coded Position Mandatory Employee Objective

This requirement is only for non-supervisory acquisition coded position employees.

The following as a mandatory objective under the contribution factor Job Achievement and/or Innovation

“Reviews, discusses and updates, as needed, the Individual Development Plan (IDP) with the supervisor during initial performance review and mid-point 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 the allotted grace period of assignment to the encumbered acquisition-coded position and at the appropriate level (I, II, or III).”

Supervisor Mandatory Objectives

- Develop/review/discuss/update IDPs at initial/mid-point/end of cycle for all assigned acquisition workforce members (shall ensure 95% of subordinate IDPs are discussed and updated every 6 months with a goal of 100 percent), actively engaged to ensure employees complete 80 CLPs within 2-year cycle (goal is 40 CLPs yearly), and, as applicable, ensuring employees attain required acquisition certification within the allotted grace period of assignment to encumbered positions. (for supervisors of acquisition workforce employees)
- Execute the full range of human resources and fiscal responsibilities within established timelines and in accordance with applicable regulations. Strictly enforce merit principles in all personnel actions and selections, and bring attention to any apparent violations. Develop a vision for the work unit; align performance expectations with organizational goals. Objectively assess employee performance/contributions, and provide clear and effective feedback to employees that will enable them to improve their performance and pursue professional development. Maintain a safe work environment and promptly address allegations of noncompliance. Ensure EEO/EC/SHARP principles are adhered to throughout the organization, take immediate corrective action if sexual harassment or other discriminatory/unfair treatment is observed, reported or suspected. Ensure continuing application of, and compliance with, applicable laws, regulations and policies governing prohibited personnel practices; promptly address allegations of prohibited discrimination, harassment, and retaliation." (all supervisors of AcqDemo employees)
- Complete required SRPE NLT 29 December or as required by the specific suspense as established by the Business Rules. (SRPE objective for supervisors)

Employee Self-Assessment

Employees' self-assessment:

- describes how their contributions enabled mission accomplishment

Job Achievement and/or Innovation

What did you complete
Task
Service
Project
Program
Problem
Issue
Concern
Etc.

...that you will work on?

Did you state your
-Technical
-Functional
-Subject-Matter-Expert
expertise?
For what?
Did you...
Lead?
Supervise?
Mentor?

Will you complete any training?

Communication and/or Teamwork

Oral
What did you do...
-Brief?
-Train?
-Discuss?
-Negotiate?
-Etc.?
Written
What did you write...
-Report?
-Analysis?
-Policy?
-Procedures?
-Travel
Orders?
-Etc?

Name your role as part of a or who did you work with ...
Team?
Branch?
Division?
Directorate?
PM?
PEO?
Staff?
Office?
DoD
AF/Navy/MC
Etc.

Mission Support

Who were your...
Internal customer(s)?
External customer(s)?
What Product(s) Service(s) Etc.

Did you work with/develop/plan ...
Funds?
Time?
Personnel?
Equipment?
Facility?
Supplies?
Etc.?

Did you execute as planned?

What is a Contribution?

A contribution is a specific, tangible, and/or discernable action which significantly or meaningfully contributed to the success of the organization.

Contribution statements should describe:

- (1) the specific task, project or initiative performed, led or executed,
- (2) the results achieved, and
- (3) the impact to the organization.

The contribution statements included in an employee's annual assessment should not simply list the skills an employee possesses, but rather, should identify discrete actions performed by the employee, and illustrate how those actions directly contributed to the advancement or success of the organization.

Performance is the activity, Contribution is the result and impact from that activity!

Employee Self-Assessment

Employees' self-assessment:

- describes how their contributions enabled mission accomplishment
- details achievements or recognition
- Includes completed training and developmental courses



Self-assessment serve as a reminder to supervisors of significant accomplishments of their employees and can provide an opportunity for further discussion between the employee and supervisor and about employee performance.

Address each *performance element* ➡ contribution objective in the employee self-assessment.

Self-assessments should be factual, objective statements about how they accomplished each *element* ➡ objective.

Strongly encourage using the

WHAT, RESULT, IMPACT format

- WHAT: Begin with a named task, project, program, assignment, policy, etc.
- RESULT: Results achieved must be specific (use dollar figures, program names, time saved, percentages, etc.)
- IMPACT: For each statement, make sure it passes the “**SO WHAT**” test; ending with impact to the mission of the organization and/or customer

when developing your self-assessment. Employees must address all three factors.

Mandatory objectives cannot be the only objectives aligned to and addressed under the Job Achievement and/or Innovation factor.

- The employee and supervisor assessments of contributions are crucial to the pay pool panel members when they review ratings.
- The assessments should address each job objective, indicate the results achieved, and clearly document how the employee's contributions fared against the factors, descriptors and expected contribution criteria.
- Rating recommendations reviewed by the pay pool panel must contain sufficient information to justify the rating before a final rating is approved.

The Self-Assessment

- The Self Assessment is **not a laundry list** of what was done during the rating period but rather a set of statements that indicate what you did and how it helped your office or division or directorate or PM or PEO or USAASC, ASA ALT or Army or DoD meet the mission.
- Employees must **be specific** when writing contribution statements. Do not leave it to others to presume contribution. For example, stating, *“I published three technical journal articles during this assessment period,”* implies a contribution but does not state one. A more complete statement of contribution might be, *“This year, I published three technical journal articles on <technical subject> which resulted in <some desired advancement in the technology> in direct support of our mission to <specify goal>.”*
- It is important to remember that what an Employee may think of as a singular work activity may result in **contributions** that **apply to several contribution factors**. A contribution in an individual factor is not necessarily represented by a discrete activity; it may be but one facet of the activity.
- More simply put, a contribution for Job achievement/Innovation could have aspects to it that could/should be recorded under the factors of Communication/Teamwork and Mission Support. And, contributions to the Communication/Teamwork factor can correlate to Job Achievement/Innovation.

Are There Significant Accomplishments? What Are Significant Accomplishments?

The following are characteristics of significant accomplishments:

- DoD-/Army-/Command/PEO/Program-wide Impact
- High Level of Difficulty
- Representing NGB/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

Supervisor Assessment

Supervisor Assessment

Job Achievement
and/or Innovation

Communication
and/or Teamwork

Mission Support

The supervisor

- provides a written narrative on each contribution factor
- begins narrative with “I concur with employee self-assessment”, “I partially concur with employee self-assessment”, “I non-concur with employee self-assessment”
- details the employee’s significant achievements or results and observable behaviors relative to the contribution plan’s objectives and quality of performance
- considers obstacles encountered and overcome by the employee
- recommends a categorical and numerical scores for compensation calculation, and a performance appraisal quality level for each contribution factor (only for the annual assessment)

Performance Appraisal Quality Level and the Supervisor Assessment

PAQL – 5 Outstanding

An employee’s quality of performance exhibited in achieving his/her contribution results ***substantially and consistently surpasses*** the factor-specific expected contribution criteria and the employee’s contribution plan goals and objectives. These words would support a PAQL 5....

bad	special	foremost	capital	number 1	red-letter	predominant
distinguished	superior	greatest	celebrated	optimum	sans pareil	primo
dominant	superlative	highest	chief	out-of-sight	second to none	principal
eminent	well-known	incomparable	cool	outstanding	super	standout
exceptional	beyond compare	inimitable	crack	paramount	superlative	star
famous	champion	leading	eventful	peerless	supreme	stellar
great	choicest	matchless	far-out	perfect	momentous	super
important	culminating	Nonpareil	greatest	preeminent	mostest	superstar
impressive	finest	A-1	hundred-proof	premium	number one	tops
magnificent	first	A-number-1	main	prime	out-of-sight	world-class
phenomenal	first-class	ace	major	primo	out-of-this-world	brilliant
Preeminent	first-rate	boss	Meritorious	principal	unparalleled	champion
brilliant	excellent	master	virtuoso	tough	unrivaled	
champion	expert	outstanding	terrific	transcendent	unsurpassed	
distinguished	great	superb	tops	unequaled	10	

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Job Achievement and/or Innovation Communication and/or Teamwork Mission Support Supervisor 1 Approval

Employee Assessment

WHAT: Provided a draft transition guide for CECOM.
RESULT: The draft guide saved development and research time by the transition team, which had a final guide out 45 days prior to conversion.
IMPACT: Across the command. Successful conversion of 2,437 employees to AcqDemo.

Supervisor 1 Assessment

Concur with employee's self assessment; the planning was detailed and informative, meeting all milestones that significantly contributed to a successful conversion and a well informed workforce.

Characters: 208/4000

Auto Save Timeout: 159

*Character count may differ from Microsoft Word

No categorical score, no numerical score, no PAQL for mid-point or closeout.

Cancel Save Return to Employee Approve

Closeout is completed upon a change in supervisor during the rating period. Closeout is not the annual.



CCAS Scoring *to* CCAS Pay Out

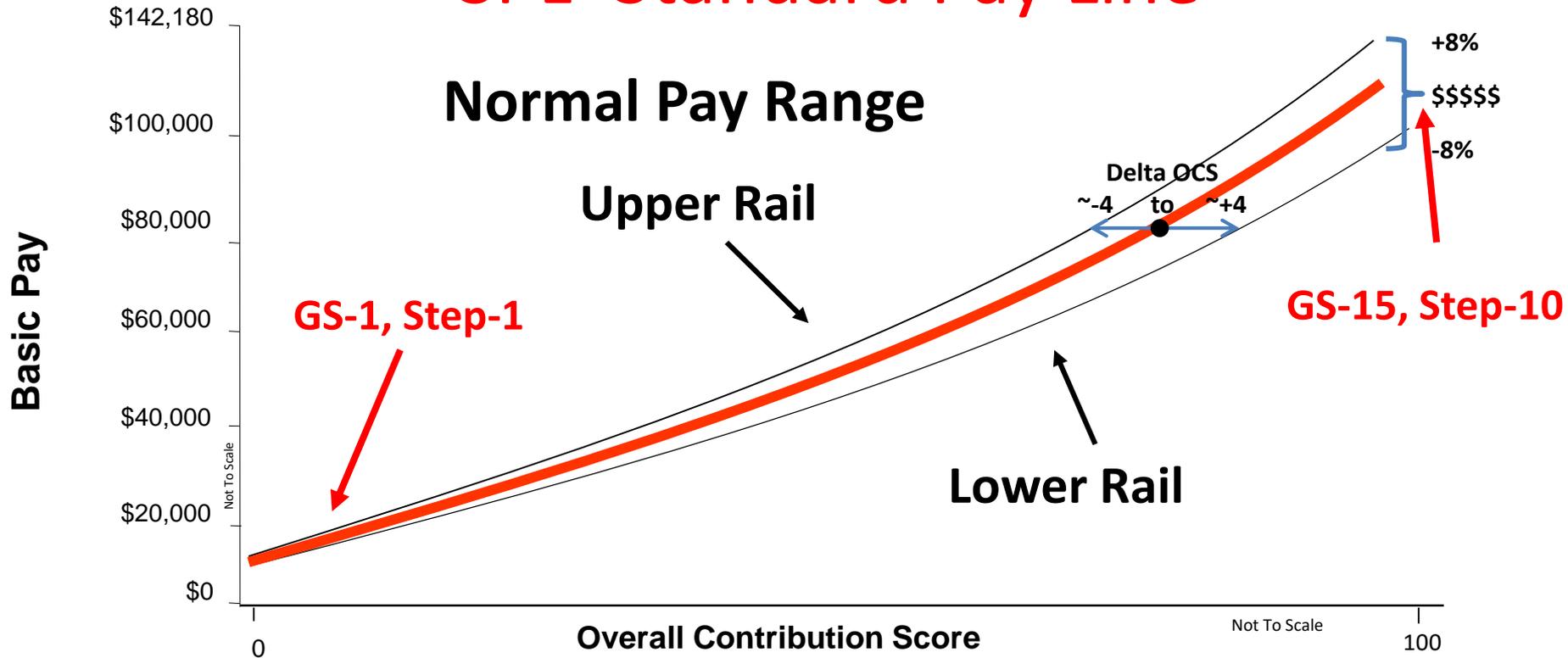
- All AcqDemo employees are rated on the three factors (categorical and numerical scores, and performance appraisal levels).



- CCAS has a point range from 0 to 100
 - Very High Score of 105, 110 or 115 for NH-IV
 - Very High Score of 87, 91 or 95 for NJ-IV
 - Very High Score of 64, 67 or 70 for NK-III
- Each AcqDemo employee has an Expected Contribution Score within the 0 – 100 point range that is computed using the employee’s base pay (without locality)
 - Note: For Pay Retention/Retained Pay Employees, their Expected Overall Contribution Score (OCS) is the maximum score for their assigned broadband level.

How are the numerical scores developed?

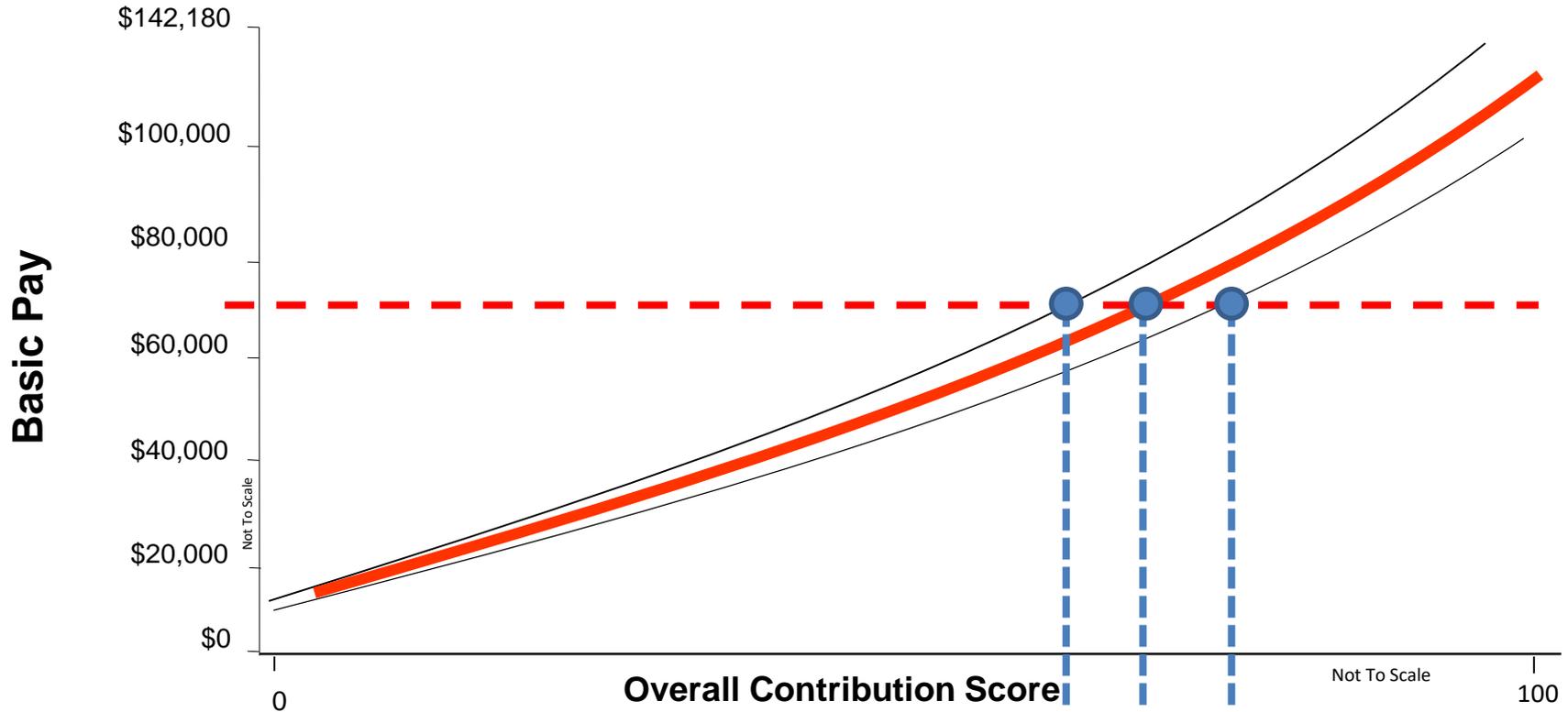
SPL=Standard Pay Line



Expected Contribution Range

For every salary there is a range of OCS's...

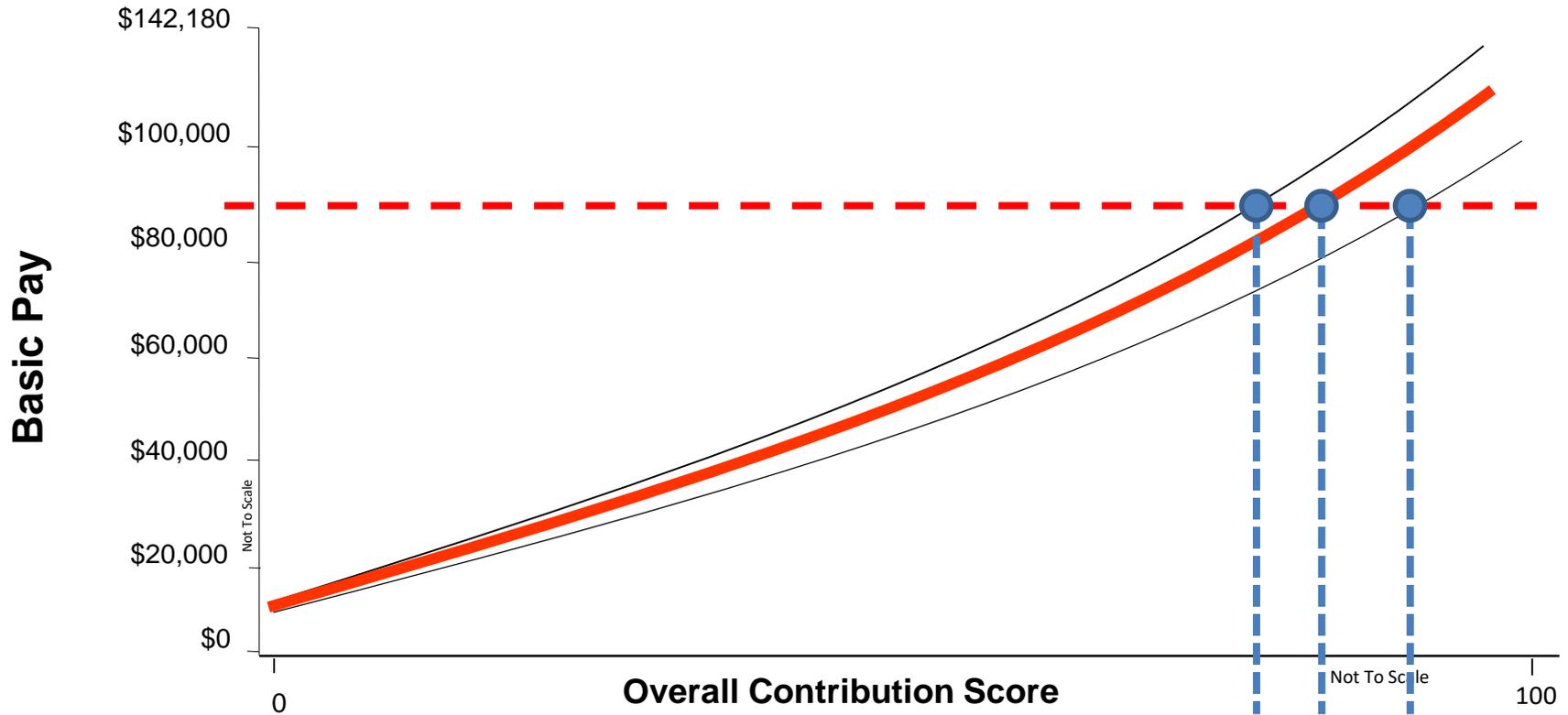
From the Upper Rail to the Standard Pay Line to the Lower Rail.



Expected Contribution Range

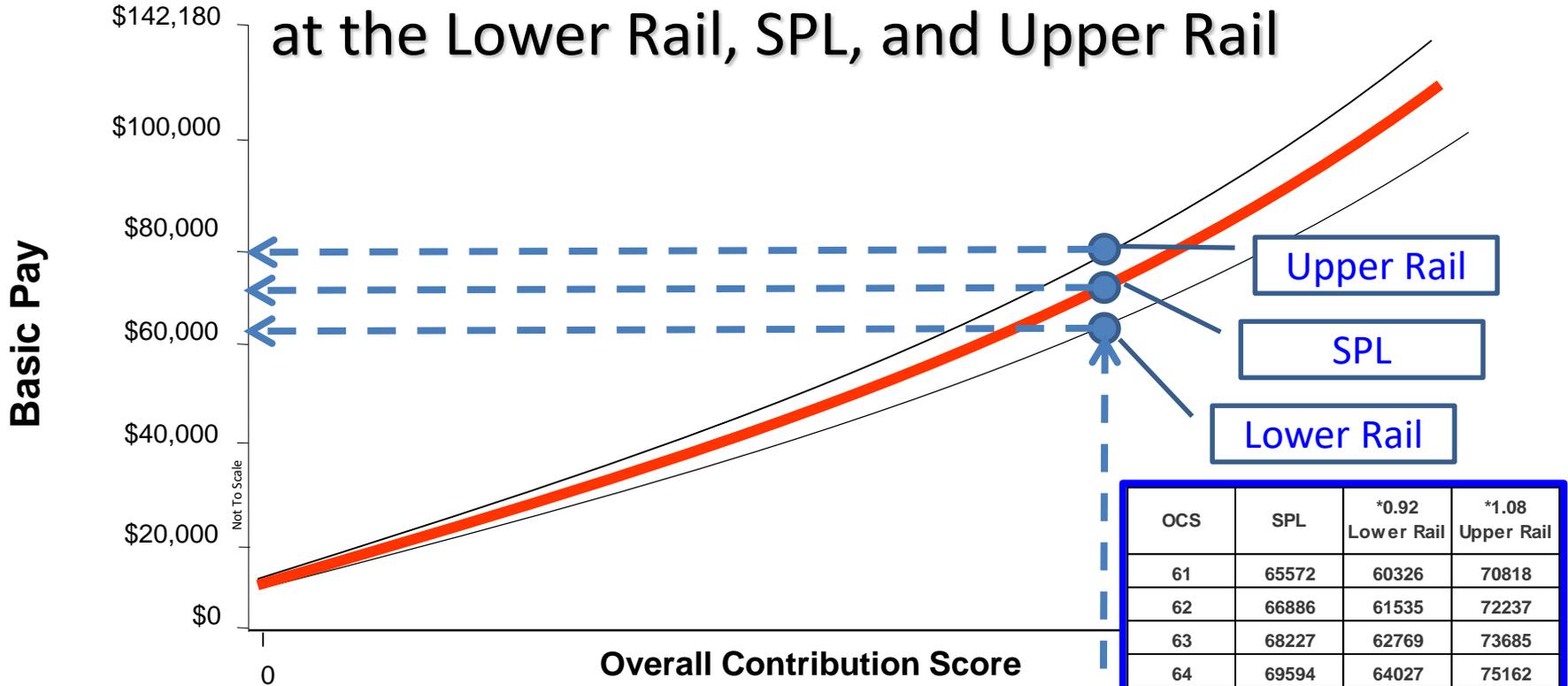
For every salary there is a range of OCS's...

From the Upper Rail to the Standard Pay Line to the Lower Rail.



Normal Pay Range and CCAS Payout

For every OCS there are three dollar values...
at the Lower Rail, SPL, and Upper Rail



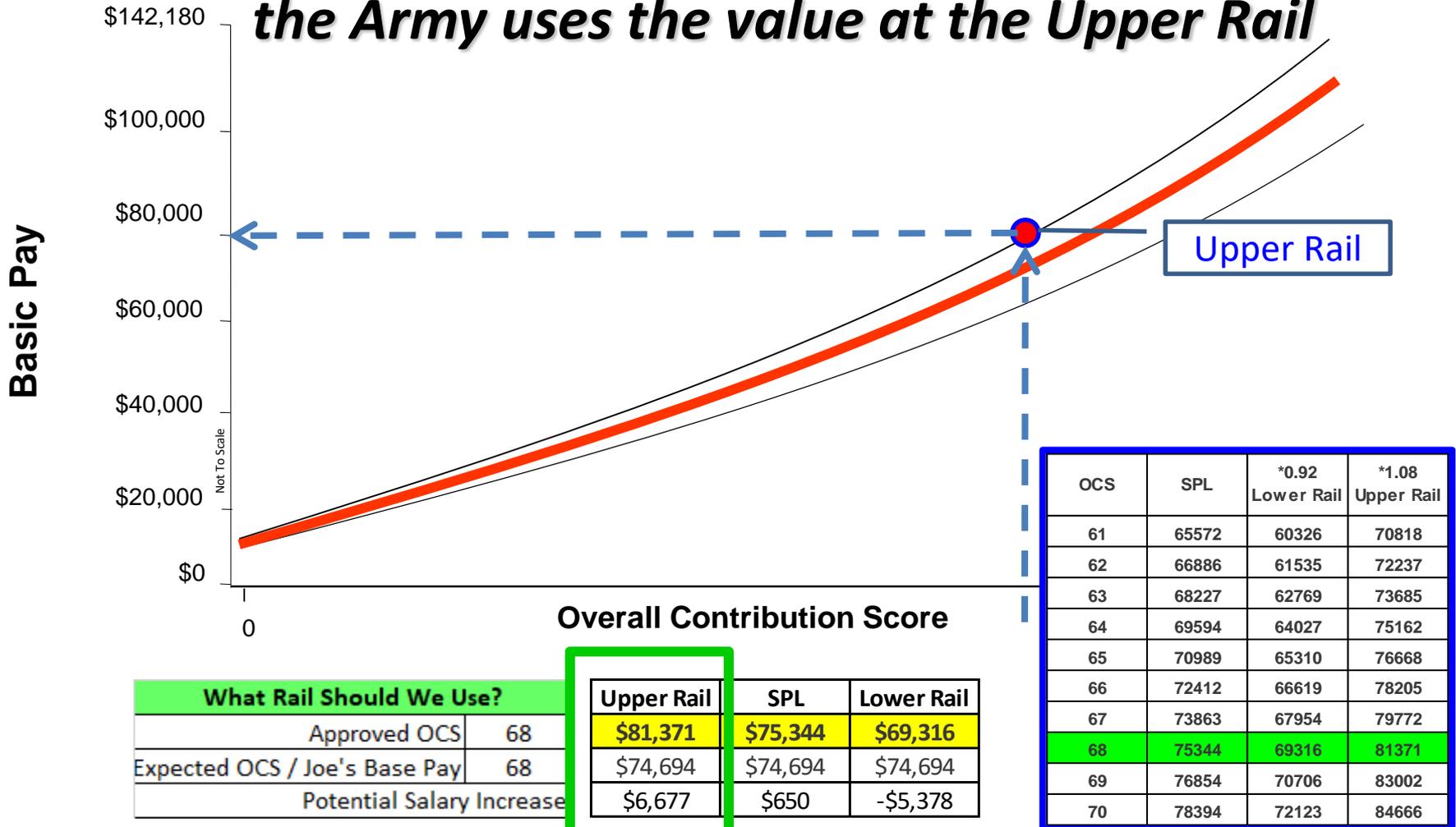
OCS	SPL	*0.92 Lower Rail	*1.08 Upper Rail
61	65572	60326	70818
62	66886	61535	72237
63	68227	62769	73685
64	69594	64027	75162
65	70989	65310	76668
66	72412	66619	78205
67	73863	67954	79772
68	75344	69316	81371
69	76854	70706	83002
70	78394	72123	84666

What Rail Should We Use?		Upper Rail	SPL	Lower Rail
Approved OCS	68	\$81,371	\$75,344	\$69,316
Expected OCS / Joe's Base Pay	68	\$74,694	\$74,694	\$74,694
Potential Salary Increase		\$6,677	\$650	-\$5,378

Example is using 2020 SPL/NPR Table, rate of pay and locality rates.

Normal Pay Range and CCAS Payout

While every OCS has three dollar values...
the Army uses the value at the Upper Rail



Example is using 2020 SPL/NPR Table, rate of pay and locality rates.

NH Score Range = 0 – 100

NJ Score Range = 0 – 83

NK Score Range = 0 – 61



**What is your start point
(Expected Contribution Score)?**

These are the AcqDemo Career Paths, Broadband Levels, Salary Ranges and Score Ranges

Business Management and Technical Management Professional

NH-01	NH-02	NH-03	NH-04
19543 - 34988	30113 - 71764	66167 - 102288	92977 - 142180

0 100 for NH

Technical Management Support

NJ-01	NJ-02	NJ-03	NJ-04
19543 - 34988	30113 - 53703	45627 - 71764	66167 - 102288

0 83 for NJ

Administrative Support

NK-01	NK-02	NK-03
19543 - 34988	30113 - 48488	41310 - 65321

0 61 for NK



What is your start point?

What is your employee's start point?

Expected Overall Contribution Score (OCS) Expected Contribution Range

The Expected OCS and Range are based on the employee's basic pay.

NOTIFICATION OF PERSONNEL ACTION											
1. Name (Last, First, Middle) Contributor, Joe					2. Social Security Number XXX-XX-1111		3. Date of Birth ##-##-####		4. Effective Date 1-26-2020		
3. Pay Plan GS	9. Occ. Code 1102	10. Grade Level 12	11. Step Rate 04	12. Total Salary \$ 84,394	13. Pay Basis PA	16. Pay Plan NH	17. Occ. Code 1102	18. Grade Level 03	19. Step Rate	20. Total Salary \$ 86,608	21. Pay Basis
12A. Basic Pay \$ 72,785		12B. Locality Adj. \$ 11,609	12C. Adj. Basic Pay \$ 84,394		12D. Other Pay	20A. Basic Pay \$ 74,694		20B. Locality Adj. \$ 11,914	20C. Adj. Basic Pay \$ 86,608		20D. Other Pay

Employee's Expected OCS (Overall Contribution Score) and Range are shown in CAS2Net.

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Contribution Plan for JOE CONTRIBUTOR (Approved)

General Information

Fiscal Year: 2019

Expected OCS
64 – 68 - 71
(64-65-66-67-68-69-70-71)
Expected Contribution Range
(Between The Rails)

Sub-Panel Manager:
Munro, Cora

Career Path:
NH - Business Management and
Technical Management
Professional

Pay Pool Manager:
Blaine, Rick

Expected OCS and Range:
64 - 68 - 71

Your supervisor will complete an assessment on each factor, and will recommend a categorical score, a numerical score, and PAQL for each factor.

Score each FACTOR

With Recommended Categorical and Numerical and PAQL

Job Achievement and/or Innovation	3M 78	PAQL 5
Communication and/or Teamwork	3H 79	PAQL 3
Mission Support	3M <u>77</u>	PAQL <u>3</u>
	234	11

234/ 3 = 78 OCS 11/ 3 = 3.67 Average Raw Score = 3 Fully Successful
Recommended Rating of Record

Recommended OCS and Recommended Rating of Record **1**

Let's follow Joe's CCAS journey!

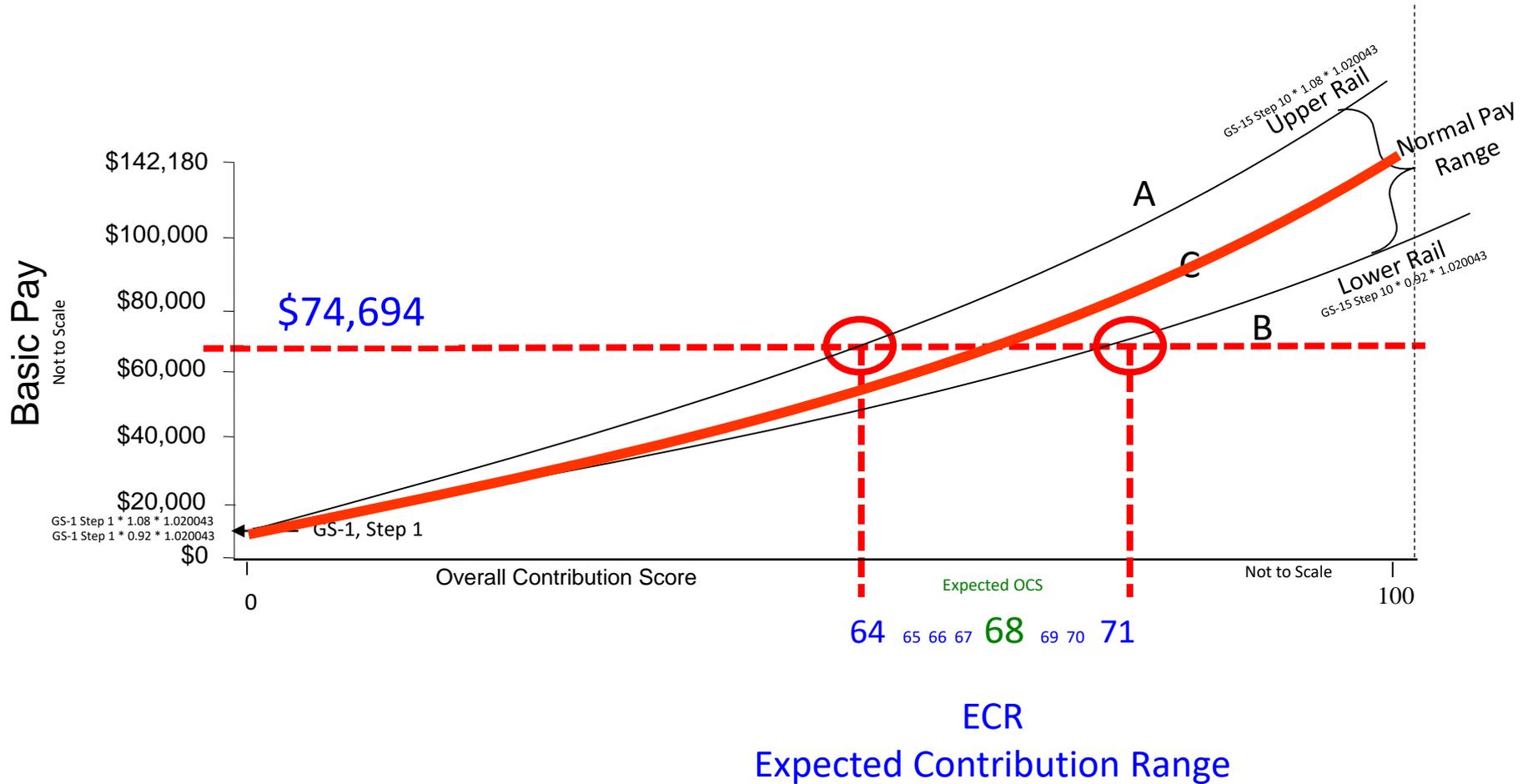
Joe Contributor, NH-03, Base Salary \$74,694



Employee Menu		Contribution Planning for Joe Contributor	
Contribution Planning	Year: 2020 ▼		
Mid-Point Review Self Assessment	First Level Supervisor: Barry Burns		
Closeout Assessment	Broadband Level: III	Occupational Series: 1102 – Contracting	Career Path: NH- Business Management and Technical Management Professional
Annual Appraisal Self Assessment			Expected OCS Range: 64 – 68 - 71
Reports	Contribution Planning Input		(Characters used: 0 of 6000)
eDocuments			

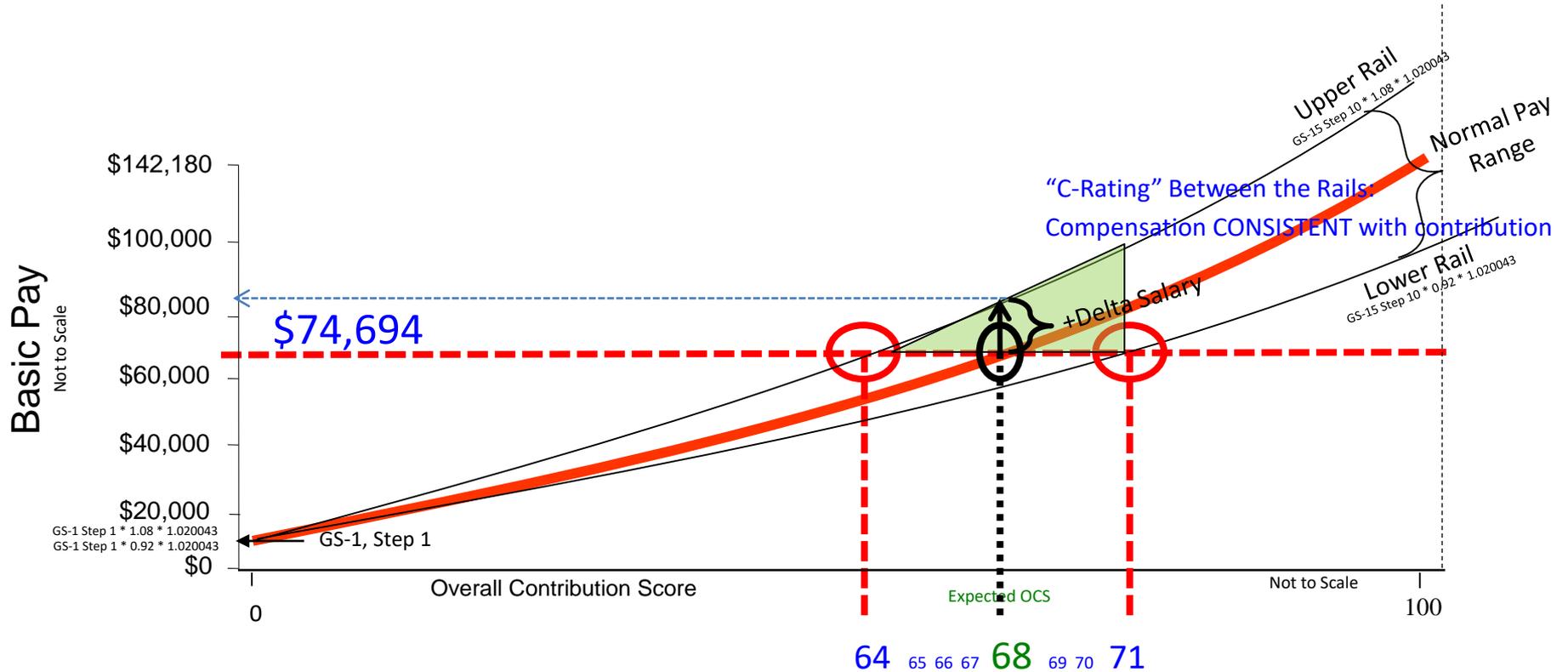
Example is using 2020 SPL/NPR Table, rate of pay and locality rates.

All Employees Start Off “Between The Rails” (Expected Contribution Range) Appropriately Compensated



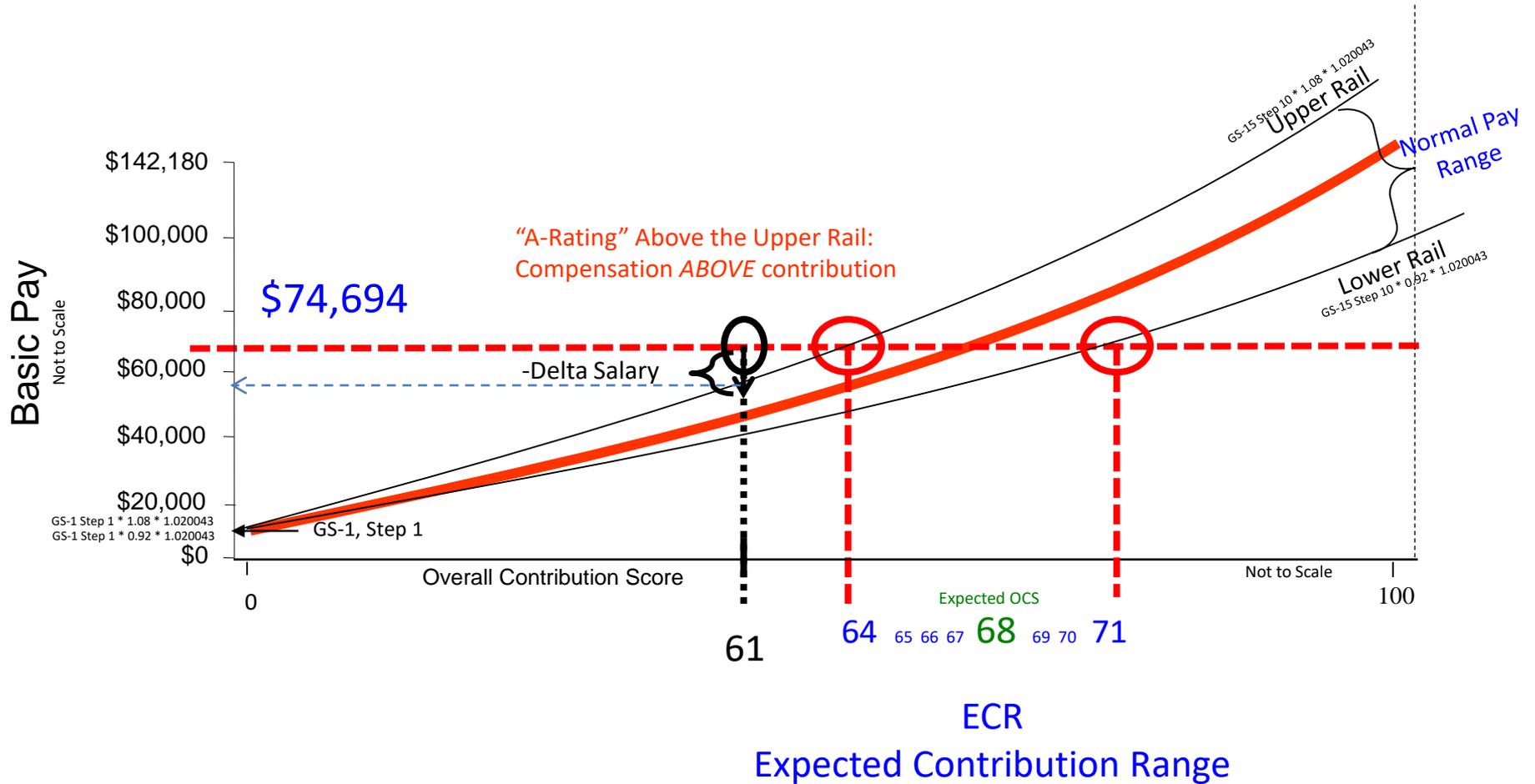
Example is using 2020 SPL/NPR Table, rate of pay and locality rates.

What happens when Joe is scored within his Expected Contribution Range (ECR)?



OCS of 64 - 71

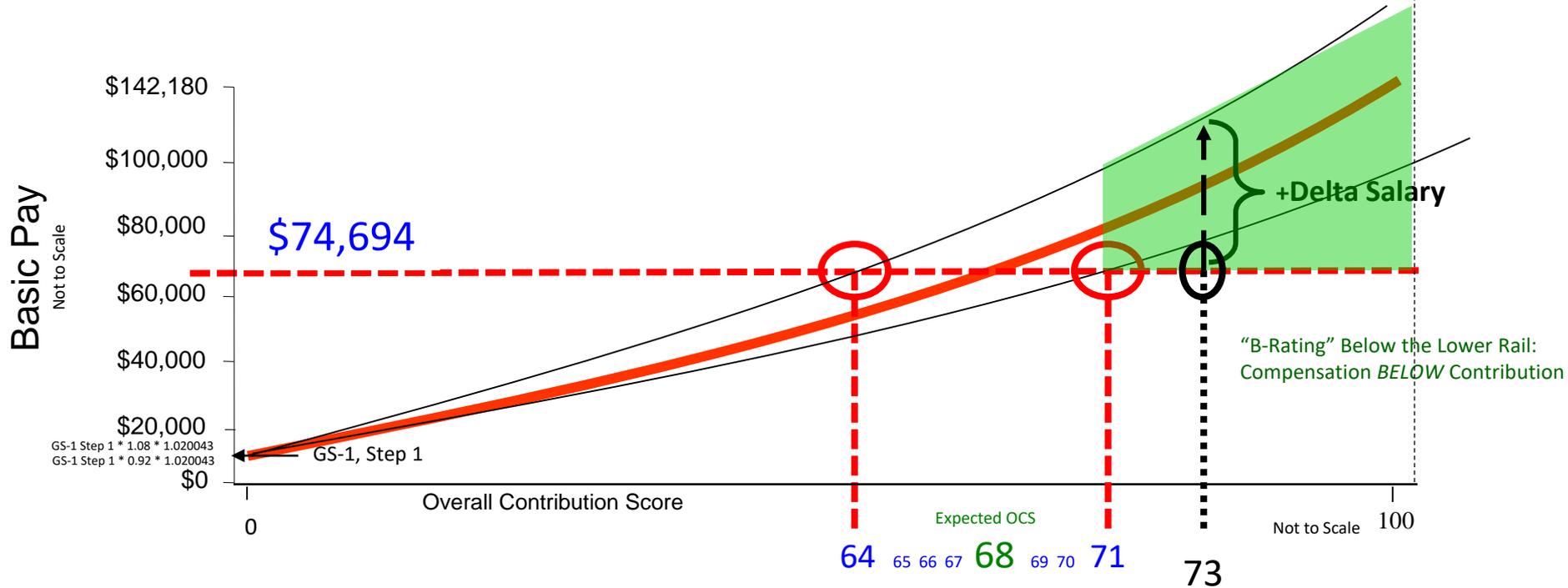
What happens when Joe is scored less than his Expected Contribution Range (ECR)?



OCS of 63 or lower

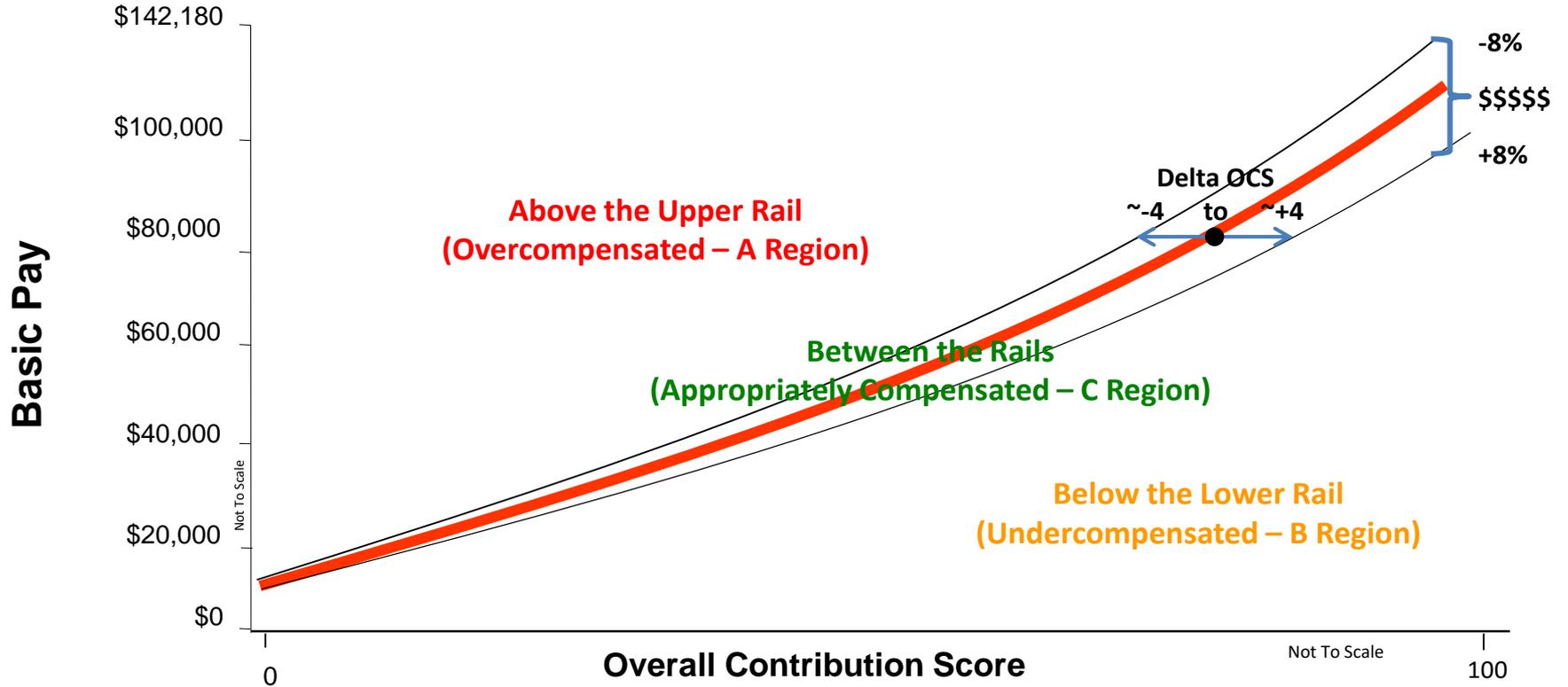
Example is using 2020 SPL/NPR Table, rate of pay and locality rates.

What happens when Joe is scored greater than his Expected Contribution Range (ECR)?



OCS of 72 or higher

The Overall Contribution Score Will Dictate the Eligibility for Compensation



Compensation Category	General Pay Increase	Contribution Rating Increase	Contribution Award	Locality Pay
A (Above the Upper Rail)	Can be given in full, reduced or denied	No	No	Yes
C (Between the Rails)	Yes	Yes – up to 6%	Yes	Yes
B (Below the Lower Rail)	Yes	Yes – up to 20%	Yes	Yes 77

Scoring By the Supervisors

How to determine the Categorical Score and Numerical Score for a Contribution Factor

NH-01			NH-02					NH-03 			NH-04		
Categorical Scores													
1L Low	1M Medium	1H High	2L Low	2ML Medium-Low	2M Medium	2MH Medium-High	2H High	3L Low	3M Medium	3H High	4L Low	4M Medium	4H High
Numerical Scores													
0-5	6-23	24-29	22-29	30-40	41-50	51-61	62-66	61-66	67-78	79-83	79-83	84-95	96-100

Once you determine the contribution level, you decide that Joe's contribution should be compensated at the medium range of the broadband level with a numerical range of 67-78.

Factor – Mission Support NH			
Can be scored less than 		Can be scored more than 	
NH Level I (Score Range 0 – 29) <ul style="list-style-type: none"> Performs assigned tasks within area of responsibility; identifies situations to supervisor or other appropriate personnel when existing guidelines do not apply. Participates as a team member in meeting customer needs. Productively plans individual time and assigned resources to accomplish tasks. Effectively accomplishes assigned tasks. 	NH Level II (Score Range 22 – 66) <ul style="list-style-type: none"> Identifies and resolves conventional problems which may require deviations from accepted policies or instructions. Initiates meetings and interactions with customers to understand customer needs/expectations. Optimizes resources to accomplish projects/programs within established schedules. Effectively accomplishes projects'/programs' goals within established resource guidelines. 	NH Level III (Score Range 61 – 83) <ul style="list-style-type: none"> Anticipates problems, develops sound solutions and action plans to ensure program/mission accomplishment. Establishes customer alliances, anticipates and fulfills customer needs, and translates customer needs to programs/projects. Identifies and optimizes resources to accomplish multiple projects'/programs' goals. Effectively accomplishes multiple projects'/programs' goals within established guidelines. 	NH Level IV (Score Range 79 – 100) <ul style="list-style-type: none"> Defines, integrates, and implements 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. Assess and promulgate, 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). 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.

Joe Contributor is a NH-3  with an expected contribution score of 68 .

Employee's contribution is within his level

Mission Support
3M 77

Job Achievement and/or Innovation

Communication and/or Teamwork

**Score each FACTOR
(Categorical and Numerical)**

Job Achievement and/or Innovation	3M	78
Communication and/or Teamwork	3H	79
Mission Support	3M	<u>77</u>
		234

$$234 / 3 = 78$$

Recommended Overall Contribution Score

***All AcqDemo employees' contributions are assessed against the same three factors (no modification)**

****Next Performance Appraisal Quality Level**



Evaluate Quality of Performance By Assigning A Performance Appraisal Quality Level for Each Factor

Performance Appraisal Quality Level (PAQL)	Performance Appraisal Quality Level Criteria
Level 5 - Outstanding	An employee's quality of performance exhibited in achieving his/her contribution results substantially and consistently surpasses the factor specific expected contribution criteria and the employee's contribution plan goals and objectives.
Level 3 – Fully Successful	An employee's performance consistently achieves, and sometimes exceeds, the factor-specific expected contribution criteria and his/her contribution plan goals and objectives.
Level 1 - Unacceptable	An employee's performance fails to meet the expectations for quality of work and the required results for the goals and objectives set forth in his/her contribution plan for the appraisal cycle.

Rating of Record	Rating Criteria
Level 5 - Outstanding	The average score of the three appraisal levels is 4.3 or greater, with no contribution factor being rated a "1" (Unacceptable), resulting in a rating of record that is a "5".
Level 3 – Fully Successful	The average score of the three appraisal levels is less than 4.3, with no contribution factor being rated a "1" (Unacceptable), resulting in a rating of record that is a "3".
Level 1 - Unacceptable	Any contribution factor rated as "1".

Score each FACTOR With Performance Appraisal Quality Level (PAQL)

Job Achievement and/or Innovation	3M 78	PAQL 5
Communication and/or Teamwork	3H 79	PAQL 3
Mission Support	3M <u>77</u>	PAQL <u>3</u>
	<u>234</u>	<u>11</u>

$234 / 3 = 78$ OCS $11 / 3 = 3.67$ Average Raw Score = 3 Fully Successful
Recommended Rating of Record

Recommended OCS and Recommended Rating of Record **81**

Pay Pool Panel Process

CCAS is a contribution-based appraisal system that goes beyond a performance-based rating system. That is, it emphasizes and **measures the value and effectiveness of the employee's contribution to the mission and goals of the organization**, rather than merely how well the employee performed a job as defined by a set of standards for the work to be accomplished.

Past experience with the existing civilian performance appraisal system indicates that standards in performance plans are often tailored to the individual's level of previous performance. Hence, an employee may have been rewarded by basic pay step increases meeting standards of performance beneath those actually needed to achieve the expected organizational mission outcomes. Under CCAS, **an employee's performance is a component of contribution that influences the employee's ultimate overall expectations and contribution assessment.**



CCAS **promotes basic pay adjustment decisions made on the basis of an individual's overall annual contribution to the mission of the organization when compared to the classification and appraisal factors and an employee's contribution plan, expected results, and the scope, level of difficulty, and value of the employee's position as well as recognizing quality of performance.**

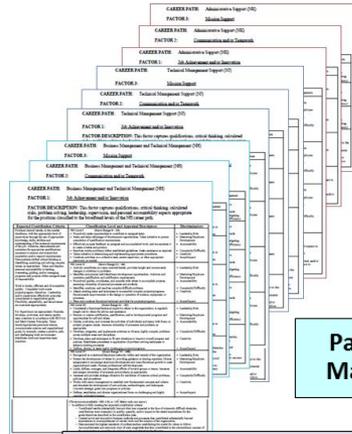


Pay Pool Panel Process



Pay Pool Panel Process

All Self-Assessments + Supervisor Assessments w Recommended Scores for Deliberation by Pay Pool Panel to Approved Pay Pool Results



Categorical Score		Numerical Score		
		Breadth and Technical Professional (NB)	Technical Management Support (NS)	Administrative Support (NA)
Broadband and Very High Score Levels	Categorical Scores	Numerical Score Range	Numerical Score Range	Numerical Score Range
Very High Score	High	115	95	75
	Medium	110	91	67
	Low	105	87	60
IV	High	96.100	79.83	65.46
	Medium	84.95	67.79	55.41
	Low	79.83	62.66	50.36
III	High	79.83	62.66	47.61
	Medium	67.79	50.51	42.56
	Low	62.66	47.51	42.46
II	High	51.61	41.46	32.41
	Medium	41.50	36.49	30.41
	Low	39.49	35.39	30.41
I	High	22.29	22.29	22.29
	Medium	24.29	24.29	24.29
	Low	6.23	6.23	6.23
	Low	0.5	0.5	0.5

Pay Pool Administrator (CAS2Net Superuser)



Expected Contribution Criteria	Performance Appraisal Quality Level (PAQL)	Performance Appraisal Quality Level Criteria
<p>Job Achievement and/or Innovation</p> <p>Produced outstanding supervisory work</p> <p>Effective as needed, common work</p> <p>Key ACQ Demos identify as appropriate and/or assign</p> <p>Works in quality at the organization</p> <p>Work is quality, teaming, decision, and effectively promote organizational goals</p> <p>For Supervisors: develops, motivates members in accordance with System Principles, mission, and organizational goals</p> <p>For Supervisors: safe, and distributes work and empowers team members</p>	<p>Level 5 - Outstanding</p> <p>Level 3 - Fully Successful</p> <p>Level 1 - Unacceptable</p>	<p>An employee's quality of performance exhibited in achieving his/her contribution results substantially and consistently surpasses the factor-specific expected contribution criteria and the employee's contribution plan goals and objectives.</p> <p>An employee's performance consistently achieves, and sometimes exceeds, the factor-specific expected contribution criteria and his/her contribution plan goals and objectives.</p> <p>An employee's performance fails to meet the expectations for quality of work and the required results for the goals and objectives set forth in his/her contribution plan for the appraisal cycle.</p>
<p>Communication and/or Innovation</p> <p>Effective as needed, common work</p> <p>Key ACQ Demos identify as appropriate and/or assign</p> <p>Works in quality at the organization</p> <p>Work is quality, teaming, decision, and effectively promote organizational goals</p> <p>For Supervisors: develops, motivates members in accordance with System Principles, mission, and organizational goals</p> <p>For Supervisors: safe, and distributes work and empowers team members</p>	<p>Level 5 - Outstanding</p> <p>Level 3 - Fully Successful</p> <p>Level 1 - Unacceptable</p>	<p>The average score of the three PAQLs is 4.3 or greater, with no contribution factor being rated a "1" (Unacceptable), resulting in a rating of record that is a "5".</p> <p>The average score of the three PAQLs is less than 4.3, with no contribution factor being rated a "1" (Unacceptable), resulting in a rating of record that is a "3".</p> <p>Any contribution factor rated as "1".</p>

Part I: CCAS Salary Appraisal Form

Name: Joe D Contributor Series: 0301 Appraisal Period: 4-Mar-18 to 30-Sep-18
 CAS2Net ID: 1 Broadband Level: III Retained Pay: No Presumptive: None
 Career Path: NH Approved By: Charles Allnut, Pay Pool Manager Effective Date of Appraisal: January 1, 2019

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

Supervisor Print / Sign _____ Date _____
 Employee Print / Sign _____ Date _____

2016 Appraisal Detail	Factor	Category Score	Numeric Score	PAQL
Overall Contribution Score	70 Job Achment & Innov	3M	72	5
Expected Contribution Score	68 Comm &/ Teamwork	3M	68	3
Expected Contribution Range	64-71 Mission Support	3M	68	3
Delta OCS	2			
Rating of Record	3			
Average Raw Score of PAQLs				3.67

Compensation Detail

\$70,805 Current Rate of Base Pay
 + \$ 709 General Pay Increase 1.0%
 + \$ 1,978 CRI (Salary Increase) 2.79%
 = **\$73,492 New Rate of Basic Pay**
 + **\$19,916 Locality Pay** @ 27.10%
 = **\$93,408 New Total Salary**
 - 1,502 Contribution Award

2018 Expected Contribution Level

Expected Overall Contribution Score 69
 Expected Contribution Range 65-72

Employee Compensation Region Chart

Approved Compensation Region C2

The graph plots the employee's current base salary versus the final OCS relative to the rails and standard pay line (SPL), relating contribution to compensation. The top and bottom lines are the Upper and Lower Rails, respectively. The middle line is the SPL. Region A is above the Upper Rail. Region B is below the Lower Rail. Region C is on or within the rails. Compensation regions determine the availability of salary increases and awards. The point on the graph below is the employee's appraisal result.

1. AUTHORITY: Section 5322 of 5 U.S.C.
 2. PURPOSE: This form summarizes the annual evaluation of an employee's contribution through CSD 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: 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.

Remarks

Example is using 2020 SPL/NPR Table, rate of pay and locality rates.

Contribution and Quality of Performance Assessment Consideration for Factor Scoring

Less Than Expected Contribution Range A – Region Above the Upper Rail	Within Expected Contribution Range C – Region Between the Upper and Lower Rails			Greater Than Expected Contribution Range B – Region Below the Lower Rail
Score <u>Less Than</u> Expected Contribution Range (A Region) Overcompensated	Score <u>Within</u> Expected Contribution Range (C Region) But Less Than Expected OCS	Score at Expected Contribution Score (C Region)	Score <u>Within</u> Expected Contribution Range (C Region) But More Than Expected OCS	Score <u>Greater Than</u> Expected Contribution Range (B Region) Undercompensated
Contributions <u>less than</u> current salary level and/or value of the position	Contributions warrant compensation consistent with value of the position but a smaller compensation because...	Contributions warrant compensation consistent with value of the position	Contributions warrant compensation consistent with value of the position	Contributions <u>greater than</u> current salary level and warrant compensation consistent with value of the position
Objectives stated results/impacts/benefits not achieved (failed contributions after intervention and documented by supervisor in CAS2Net mid-point/closeout/additional feedback and/or other written documentation shared with the employee)	The employee’s performance achieved stated results/impacts/benefits for project/program/task/objectives with more than expected guidance/assistance/supervision and/or	The employee’s performance <u>consistently achieves, and sometimes exceeds</u> , the factor-specific expected contribution criteria and his/her contribution plan goals and objectives. (PAQL – 3 Fully Successful)		
	The employee’s performance achieved stated results/impacts/benefits for project/program/task/objectives is occasionally untimely and/or inaccurate	The employee’s quality of performance exhibited in achieving his/her contribution results <u>substantially and consistently surpasses</u> the factor-specific expected contribution criteria and the employee’s contribution plan goals and objectives. (PAQL – 5 Outstanding)		
PAQL 1 / PAQL 3	PAQL 3 / PAQL 5			
← Unacceptable / Fully Successful	Fully Successful / Outstanding →			



Once the Overall Contribution Scores Are Set, How Are Salaries Determined?



OCS	SPL	*0.92 Lower Rail	*1.08 Upper Rail
59	63020	57979	68062
60	64284	59141	69426
61	65572	60326	70818
62	66886	61535	72237
63	68227	62769	73685
64	69594	64027	75162
65	70989	65310	76668
66	72412	66619	78205
67	73863	67954	79772
68	75344	69316	81371
69	76854	70706	83002
70	78394	72123	84666
71	79966	73568	86363
72	81568	75043	88094
73	83203	76547	89860
74	84871	78081	91661
75	86572	79646	93498
76	88307	81243	95372
77	90077	82871	97283
78	91882	84532	99233
79	93724	86226	101222
80	95603	87954	103251
81	97519	89717	105320
82	99473	91515	107431
83	101467	93350	109584
84	103501	95221	111781
85	105575	97129	114021
86	107691	99076	116307
87	109850	101062	118638

Example is using 2020 SPL/NPR Table, rate of pay and locality rates.

- 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
- *First year in CCAS, the minimum funding level for CRI is 2.4%.*
- Subsequent years, 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
- *The minimum funding level for CA is 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	\$74,694
Blaine, Rick	\$57,694
Munroe, Cora	\$71,239
Wayne, Bruce	\$72,414
Sayers, Rose	\$71,796

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

Total Base Salaries = \$347,837

Contribution & Compensation Pay Pool Funding

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%.

DoD AcqDemo Funding Guidance for CRI is 2.0% to 2.26% and CA is 1.5%.*

Our example has 2.26% funding for CRI and 1.5% for CA.

$$\frac{\text{Total Base Salary} * \text{CRI Funding Level}}{\text{Total Base Salary} * \text{CRI Funding Level}} = \text{CRI Pool}$$

$$\$347,837 * 2.26\% = \$7,861$$



$$\frac{\text{Total Adjusted Basic Salary} * \text{CA Funding Level}}{\text{Total Adjusted Basic Salary} * \text{CA Funding Level}} = \text{CA Pool}$$

$$\$403,317 * 90\% \text{ of } 1.5\% = \$5,445$$

(with Locality) \$403,317 * 1.5% = \$6,050 * 90% = \$5,445



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

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

4. Enter approved OCS and Target Salaries.

	Base Salary	Expected OCS	Approved OCS	Target Salary
Contributor, Joe	\$74,694	68	70	\$84,666
Blaine, Rick	\$60,568	57	61	\$70,818
Munroe, Cora	\$73,860	67	68	\$81,371
Wayne, Bruce	\$74,999	68	68	\$81,371
Sayers, Rose	\$75,342	68	67	\$79,772

OCS	SPL	*0.92 Lower Rail	*1.08 Upper Rail
61	65572	60326	70818
62	66886	61535	72237
63	68227	62769	73685
64	69594	64027	75162
65	70989	65310	76668
66	72412	66619	78205
67	73863	67954	79772
68	75344	69316	81371
69	76854	70706	83002
70	78394	72123	84666

5. Determine the Delta OCS and Delta Salaries.

(Target Salary – Base Salary = Delta Salary)

	Approved OCS	Expected OCS	Target Salary	Base Salary	Delta Salary
Contributor, Joe	70	68	\$84,666	\$74,694	\$9,972
Blaine, Rick	61	57	\$70,818	\$60,568	\$10,250
Munroe, Cora	68	67	\$81,371	\$73,860	\$7,511
Wayne, Bruce	68	68	\$81,371	\$74,999	\$6,372
Sayers, Rose	67	68	\$79,772	\$75,342	\$4,430

6. Calculate total *positive* Delta Salary.

Total Positive Delta Salary = \$38,535

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 \$38,535

$$\$7,861 \div \$38,535 = \underline{20.39963\%} \text{ of Positive Delta Salary for CRI}$$

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



Total Positive Delta Salary of \$38,535

$$\$5,445 \div \$38,535 = \underline{14.13001\%} \text{ of Positive Delta Salary for CA}$$

Contribution & Compensation Payout Calculations

8. Calculate approved CRI and CA.

	Approved OCS	Expected OCS	Target Salary	Base Salary	Delta Salary
Contributor, Joe	70	68	\$84,666	\$74,694	\$9,972

Delta Salary * Percent of Delta Salary for CRI = [Contribution Rating Increase](#)

$$\$9,972 \times \underline{20.39963\%} = \$2,034$$

Delta Salary * Percent of Delta Salary for CA = [Contribution Award](#)

$$\$9,972 \times \underline{14.13001\%} = \$1,409$$

Compensation from the Pay Pool

	Approved OCS	Expected OCS	Target Salary	Base Salary	Delta Salary	Computed CRI	Computed CA
Contributor, Joe	70	68	\$84,666	\$74,694	\$9,972	\$2,034	\$1,409
Blaine, Rick	61	57	\$70,818	\$60,568	\$10,250	\$2,091	\$1,448
Munroe, Cora	68	67	\$81,371	\$73,860	\$7,511	\$1,532	\$1,061
Wayne, Bruce	68	68	\$81,371	\$74,999	\$6,372	\$1,300	\$900
Sayers, Rose	67	68	\$79,772	\$75,342	\$4,430	\$904	\$626
					\$38,535	20.3996%	14.1300%
						\$7,861	\$5,445



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

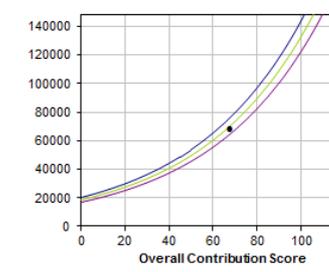


Compensation from the Pay Pool

	Approved OCS	Expected OCS	Base Salary	1% GPI	Approved CRI	New Base Salary	Plus Locality (RUS 15.95%)	Total Adjusted Basic Pay	CA
Contributor, Joe	70	68	\$74,694	\$747	\$2,034	\$77,475	\$12,357	\$89,832	\$1,409
Blaine, Rick	61	57	\$60,568	\$606	\$2,091	\$63,265	\$10,091	\$73,356	\$1,448
Munroe, Cora	68	67	\$73,860	\$739	\$1,532	\$76,131	\$12,143	\$88,274	\$1,061
Wayne, Bruce	68	68	\$74,999	\$750	\$1,300	\$77,049	\$12,289	\$89,338	\$900
Sayers, Rose	67	68	\$75,342	\$753	\$904	\$76,999	\$12,281	\$89,280	\$626

CCAS promotes basic pay adjustment decisions made on the basis of an individual's overall annual contribution to the mission of the organization when compared to the contribution factors and an employee's contribution plan, expected results, and the scope, level of difficulty, and value of the employee's as well as recognizing quality of performance.

You will see the factor scores, the OCS, PAQLs and Rating of Record and the payout plus the supervisor narrative assessment

Part I: CCAS Salary Appraisal Form				
Name: Joe D Contributor	Series: 0301	Appraisal Period:		
CAS2Net ID: 1	Broadband Level: III	From: 1-Apr-18		
Organization:	Retained Pay: No	To: 30-Sep-18		
Career Path: NH	Presumptive: None			
Approved By: Charles Allnutt, Pay Pool Manager		Effective Date of Appraisal: January 1, 2019		
Discuss evaluation with employee and obtain signature confirming discussion. Signature of employee does not constitute agreement with CCAS appraisal.				
_____		Date _____		
Supervisor Print / Sign		Date _____		
_____		Date _____		
Employee Print / Sign		Date _____		
2018 Appraisal Detail				
	Factor	Category Score	Numeric Score	PAQL
Overall Contribution Score	70	Job Achment &/ Innovation	3M 72	5
Expected Contribution Score	68	Communication &/ Teamwork	3M 68	3
Expected Contribution Range	64-71	Mission Support	3M 68	3
Rating of Record	3	Average Raw Score of PAQLs		3.67
Compensation Detail		Employee Compensation Region Chart		
\$71,795 Current Rate of Base Pay + \$ 719 General Pay Increase 1.0% + \$ 1,909 CRI (Salary Increase) 2.66% = \$74,423 New Rate of Basic Pay + \$11,439 Locality Pay @ 15.37% = \$85,862 New Total Salary \$ 1,502 Contribution Award		Approved Compensation Region C2 The graph plots the employee's current base salary versus the final OCS relative to the rails and standard pay line (SPL); relating contribution to compensation. The top and bottom lines are the Upper and Lower Rails, respectively. The middle line is the SPL. Region A is above the Upper Rail. Region B is below the Lower Rail. Region C is on or within the rails. Compensation regions determine the availability of salary increases and awards. The point on the graph below is the employee's appraisal result.		
2018 Expected Contribution Level				
Expected Overall Contribution Score 69 Expected Contribution Range 65-72				
<small>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 summarizes 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: 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.</small>				
Remarks				

If on Pay Retention or at the Maximum of the Broadband or at a Control Point.		
Compensation Detail		
\$74,694	Current Rate of Base Pay	
\$747	G Increase	1.00%
\$ 0	CRI Increase	0.00%
\$75,441	New Rate of Basic Pay	
+\$12,033	Locality Pay	@15.95%
\$87,474	New Total Salary	
\$3,443	Contribution Award	
(of which \$2,034 was CRI Carryover)		

Example is using 2020 SPL/NPR Table, rate of pay and locality rates.



Part I: CCAS Salary Appraisal Form

Name: Benjamin Martin **Series:** 2005 **Appraisal Period:**
SSAN: ###-###-#### **Broadband Level:** II **From:** 1-Oct-01
Organization: PM W/Widget **Retained Pay:** No **To:** 30-Sep-02
Career Path: NJ **Presumptive:** None

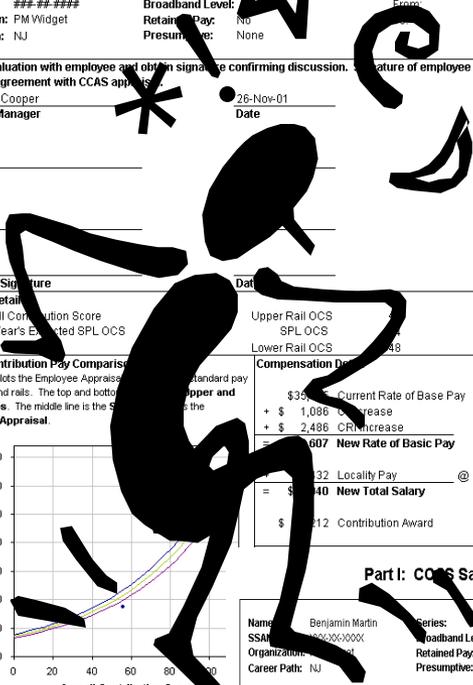
Discuss evaluation with employee and obtain signature confirming discussion. Signature of employee does not constitute agreement with CCAS appraisal.
Pay Pool Manager: Fenimore Cooper **Date:** 26-Nov-01

Employee Signature: _____ **Date:** _____

Appraisal Details:
Overall Contribution Score: _____ Upper Rail OCS: _____
Next Year's Expected SPL OCS: _____ SPL OCS: _____
Lower Rail OCS: _____

Employee Contribution Pay Comparison:
The graph plots the Employee Appraisal Standard pay line (SPL) and rails. The top and bottom lines represent the Upper and Lower Rails. The middle line is the Standard Pay Line.

Compensation Details:
= \$35,000 Current Rate of Base Pay
+ \$ 1,086 CR Increase 3.10%
+ \$ 2,486 CR Increase 7.10%
= \$38,572 New Rate of Basic Pay
+ \$ 3,328 Locality Pay @ 11.48%
= \$41,900 New Total Salary
+ \$ 1,000 Contribution Award



Grievance Policy and Procedures

Part I: CCAS Salary Appraisal Form

Page 2

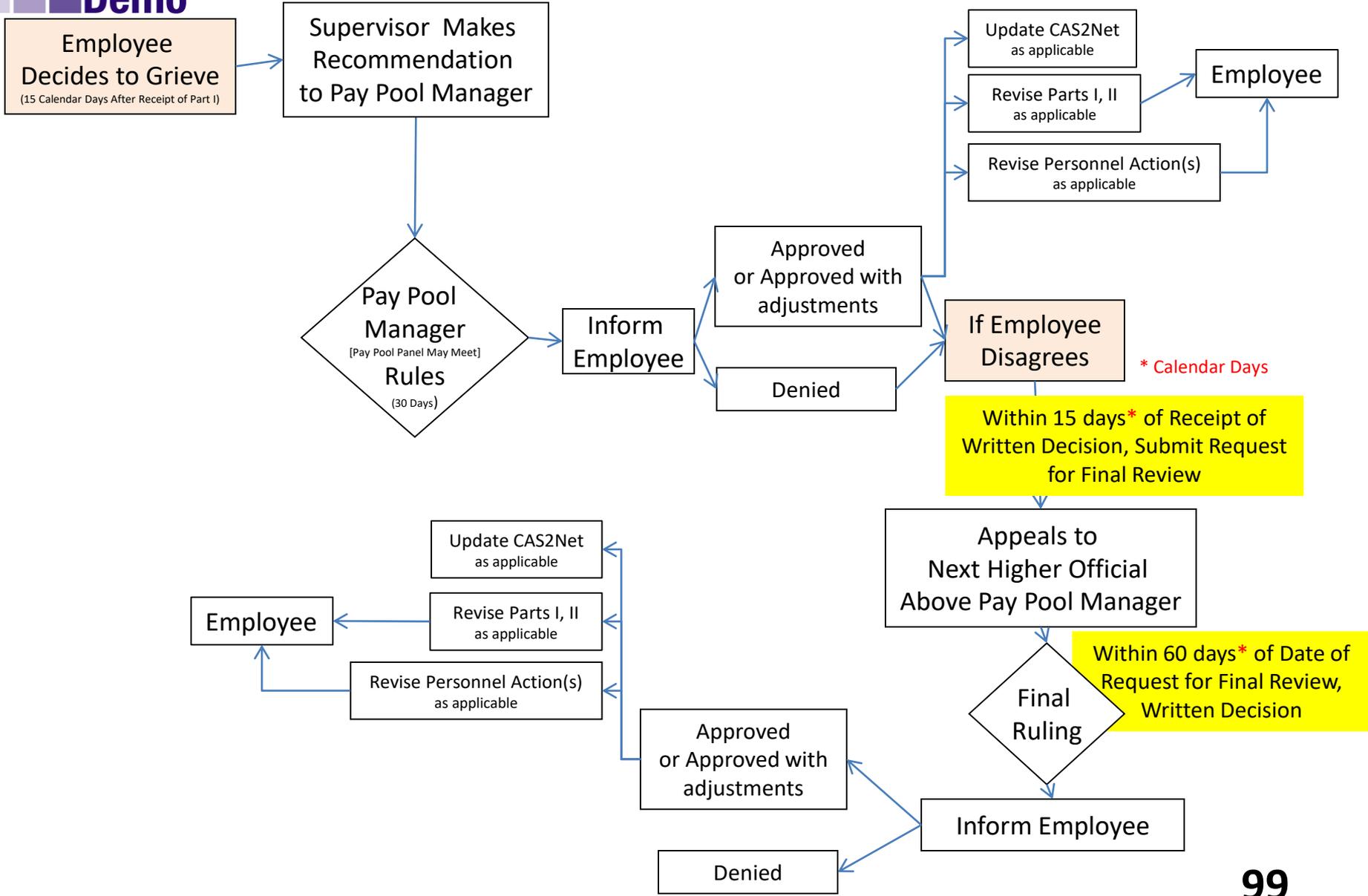
Name: Benjamin Martin **Series:** 2005 **Appraisal Period:**
SSAN: ###-###-#### **Broadband Level:** II **From:** 1-Oct-01
Organization: PM W/Widget **Retained Pay:** No **To:** 30-Sep-02
Career Path: NJ **Presumptive:** None

Factor	Category Score	Final Score
Problem Solving	3M	60
Teamwork	3M	60
Customer Relations	3M	58
Leadership	3M	56
Communications	3M	50
Resource Management	3M	50
OCS		56

Privacy Act Statement (562) of 5 U.S.C.
1. AUTHORITY: Section 562, Federal Register Notice dated January 9, 1993.
2. PURPOSE: This form summarizes the annual evaluation of an employee's contribution.
3. ROUTINE USE: This form is a computer-generated form that is produced for each unit PPM, the supervisor, and the employee. The original of this form will be maintained in accordance with the retention schedule for this form.
4. DISCLOSURE: Failure to verify the SSAN may result in a delayed or erroneous process. This form is personal in nature and is restricted to those with appropriate permissions. In

- Employee may grieve:
 - Overall Contribution Score / Factor Score(s)
 - Rating of Record
 - 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



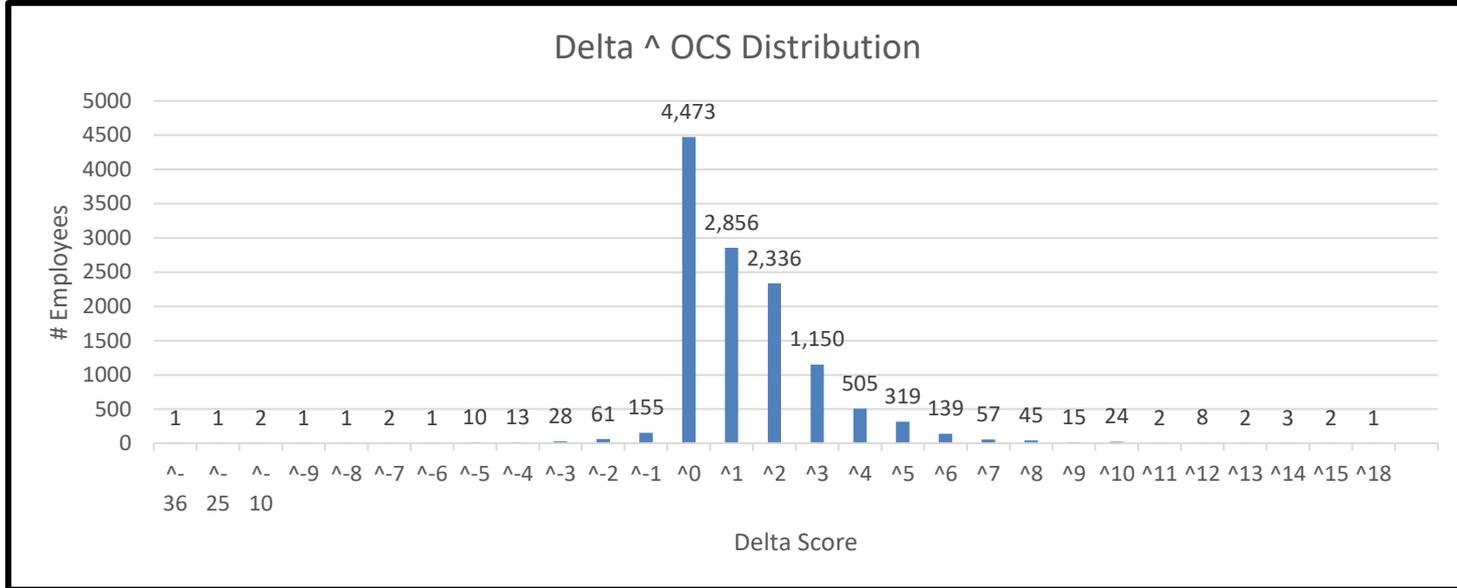
Pay Pool Result Feedback to Workforce

2019 Army CCAS Results

Rail Zone	NH		NJ		NK		Total	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent
A	25	0.2%	0	0.0%	2	0.7%	27	0.2%
C	11,055	93.9%	133	76.4%	242	90.6%	11,430	93.6%
B	692	5.9%	41	23.6%	23	8.6%	756	6.2%
Total	11,772	100.0%	174	100.0%	267	100.0%	12,213	100.0%

Rating of Record Distribution			
RoR	1	3	5
NH	57	5,823	5,552
NJ	2	91	76
NK	3	151	101
# Employees	62	6,065	5,729
Percentage	0.5%	51.2%	48.3%

2019 Army CCAS Results



Overall Average Delta Score 1.4

2019 Army CCAS Results

Payout Statistics by Group (Presumptive due to time excluded)

	Number of Employees Analyzed	----- Averaged Across Only Those Receiving the Payment -----										
		Average OCS	Average Delta OCS	Average CRI (Salary) Increase ¹			Average Carryover ¹			Average CA Award ²		
				Number Receiving	\$	%	Number Receiving	\$	%	Number Receiving	\$	%
Entire Population:	11856	80.1	1.4	10224	\$1,713	1.86%	3819	\$2,047	1.90%	11733	\$1,654	1.42%
Career Path												
NH	11432	81.0	1.3	9944	\$1,729	1.86%	3632	\$2,090	1.90%	11314	\$1,677	1.42%
NJ	169	68.0	2.6	102	\$1,434	2.13%	84	\$1,361	1.74%	169	\$1,206	1.33%
NK	255	46.9	1.4	178	\$965	2.05%	103	\$1,063	2.10%	250	\$879	1.50%
Band												
1	21	19.1	0.8	21	\$593	2.15%	2	\$632	1.85%	21	\$421	1.20%
2	1061	54.5	1.0	877	\$1,277	2.32%	218	\$1,294	2.12%	1040	\$970	1.39%
3	6659	76.5	1.3	6164	\$1,523	1.78%	2010	\$1,744	1.81%	6597	\$1,482	1.40%
4	4115	92.7	1.5	3162	\$2,211	1.92%	1589	\$2,534	1.98%	4075	\$2,112	1.46%
Career Path/Band												
NH-1	17	19.1	0.8	17	\$616	2.24%	1	\$785	2.30%	17	\$426	1.22%
NH-2	920	56.4	1.0	795	\$1,323	2.34%	150	\$1,432	2.11%	903	\$999	1.38%
NH-3	6462	77.1	1.3	6018	\$1,529	1.77%	1939	\$1,763	1.80%	6401	\$1,494	1.40%
NH-4	4033	93.1	1.5	3114	\$2,226	1.93%	1542	\$2,567	1.98%	3993	\$2,130	1.46%
NJ-2	8	40.6	0.5	6	\$832	1.99%	2	\$878	1.91%	8	\$541	1.04%
NJ-3	79	64.3	3.3	48	\$1,690	2.79%	35	\$1,286	1.85%	79	\$1,236	1.51%
NJ-4	82	74.1	2.0	48	\$1,253	1.62%	47	\$1,437	1.67%	82	\$1,243	1.21%
NK-1	4	19.0	0.5	4	\$494	1.78%	1	\$479	1.40%	4	\$397	1.13%
NK-2	133	42.2	1.0	76	\$826	2.02%	66	\$994	2.13%	129	\$793	1.50%
NK-3	118	53.2	1.8	98	\$1,093	2.07%	36	\$1,206	2.08%	117	\$990	1.51%



Questions?

Step Increase v CRI

Part I: CCAS Salary Appraisal Form

Name: Joe D Contributor Series: 0301 Appraisal Period: 1-Apr-18
 CAS2Net ID: 1 Broadband Level: III From: 30-Sep-18
 Organization: Retained Pay: No To: 30-Sep-18
 Career Path: NH Presumptive: None

Approved By: Charles Allnut, Pay Pool Manager Effective Date of Appraisal: January 1, 2019

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

Supervisor Print / Sign _____ Date _____
 Employee Print / Sign _____ Date _____

2018 Appraisal Detail	Factor	Category Score	Numeric Score	PAQL
Overall Contribution Score	70	Job Achmt & Innovation	3M 72	5
Expected Contribution Score	68	Communication & Teamwork	3M 68	3
Expected Contribution Range	64-71	Mission Support	3M 68	3
Rating of Record	3	Average Raw Score of PAQLs	3.67	

Employee Compensation Region Chart
 Approved Compensation Region C2
 The graph plots the employee's current base salary versus the final OCS relative to the rails and standard pay line. The middle line is the SPL. Region A is above the Upper Rail. Region B is below the Lower Rail. Region C is on or below the Lower Rail. The employee's current position on the graph below is the employee's appraisal result.

\$71,795	Current Rate of Base Pay	
+ \$ 719	General Pay Increase	1.0%
+ \$ 1,909	CRI (Salary Increase)	2.66%
= \$74,423	New Rate of Basic Pay	
+ \$11,439	Locality Pay	@ 15.37%
= \$85,862	New Total Salary	
\$ 1,502	Contribution Award	

Expected Overall Contribution Score 69
 Expected Contribution Range 65-72

Remarks

Compensation Detail

\$71,795	Current Rate of Base Pay	
+ \$ 719	General Pay Increase	1.0%
+ \$ 1,909	CRI (Salary Increase)	2.66%
= \$74,423	New Rate of Basic Pay	
+ \$11,439	Locality Pay	@ 15.37%
= \$85,862	New Total Salary	
\$ 1,502	Contribution Award	

Year(s) to Next Step Increase									
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
	3.33%	3.23%	3.13%	3.03%	2.94%	2.86%	2.78%	2.70%	2.63%
	1 Year	1 Year	1 Year	2 Years	2 Years	2 Years	3 Years	3 Years	3 Years
Percent Increase If On An Annual Basis									
	3.33%	3.23%	3.13%	1.52%	1.47%	1.43%	0.93%	0.90%	0.88%
				1.52%	1.47%	1.43%	0.93%	0.90%	0.88%
							0.93%	0.90%	0.88%