



Department of Defense
Civilian Acquisition Workforce Personnel
Demonstration Project

2022 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:

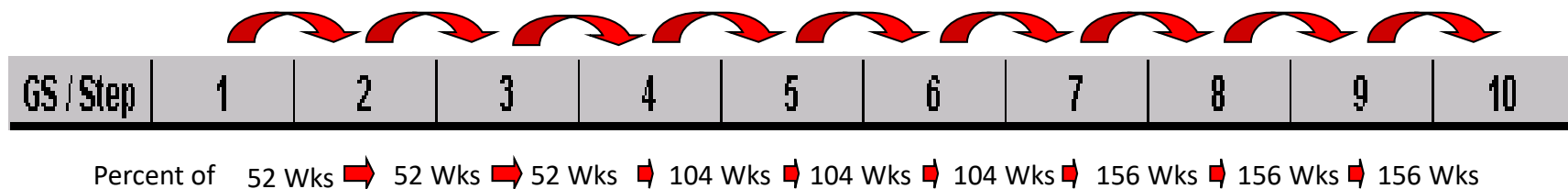
- Special Salary Rates Not Applicable
 - Convert to GS non-special salary rate then buy-in



Step Buy-In Procedures

- Buy-in *Full Employee Protection Approach*
- Locality Adjustment—Added After Base Salary Is Computed
- Formula for Buy-In:
 1. Determine Employee's Base Salary
 2. Determine Value of Within-Grade Increase; then

$$[(\text{time in step} / \text{time between steps}) \times \text{step increase}] + \text{current salary} = \text{new AcqDemo base salary}$$



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 \$75,130


GS-12 within step increase is \$2,277

90/104th (or .8654) of \$2,277 is \$1,971

$\$75,130 + \$1,971 = \$77,101$

Then compute Locality Pay $\$77,101 * 16.20\% = \$12,490$

$\$12,490 + \$77,101 = \$89,591$

 2022 Locality Rates
Rest of U.S. - RUS 16.20%

(This example uses the 2022 General Schedule Salary Table w/o Locality.)

Conversion Tool for WIGI Buy-in

<https://acqdemo.hci.mil/acqdemoconversioncalculator.html>

AcqDemo - Conversion Calculator Page 1 of 3

AcqDemo 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, 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 or broadband. Next, complete steps 5 through 8 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:

Step 2: Select your current GS grade and step:

Step 3: Click the calculate button:

Step 4: Review your demo career path and broadband

Career Path:

Broadband:

Broadband Base Pay Range:
(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?

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

Step 7: What is your locality area?

Step 8: Click the calculate button:

Step 9: Review your buy-in information

Current Base Pay:

Buy-in Amount:

New Base Pay:

Locality Amount: %

New Adjusted Base Pay:

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 \$1,835.

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 who are at the 10th step of their grade
 - 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:

- 2022 Conversion Tool for WIGI Buy-in
- SF-50 with your last regularly with-in grade increase
- Most recent SF-50...2 Jan 2022
- Date of Conversion to AcqDemo...16 Jan 2022

| Standard Form 50-0 Rev. 7-91 U.S. Office of Personnel Management | | | | | | | | | | | |
|--|--------------|--------------------|---------------|---------------------|---------------|---------------------------|---------------|------------------|---------------|--------------------|---------------|
| 1. Name (Last, First, Middle) | | | | | | 2. Social Security Number | | 3. Date of Birth | | 4. Effective Date | |
| Contributor, Joe | | | | | | XXX-XX-1111 | | ##-##-#### | | 1-24-2021 | |
| 8. Pay Plan | 9. Occ. Code | 10. Grade/Level | 11. Step/Rate | 12. Total Salary | 13. Pay Basis | 16. Pay Plan | 17. Occ. Code | 18. Grade/Level | 19. Step/Rate | 20. Total Salary | 21. Pay Basis |
| GS | 1102 | 12 | 04 | \$ 85,398 | PA | NH | 1102 | 03 | | \$ 89,591 | |
| 12A. Basic Pay | | 12B. Locality Adj. | | 12C. Adj. Basic Pay | | 12D. Other Pay | | 20A. Basic Pay | | 20B. Locality Adj. | |
| \$ 73,513 | | \$ 11,885 | | \$ 85,398 | | | | \$ 77,101 | | \$ 12,490 | |
| | | | | | | | | \$ 89,591 | | | |

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

| Standard Form 50-0 Rev. 7-91 U.S. Office of Personnel Management | | | | | | | | | | | |
|--|--------------|--------------------|---------------|---------------------|---------------|---------------------------|---------------|------------------|---------------|--------------------|---------------|
| 1. Name (Last, First, Middle) | | | | | | 2. Social Security Number | | 3. Date of Birth | | 4. Effective Date | |
| Contributor, Joe | | | | | | XXX-XX-1111 | | ##-##-#### | | 6-23-2021 | |
| 8. Pay Plan | 9. Occ. Code | 10. Grade/Level | 11. Step/Rate | 12. Total Salary | 13. Pay Basis | 16. Pay Plan | 17. Occ. Code | 18. Grade/Level | 19. Step/Rate | 20. Total Salary | 21. Pay Basis |
| GS | 1102 | 12 | 10 | \$ 100,739 | PA | NH | 1102 | 03 | | \$ 103,176 | |
| 12A. Basic Pay | | 12B. Locality Adj. | | 12C. Adj. Basic Pay | | 12D. Other Pay | | 20A. Basic Pay | | 20B. Locality Adj. | |
| \$ 88,792 | | \$ 14,384 | | \$ 103,176 | | | | \$ 88,792 | | \$ 14,384 | |
| | | | | | | | | \$ 103,176 | | | |

| BASE SALARY TABLE - 2022 GS EFFECTIVE JANUARY 2022 | | | | | | | | | | |
|--|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|
| Grade | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 |
| 12 | 68299 | 70576 | 72853 | 75130 | 77407 | 79684 | 81961 | 84238 | 86515 | 88792 |

Step Buy-In Example Pay Retention

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 2022-GS
INCORPORATING THE 2.2% GENERAL SCHEDULE INCREASE
EFFECTIVE JANUARY 2022

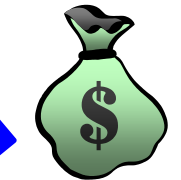
Annual Rates by Grade and Step

| 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 | \$ 20,172 | \$ 20,849 | \$ 21,519 | \$ 22,187 | \$ 22,857 | \$ 23,249 | \$ 23,913 | \$ 24,581 | \$ 24,608 | \$ 25,234 | VARIABLES |
| 2 | 22,682 | 23,222 | 23,973 | 24,608 | 24,886 | 25,618 | 26,350 | 27,082 | 27,814 | 28,546 | 825 |
| 3 | 24,749 | 25,574 | 26,399 | 27,224 | 28,049 | 28,874 | 29,699 | 30,524 | 31,349 | 32,174 | 926 |
| 4 | 27,782 | 28,708 | 29,634 | 30,560 | 31,486 | 32,412 | 33,338 | 34,264 | 35,190 | 36,116 | 1,036 |
| 5 | 31,083 | 32,119 | 33,155 | 34,191 | 35,227 | 36,263 | 37,299 | 38,335 | 39,371 | 40,407 | 1,155 |
| 6 | 34,649 | 35,804 | 36,959 | 38,114 | 39,269 | 40,424 | 41,579 | 42,734 | 43,889 | 45,044 | 1,283 |
| 7 | 38,503 | 39,786 | 41,069 | 42,352 | 43,635 | 44,918 | 46,201 | 47,484 | 48,767 | 50,050 | 1,421 |
| 8 | 42,641 | 44,062 | 45,483 | 46,904 | 48,325 | 49,746 | 51,167 | 52,588 | 54,009 | 55,430 | 1,570 |
| 9 | 47,097 | 48,667 | 50,237 | 51,807 | 53,377 | 54,947 | 56,517 | 58,087 | 59,657 | 61,227 | 1,729 |
| 10 | 51,864 | 53,593 | 55,322 | 57,051 | 58,780 | 60,509 | 62,238 | 63,967 | 65,696 | 67,425 | 1,899 |
| 11 | 56,983 | 58,882 | 60,781 | 62,680 | 64,579 | 66,478 | 68,377 | 70,276 | 72,175 | 74,074 | 2,077 |
| 12 | 62,299 | 64,376 | 66,453 | 68,530 | 70,607 | 72,684 | 74,761 | 76,838 | 78,915 | 80,992 | 2,277 |
| 13 | 67,916 | 69,993 | 72,070 | 74,147 | 76,224 | 78,301 | 80,378 | 82,455 | 84,532 | 86,609 | 2,497 |
| 14 | 73,733 | 75,810 | 77,887 | 79,964 | 82,041 | 84,118 | 86,195 | 88,272 | 90,349 | 92,426 | 2,727 |
| 15 | 79,750 | 81,827 | 83,904 | 85,981 | 88,058 | 90,135 | 92,212 | 94,289 | 96,366 | 98,443 | 2,977 |

| Business Management and Technical Management Professional | | | |
|---|---------------|----------------|---|
| NH-01 | NH-02 | NH-03 | NH-04 |
| 20172 - 36116 | 31083 - 74074 | 68299 - 105579 | 95973 - 146757 |
| GS-01 - GS-04 | GS-05 - GS-11 | GS-12 - GS-13 | GS14 - GS-15 |
| Technical Management Support | | | |
| NJ-01 | NJ-02 | NJ-03 | NJ-04 |
| 20172 - 36116 | 31083 - 55430 | 47097 - 74074 | 68299 - 105579 |
| GS-01 - GS-04 | GS-05 - GS-08 | GS-09 - GS-11 | GS12 - GS-13 |
| Administrative Support | | | Locality Pay is not included in the Pay Range Chart |
| NK-01 | NK-02 | NK-03 | |
| 20172 - 36116 | 31083 - 50050 | 42641 - 67425 | |
| GS-01 - GS-04 | GS-05 - GS-07 | GS-08 - GS-10 | |

| GS / Step | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|-----------|---|---|---|---|---|---|---|---|---|----|
|-----------|---|---|---|---|---|---|---|---|---|----|

52 Wks → 52 Wks → 52 Wks → 104 Wks → 104 Wks → 104 Wks → 156 Wks → 156 Wks → 156 Wks



Base Pay

+



Annual General Pay
Increase (GPI)
(Contribution-Based)

+



CRI
Contribution Rating
Increase
(Base Salary Increase)
(Contribution-Based)

+



Locality Pay
(Automatic)

=



Total Adjusted
Basic Pay



CA
Contribution
Award
(Contribution-Based)

Incentive Awards

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

**SALARY TABLE 2022-GS
INCORPORATING THE 2.2% GENERAL SCHEDULE INCREASE
EFFECTIVE JANUARY 2022**

Annual Rates by Grade and Step

| BBL | 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 | \$ 20,172 | \$ 20,849 | \$ 21,519 | \$ 22,187 | \$ 22,857 | \$ 23,249 | \$ 23,913 | \$ 24,581 | \$ 24,608 | \$ 25,234 | VARIES |
| | 22,682 | 23,222 | 23,973 | 24,608 | 24,886 | 25,618 | 26,350 | 27,082 | 27,814 | 28,546 | VARIES |
| | 24,749 | 25,574 | 26,399 | 27,224 | 28,049 | 28,874 | 29,699 | 30,524 | 31,349 | 32,174 | 825 |
| | 27,782 | 28,708 | 29,634 | 30,560 | 31,486 | 32,412 | 33,338 | 34,264 | 35,190 | 36,116 | 926 |
| NH-02 | 31,083 | 32,119 | 33,155 | 34,191 | 35,227 | 36,263 | 37,299 | 38,335 | 39,371 | 40,407 | 1,036 |
| | 34,649 | 35,804 | 36,959 | 38,114 | 39,269 | 40,424 | 41,579 | 42,734 | 43,889 | 45,044 | 1,155 |
| | 38,503 | 39,786 | 41,069 | 42,352 | 43,635 | 44,918 | 46,201 | 47,484 | 48,767 | 50,050 | 1,283 |
| | 42,641 | 44,062 | 45,483 | 46,904 | 48,325 | 49,746 | 51,167 | 52,588 | 54,009 | 55,430 | 1,421 |
| | 47,097 | 48,667 | 50,237 | 51,807 | 53,377 | 54,947 | 56,517 | 58,087 | 59,657 | 61,227 | 1,570 |
| | 51,864 | 53,593 | 55,322 | 57,051 | 58,780 | 60,509 | 62,238 | 63,967 | 65,696 | 67,425 | 1,729 |
| | 56,983 | 58,882 | 60,781 | 62,680 | 64,579 | 66,478 | 68,377 | 70,276 | 72,175 | 74,074 | 1,899 |
| NH-03 | 68,299 | 70,576 | 72,853 | 75,130 | 77,407 | 79,684 | 81,961 | 84,238 | 86,515 | 88,792 | 2,277 |
| | 81,216 | 83,923 | 86,630 | 89,337 | 92,044 | 94,751 | 97,458 | 100,165 | 102,872 | 105,579 | 2,707 |
| NH-04 | 95,973 | 99,172 | 102,371 | 105,570 | 108,769 | 111,968 | 115,167 | 118,366 | 121,565 | 124,764 | 3,199 |
| | 112,890 | 116,653 | 120,416 | 124,179 | 127,942 | 131,705 | 135,468 | 139,231 | 142,994 | 146,757 | 3,763 |

| Business Management and Technical Management Professional | | | |
|---|---------------|----------------|----------------|
| NH-01 | NH-02 | NH-03 | NH-04 |
| 20172 - 36116 | 31083 - 74074 | 68299 - 105579 | 95973 - 146757 |
| GS-01 - GS-04 | GS-05 - GS-11 | GS-12 - GS-13 | GS14 - GS-15 |

Department of Defense 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 |
| 20172 - 36116 | 31083 - 74074 | 68299 - 105579 | 95973 - 146757 |
| GS-01 - GS-04 | GS-05 - GS-11 | GS-12 - GS-13 | GS14 - 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 |
| 20172 - 36116 | 31083 - 55430 | 47097 - 74074 | 68299 - 105579 |
| GS-01 - GS-04 | GS-05 - GS-08 | GS-09 - GS-11 | GS12 - 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 |
| 20172 - 36116 | 31083 - 50050 | 42641 - 67425 |
| GS-01 - GS-04 | GS-05 - GS-07 | GS-08 - GS-10 |

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 |
| 20172 - 36116 | 31083 - 74074 | 68299 - 105579 | 95973 - 146757 |

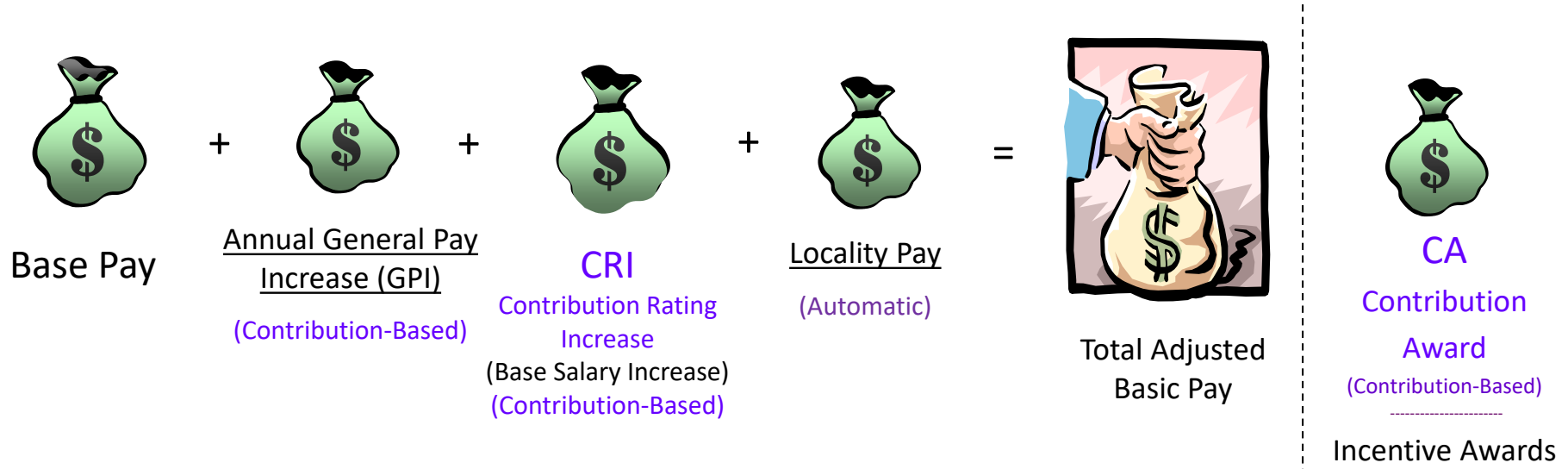
| Technical Management Support | | | |
|------------------------------|---------------|---------------|----------------|
| NJ-01 | NJ-02 | NJ-03 | NJ-04 |
| 20172 - 36116 | 31083 - 55430 | 47097 - 74074 | 68299 - 105579 |

| Administrative Support | | |
|------------------------|---------------|---------------|
| NK-01 | NK-02 | NK-03 |
| 20172 - 36116 | 31083 - 50050 | 42641 - 67425 |

2022 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 factor 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

Department of Defense 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.

Department of Defense

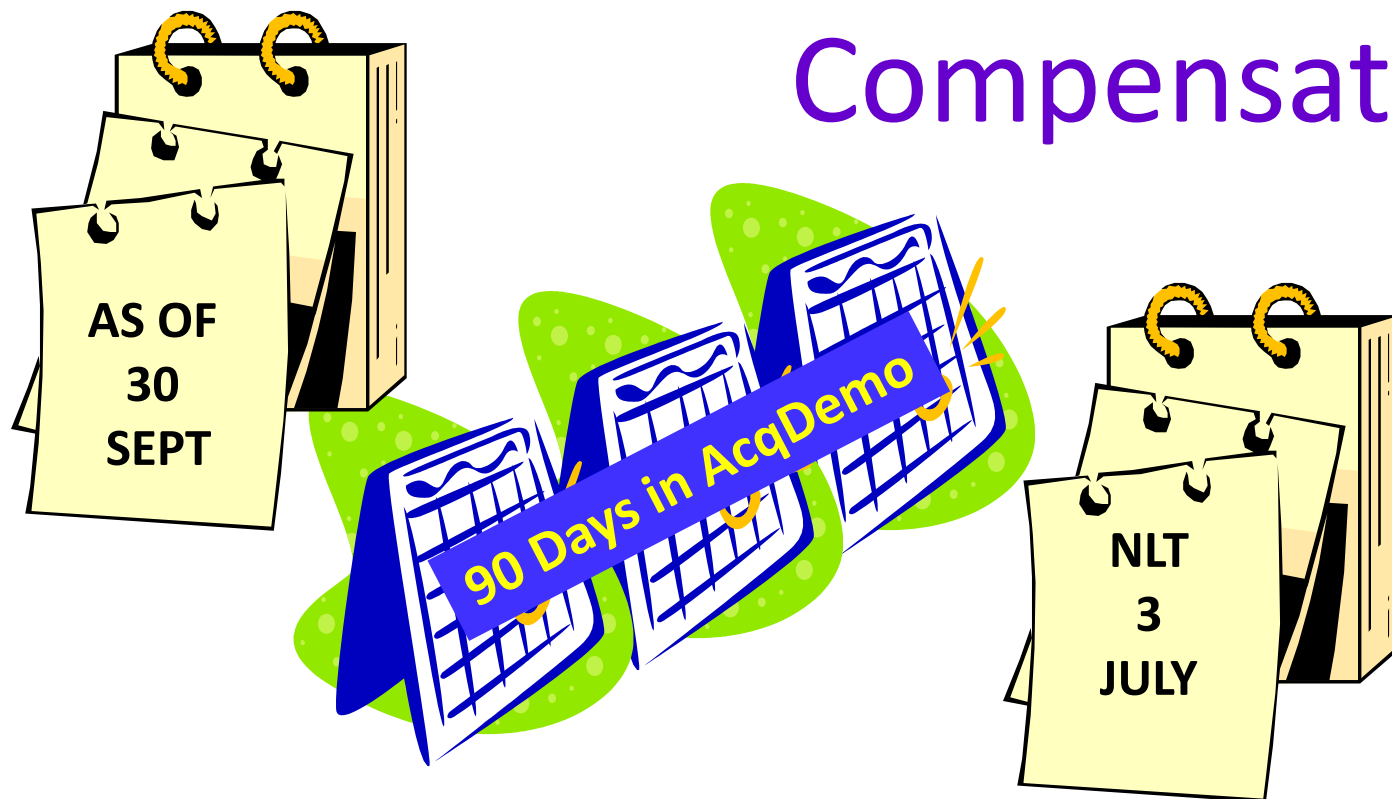
Civilian Acquisition Workforce Personnel Demonstration Project

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.</p> <p>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> | NH Level III | (Score Range 61 – 83) |
| | <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 |

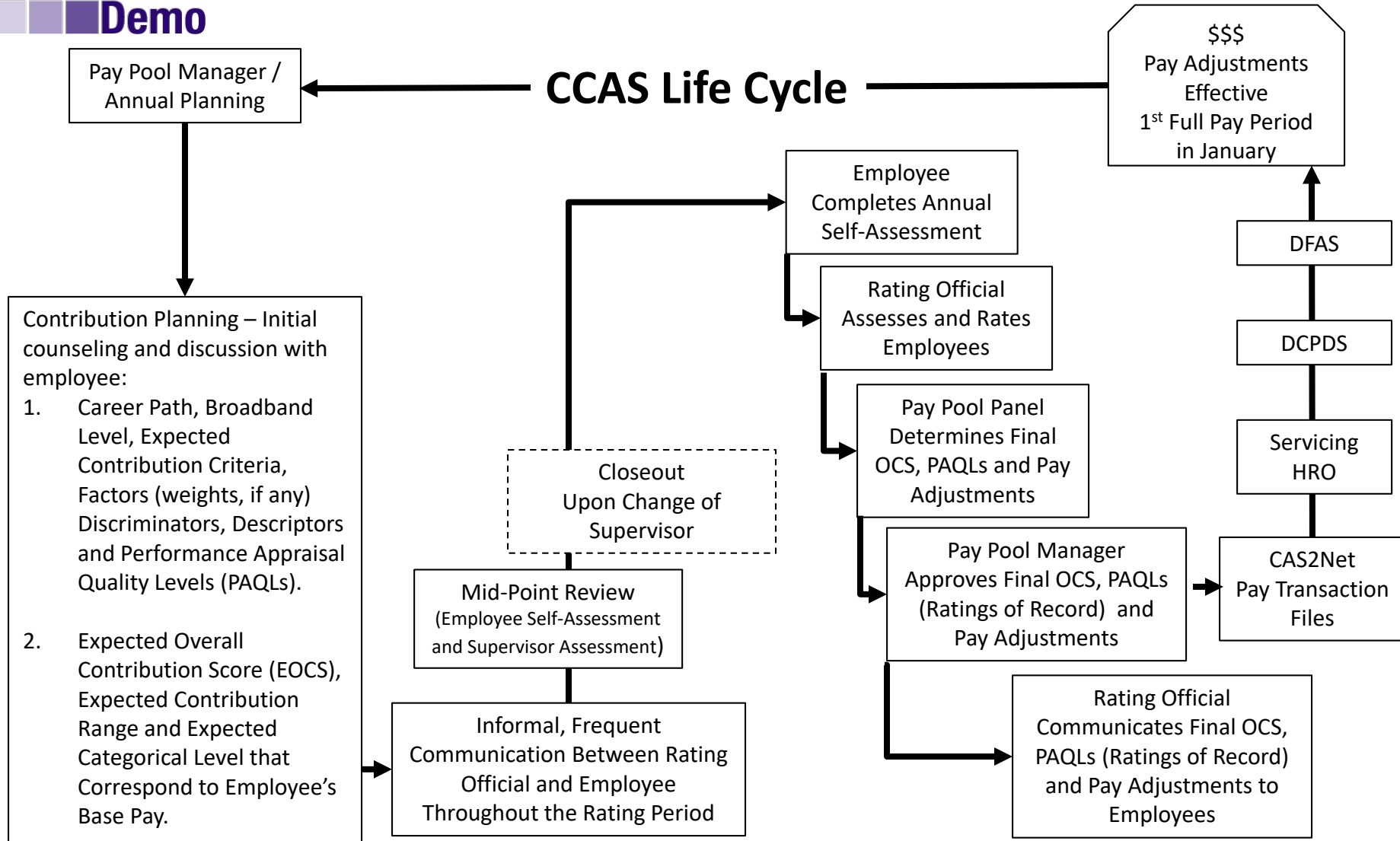
Eligibility for CCAS and Compensation



**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

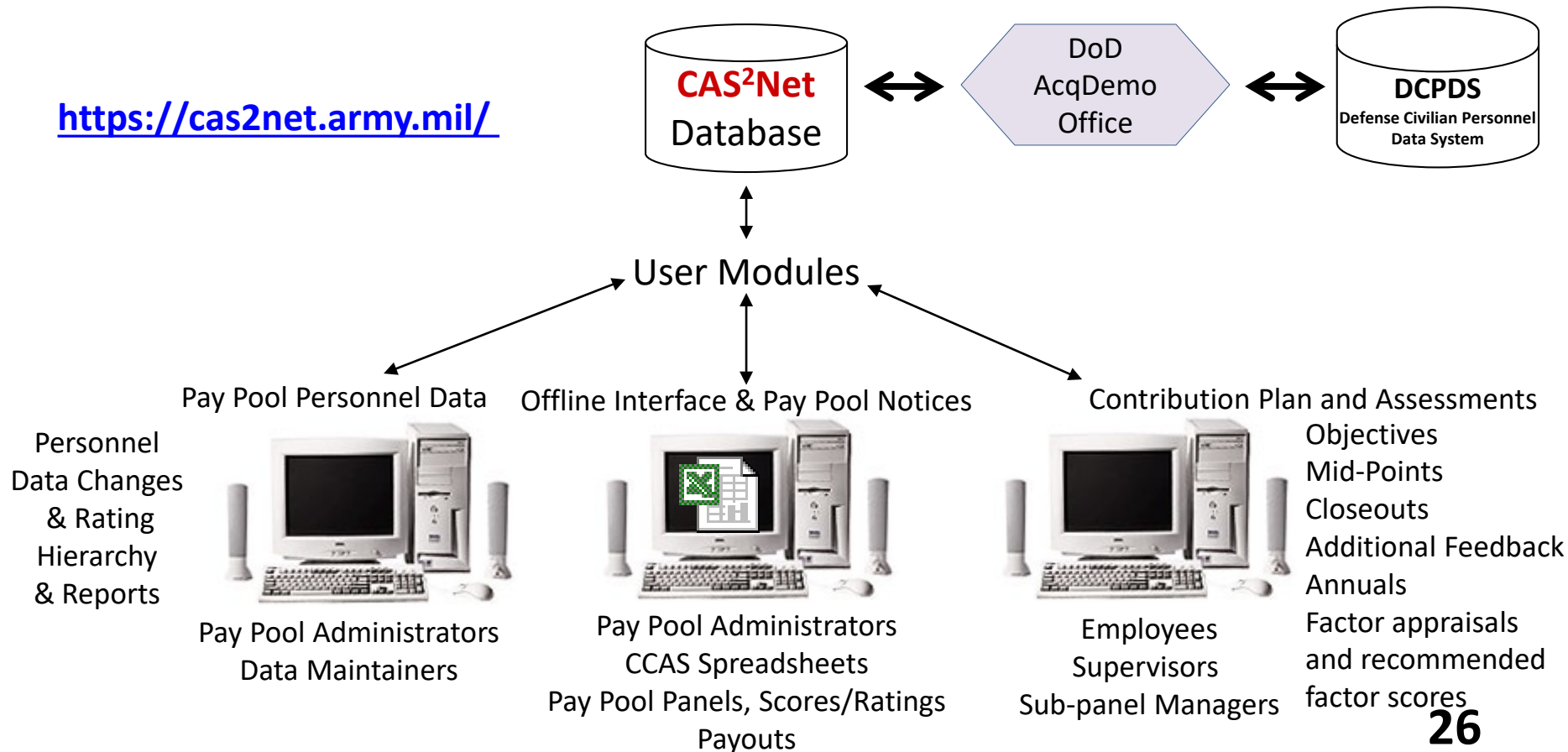
---- Pay Pool Panel ----

25

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/>



CAS2Net Access

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 No Yes

Is Demo Employee No Yes

Is System Owner No Yes


Is Regional Manager No Yes

Can Be Supervisor No Yes

Can Be Functional Reviewer No Yes

Can Edit User History No Yes

Sample CAS2Net Record

Acq  Demo

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>

<http://acqdemo.hci.mil/docs/1%20Job%20Aid%20-%20CAS2Net%202.0%20Introduction%20and%20Overview.pdf>

General Information

Fiscal Year:

2021

Supervisor Level 1:

Supervisor Level 2:

Sub-Panel Manager:

Pay Pool Manager:

Broadband Level:
III

Occupational Series:
0017 - EXPLOSIVES SAFETY

Career Path:
NH - Business Management and Technical Management Professional

Expected OCS and Range:
0 - 0 - 0

Contribution Planning

Copy Objectives from Previous Plan

Effective Date:

10-01-2020

Individual Objectives:

Characters: 0/6000

Auto Save Timeout: 300

*Character count may differ from Microsoft Word

Cancel

Save

Submit to Supervisor 1



Supervisor - Review and Document Contribution Plan

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

10-25-2020 – 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

CAS2Net

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:

10-01-2020

Contribution Plan(s) For Fiscal Year:

Contribution Plan - Effective 10-01-2019 - Approved - Communicated on 01-15-2020

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.

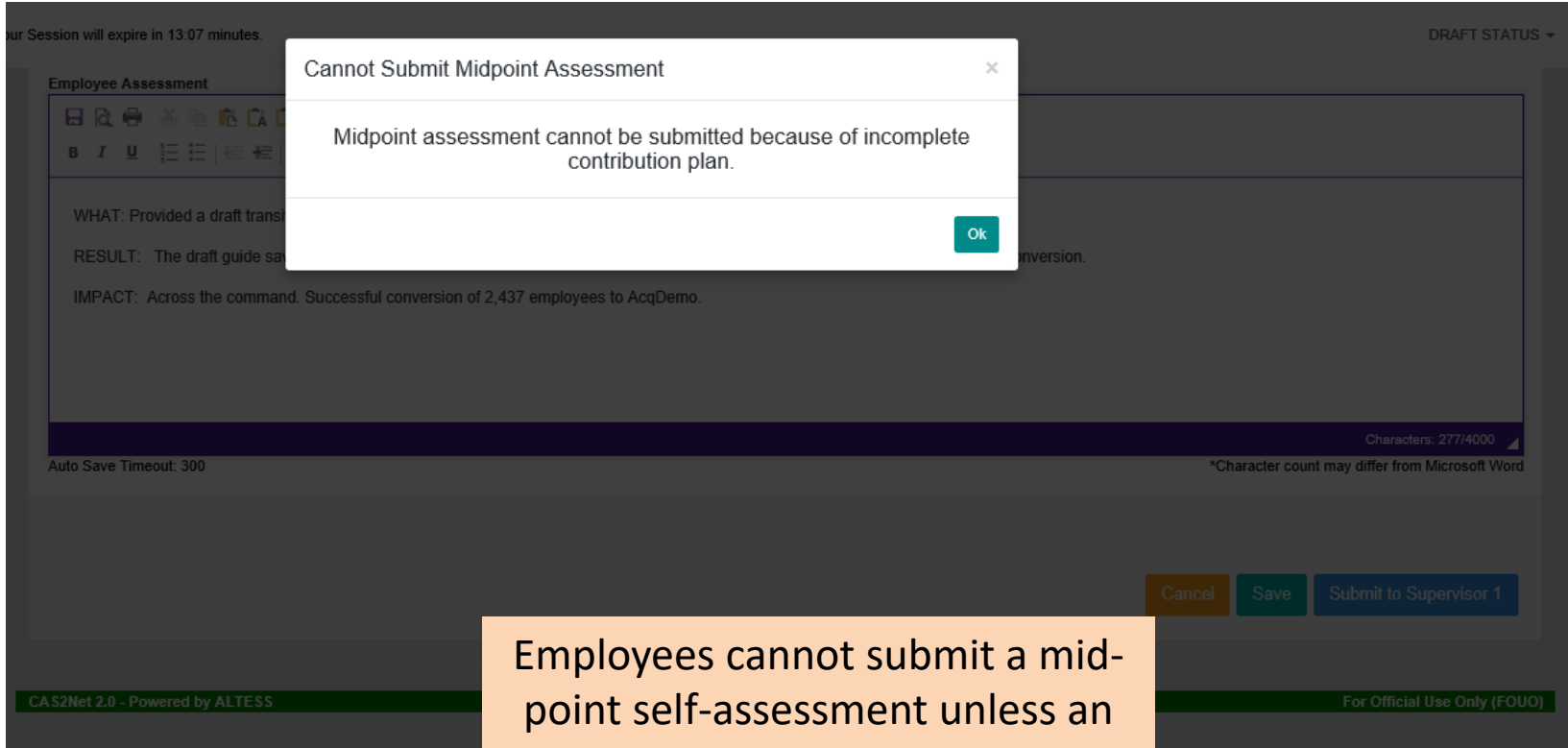
IMPACT: Across the command. Successful conversion of 2,437 employees to AcqDemo.

Characters: 277/4000

Auto Save Timeout: 300

*Character count may differ from Microsoft Word

Employee Mid-Point Self-Assessment



The screenshot displays the CAS2Net Employee Assessment interface. A modal dialog box is centered on the screen with the title "Cannot Submit Midpoint Assessment" and a close button (X). The message inside the dialog reads: "Midpoint assessment cannot be submitted because of incomplete contribution plan." Below the message is an "Ok" button. The background interface is dimmed but shows a "DRAFT STATUS" dropdown in the top right corner. The main content area has a title "Employee Assessment" and a rich text editor with a toolbar. The text in the editor includes: "WHAT: Provided a draft trans...", "RESULT: The draft guide sa...", and "IMPACT: Across the command. Successful conversion of 2,437 employees to AcqDemo." At the bottom of the editor, it says "Auto Save Timeout: 300" and "Characters: 277/4000". Below the editor are three buttons: "Cancel", "Save", and "Submit to Supervisor 1". The footer of the interface shows "CAS2Net 2.0 - Powered by ALTESS" on the left and "For Official Use Only (FOUO)" on the right.

Cannot Submit Midpoint Assessment

Midpoint assessment cannot be submitted because of incomplete contribution plan.

Ok

Employee Assessment

WHAT: Provided a draft trans...

RESULT: The draft guide sa...

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

Auto Save Timeout: 300

Characters: 277/4000

*Character count may differ from Microsoft Word

Cancel Save Submit to Supervisor 1

CAS2Net 2.0 - Powered by ALTESS

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



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

CAS2Net

Supervisor Documentation of Mid-Point Review

Acq Demo

CAS2Net 2.0

Your Session will expire in 13:18 minutes.

CISCO ROUTE

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

05-21-2021

Communicated By

☒ Supervisor

ROUTE, CISCO

Cancel

Save

Return to Employee

Approve

Supervisor Mid-Point Review

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

B I U
List
Align
Indent
Outdent

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

Cancel
Save
Return to Employee
Approve

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

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

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

General Information

Fiscal Year:

2022

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:

10-01-2021

Contribution Plan(s) For Fiscal Year:

Contribution Plan - Effective 10-01-2019 - Approved - Communicated on 01-15-2020

Midpoint Assessment For Fiscal Year:

Midpoint Assessment - Submitted



CAS2Net Employee Annual Self-Assessment

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

3

4

5

2

1

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

Acq Demo CAS2Net 2.0 Your Session will expire in 14:35 minutes.

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: Select Option **3M** Numeric Score: Select Option **67** Performance Score: Select Option **3**

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., 2ML
- Medium of the broadband pay range, e.g., 1M, 2M, 3M, 4M
- Medium-to-High end of the broadband pay range, e.g., 2MH
- 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 | | | |
| 20172 - 36116 | | | 31083 - 74074 | | | | | 68299 - 105579 | | | 95973 - 146757 | | | |
| 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 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 |
|---------------|---------------|----------------|----------------|
| 20172 - 36116 | 31083 - 74074 | 68299 - 105579 | 95973 - 146757 |

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 |
|---------------|---------------|----------------|----------------|
| 20172 - 36116 | 31083 - 74074 | 68299 - 105579 | 95973 - 146757 |

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 |
|---------------|---------------|---------------|----------------|
| 20172 - 36116 | 31083 - 55430 | 47097 - 74074 | 68299 - 105579 |

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 |
|-----|------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|----|

2022 ACQDEMO
BROADBAND TABLE
(Base Pay)

Administrative Support

| NK-01 | NK-02 | NK-03 |
|---------------|---------------|---------------|
| 20172 - 36116 | 31083 - 50050 | 42641 - 67425 |

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

| 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) scores - for Rating of Record IAW 10 U.S.C. §1597(f) for separation in a reduction in force

| 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?

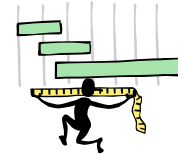
Assessment Writing

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

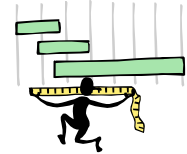
SMART is a framework for developing (and evaluating) contribution objectives:

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

...will you
provide?

Example #1

S: Influence people by providing purpose, direction, and motivation to accomplish the ACC mission and improve the organization

M1: Ensure continuing application of and compliance with AR 6-22

M2: Take action to monitor, identify, and eliminate counterproductive leadership behaviors in yourself, your team, unit, division, directorate, section or other functional unit

M3: Emphasize the constants of the Army values, teamwork, and discipline

M4: Practice and exhibit positive leadership attributes

M5: Lead with confidence, courage, competence, agility, and resilience

R: CG Priorities

T: 30 Sep annually

Example #2

S: As a Quality Assurance Specialist (QAS), assure that all Services and Construction & Supply contracts are performed to standard and receive proper oversight from COR's and contractor's performance based on the contract's risk level.

M1: performs monthly surveillance on assigned contracts based on risk rating.

M2: performs continuous and consistent oversight of at least 1 times per month for high risk contracts, 1 time per month for moderate risk contracts and 1 time per quarter for low risk contracts to mitigate the contracts risks levels.

M3: Performs PWS, SOW, QCP, QASP and Safety Plan Reviews

M4: assures that Contracting Officers receive accurate documented and reoccurring QA feedback on COR and Contractor performance.

M5: Continuously and consistently assures that Overdue CPARS reports are maintained at 1% or less.

M6: Check that Monthly status reports are submitted by the COR by the 7th calendar day of the month and reviewed by the ACO by the 28th calendar day of the month.

R: Army Value: Duty

T: 30 Sep annually

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 provide?

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

Job Achievement
and/or Innovation

Communication
and/or Teamwork

Mission Support

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.

Examples

WHAT: Held monthly New Employee / New Supervisor training opportunities for the Army AcqDemo community through MS Teams.

RESULT: On average, 150 AcqDemo employees and supervisors receive AcqDemo training per month.

IMPACT: AcqDemo workforce received quality training that they otherwise wouldn't have access to; they are more knowledgeable of the CCAS process, which promotes transparency.

WHAT: Facilitated the conversion of the White Sands Missile Range/ATEC from the General Schedule into AcqDemo.

RESULT: Converted 700+ employees; trained employees, their supervisors, and senior leaders.

IMPACT: Employees have a clear understanding of their new personnel system, appraisal system, and software tool.

Writing Assessments

- 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

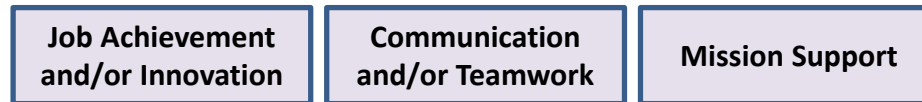
Mission Support

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)

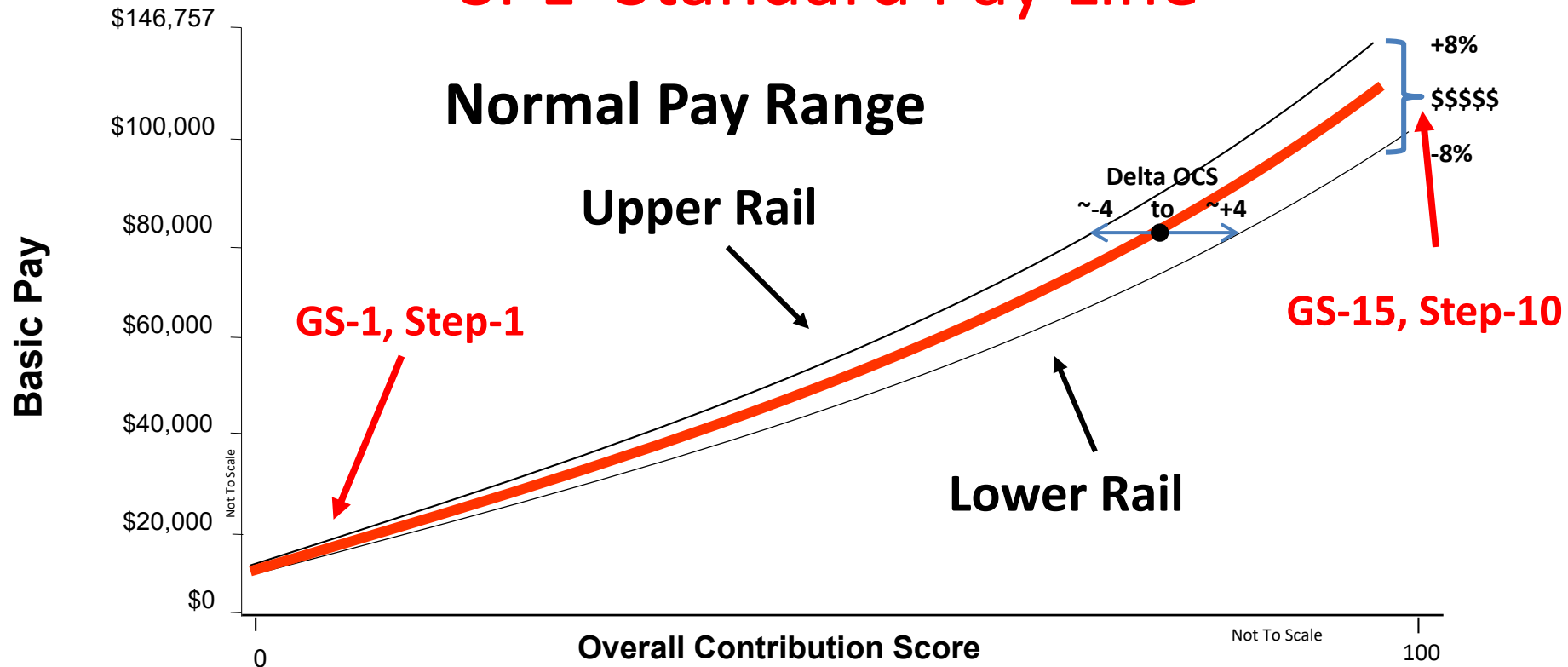
CCAS Scoring *to* CCAS Pay Out

- 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.

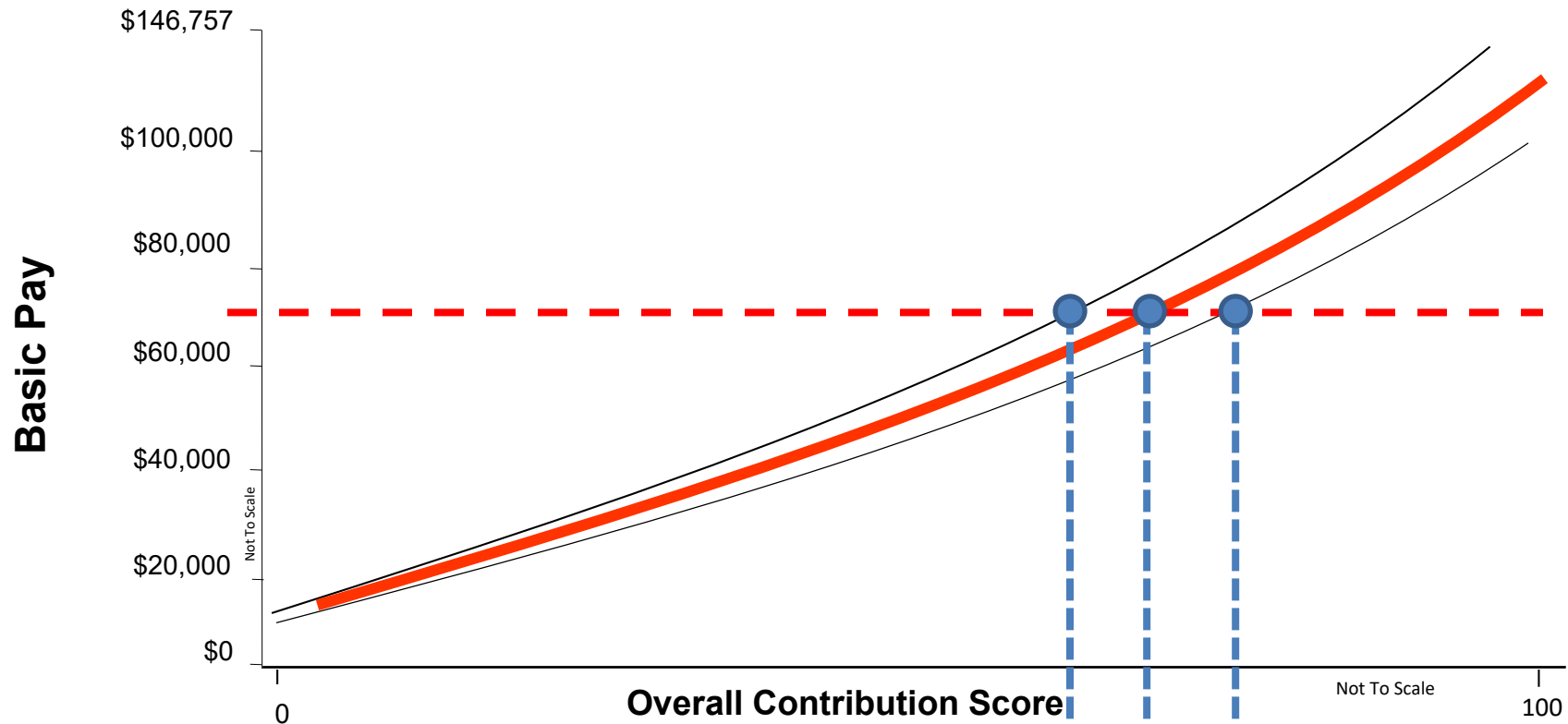
Normal Pay Range



Expected Contribution Range

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

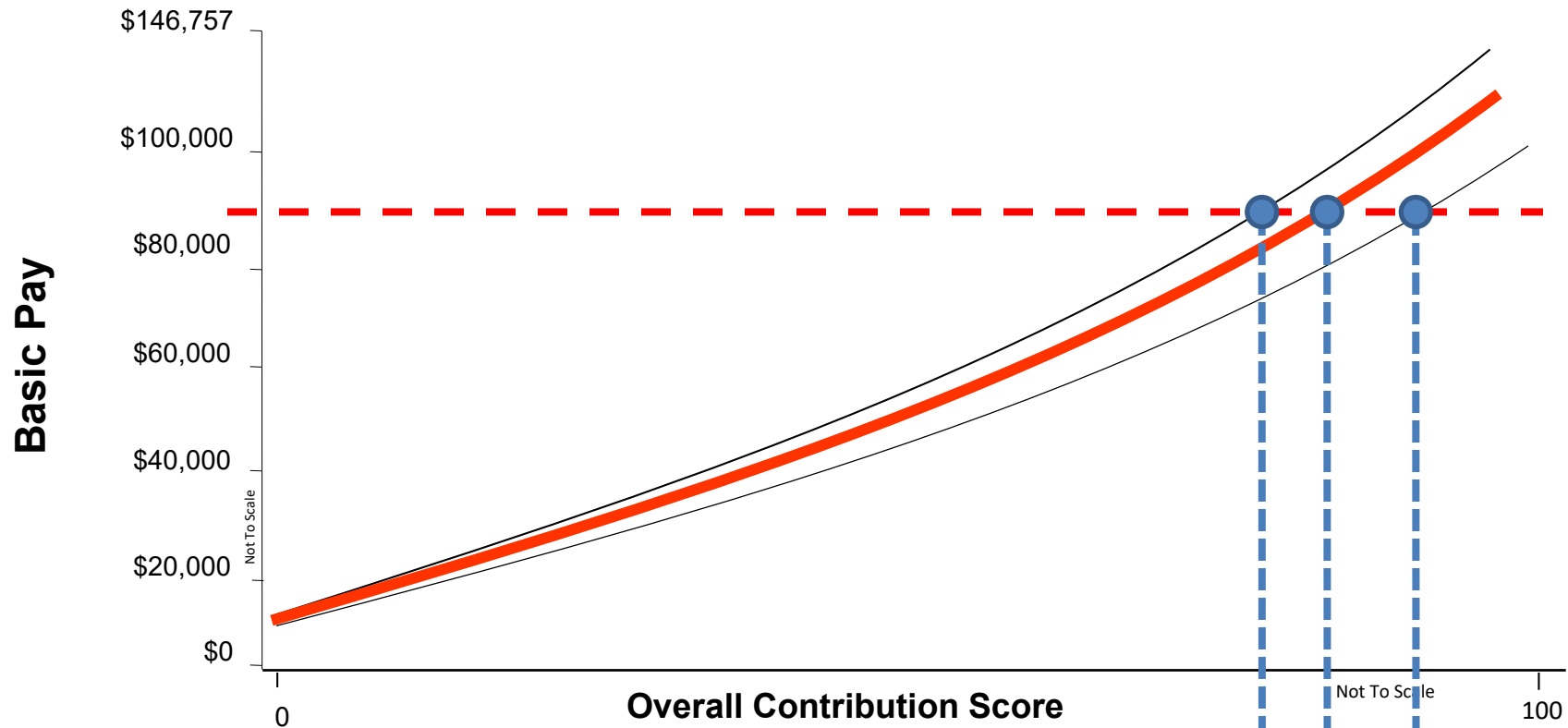
From the Upper Rail to the Standard Pay Line to the Lower Rail.



Expected Contribution Range

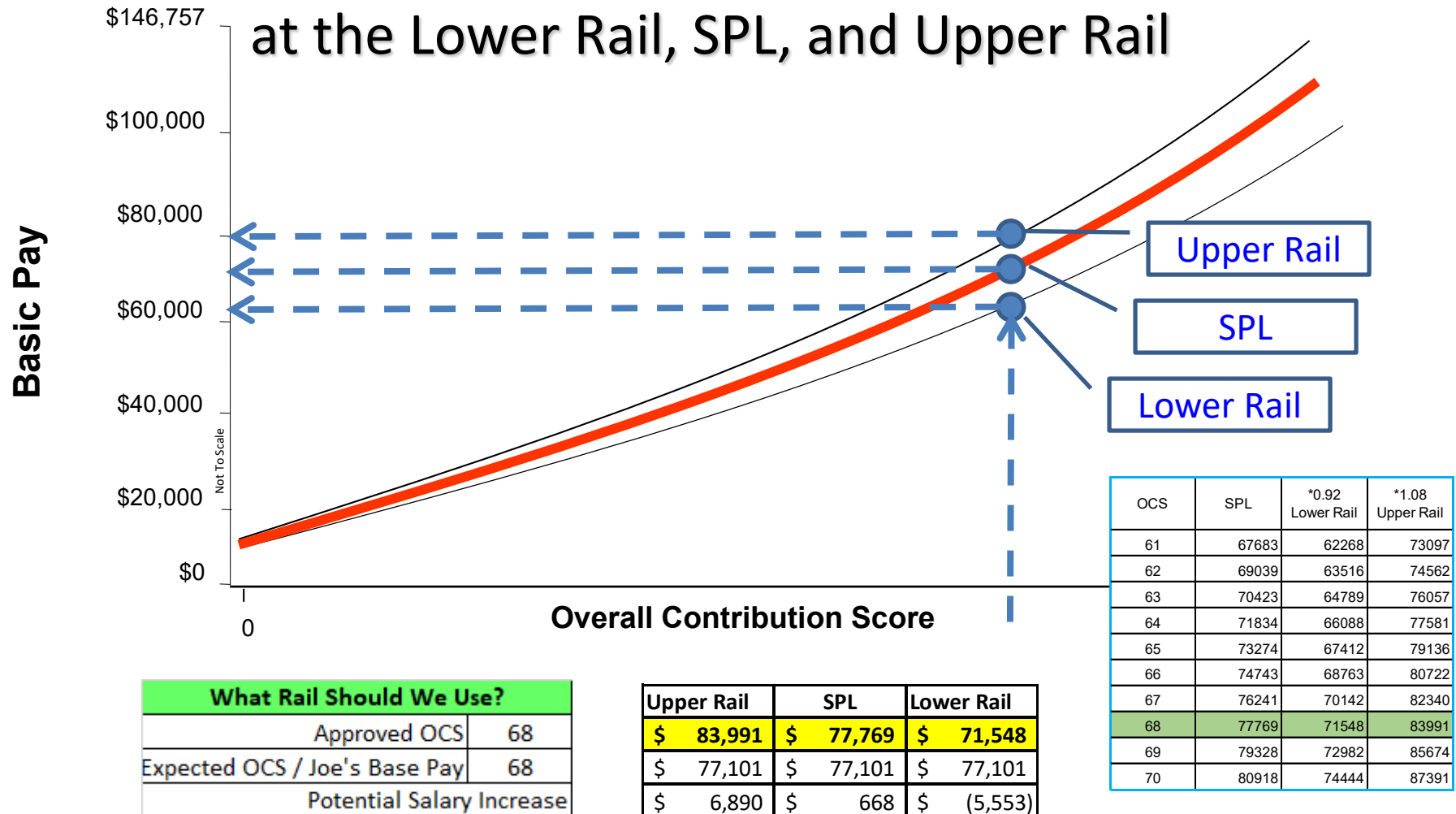
For every salary there is a range of OCS's...

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



Normal Pay Range and CCAS Payout

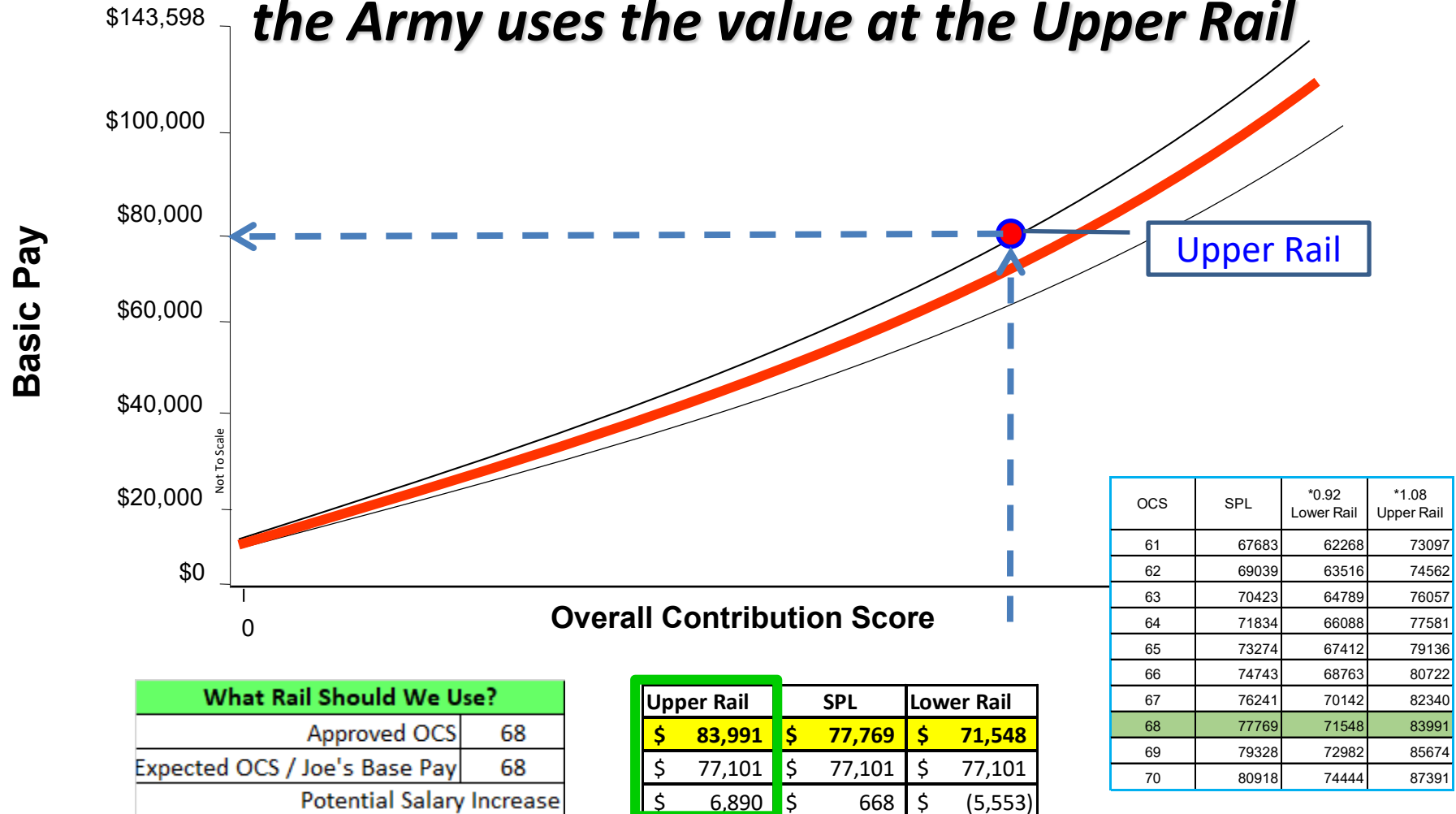
For every OCS there are three dollar values...
at the Lower Rail, SPL, and Upper Rail



Example is using 2022 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 2022 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 |
|---------------|---------------|----------------|----------------|
| 20172 - 36116 | 31083 - 74074 | 68299 - 105579 | 95973 - 146757 |

0 100 for NH

Technical Management Support

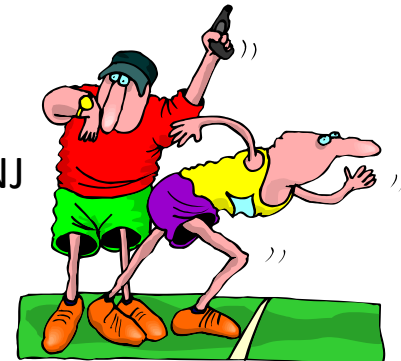
| NJ-01 | NJ-02 | NJ-03 | NJ-04 |
|---------------|---------------|---------------|----------------|
| 20172 - 36116 | 31083 - 55430 | 47097 - 74074 | 68299 - 105579 |

0 83 for NJ

Administrative Support

| NK-01 | NK-02 | NK-03 |
|---------------|---------------|---------------|
| 20172 - 36116 | 31083 - 50050 | 42641 - 67425 |

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 1-24-2021 | |
| 5. Pay Plan GS | 9. Occ. Code 1102 | 10. Grade Level 12 | 11. Step Rate 04 | 12. Total Salary \$ 85,398 | 13. Pay Basis PA | 16. Pay Plan NH | 17. Occ. Code 1102 | 18. Grade Level 03 | 19. Step Rate | 20. Total Salary \$ 89,591 | 21. Pay Basis |
| 12A. Basic Pay \$ 73,513 | | 12B. Locality Adj. \$ 11,885 | | 12C. Adj. Basic Pay \$ 85,398 | | 12D. Other Pay | | 12E. Basic Pay \$ 77,101 | | 12F. Other Pay | |

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

Menu

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

Contribution Plan for JOE CONTRIBUTOR (Approved)

General Information

Fiscal Year: 2020

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

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

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 **3**

Let's follow Joe's CCAS journey!

Joe Contributor, NH-03, Base Salary \$77,101



| Contribution Planning for Joe Contributor | | | |
|---|---|--|--|
| Year: 2022 ▼ | | | |
| First Level Supervisor: Barry Burns | | | |
| Broadband Level: III | Occupational Series: 1102 – Contracting | Career Path: NH- Business Management and Technical Management Professional | Expected OCS Range: 64 – 68 - 71 |
| Contribution Planning Input | | | (Characters used: 0 of 6000) |

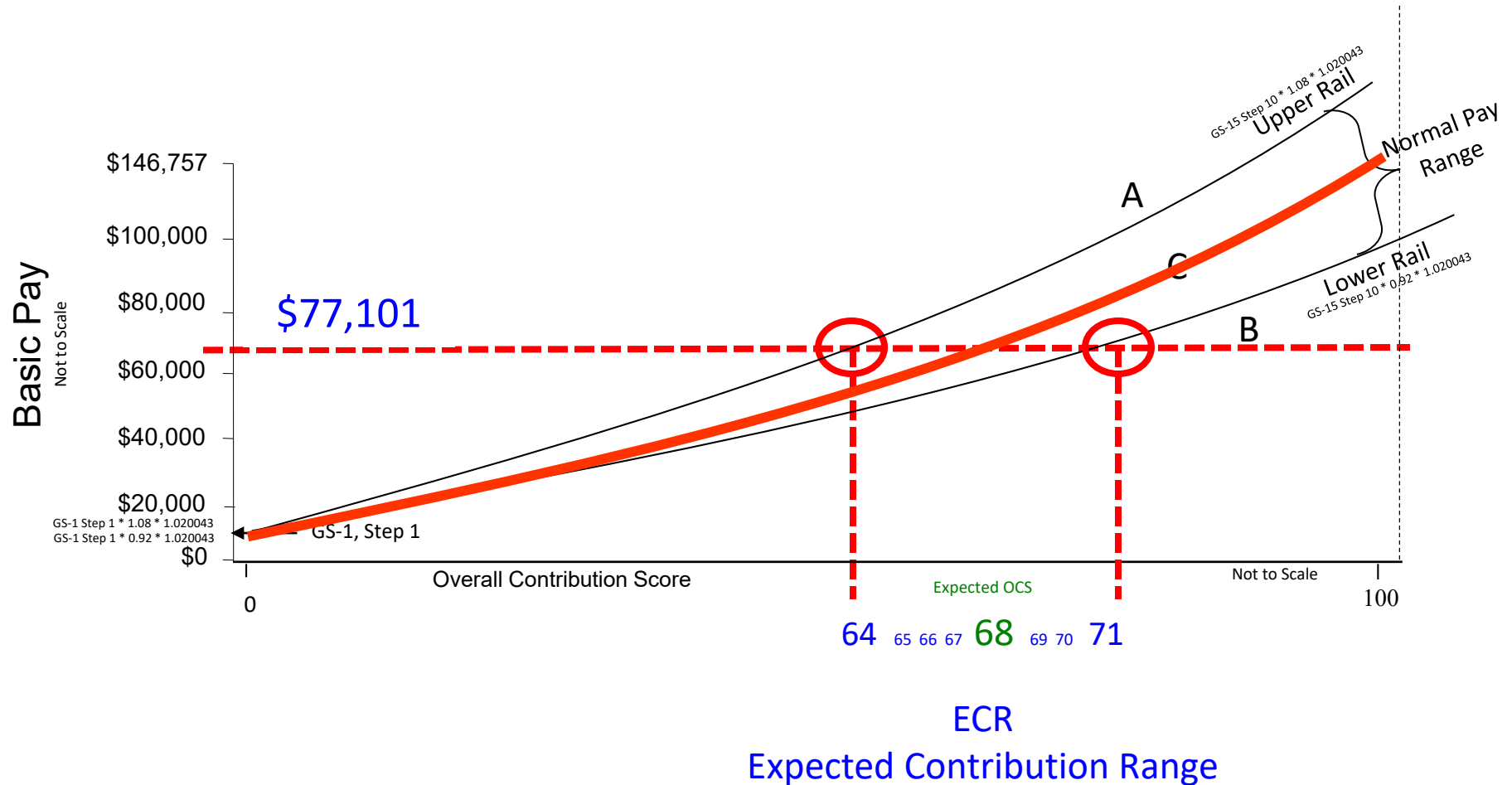
Employee Menu

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

Example is using 2022 SPL/NPR Table, rate of pay and locality rates.

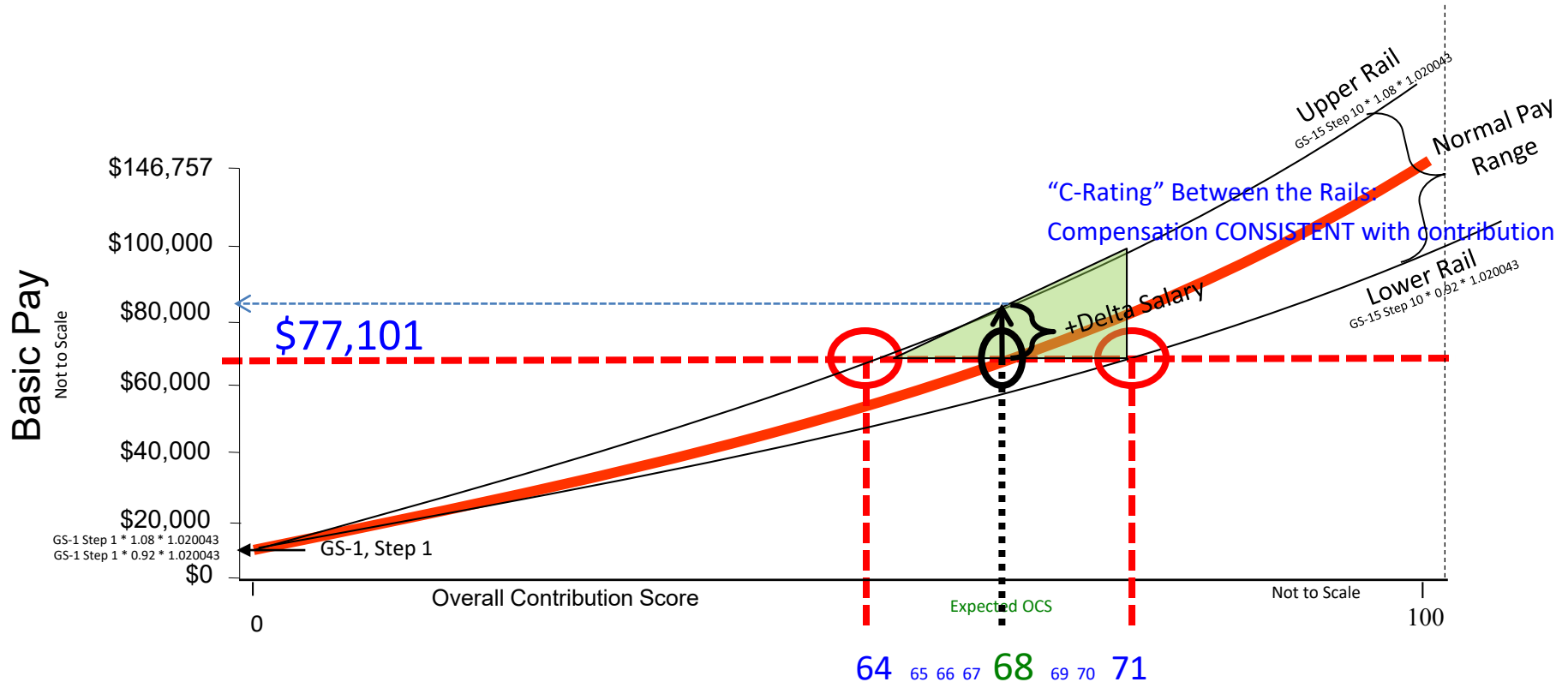


All Employees Start Off “Between The Rails” (Expected Contribution Range) Appropriately Compensated





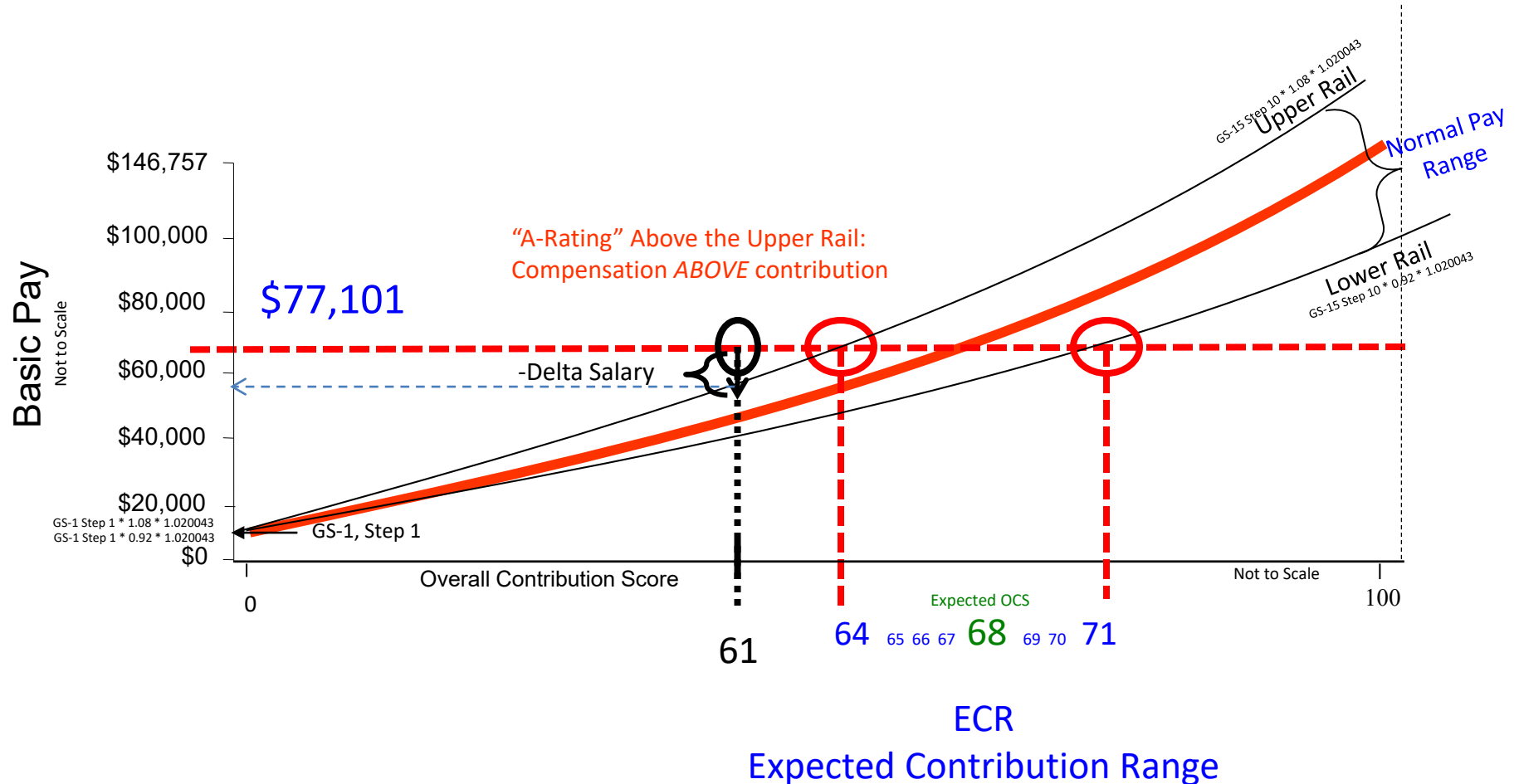
What happens when Joe is scored within his Expected Contribution Range (ECR)?



OCS of 64 - 71



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

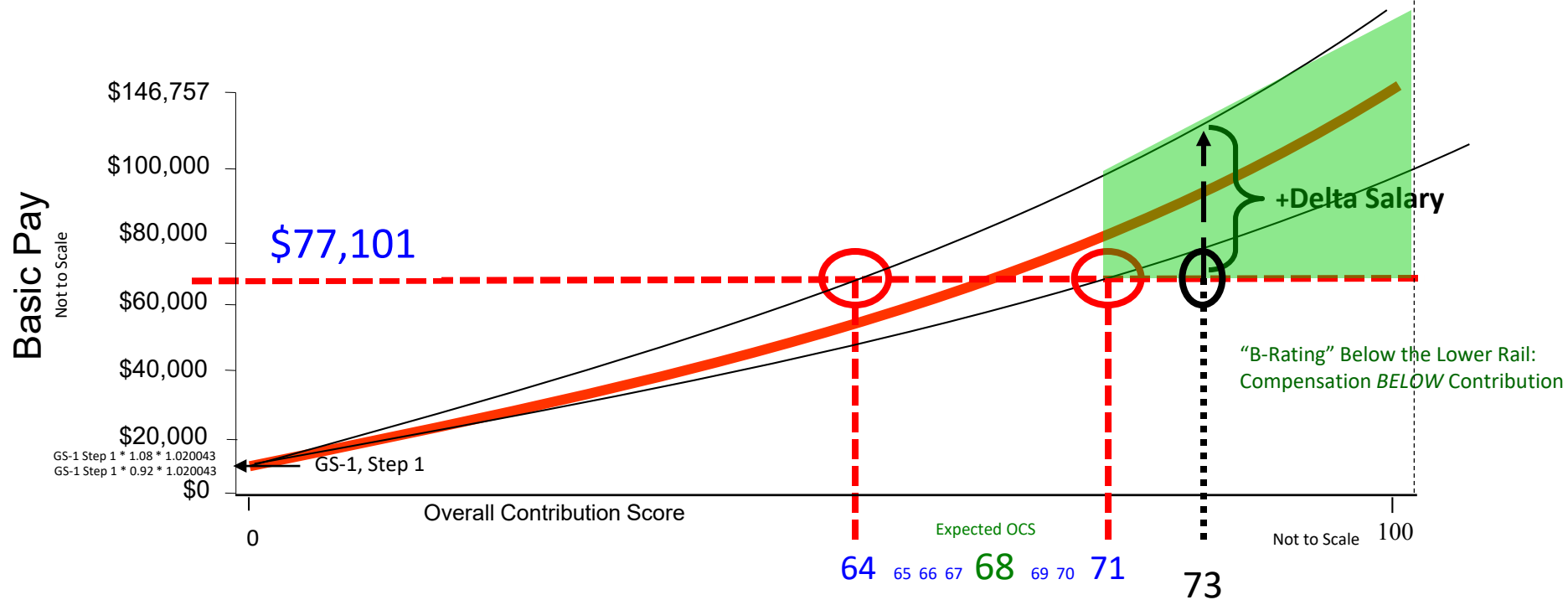


OCS of 63 or lower

Example is using 2022 SPL/NPR Table, rate of pay and locality rates.



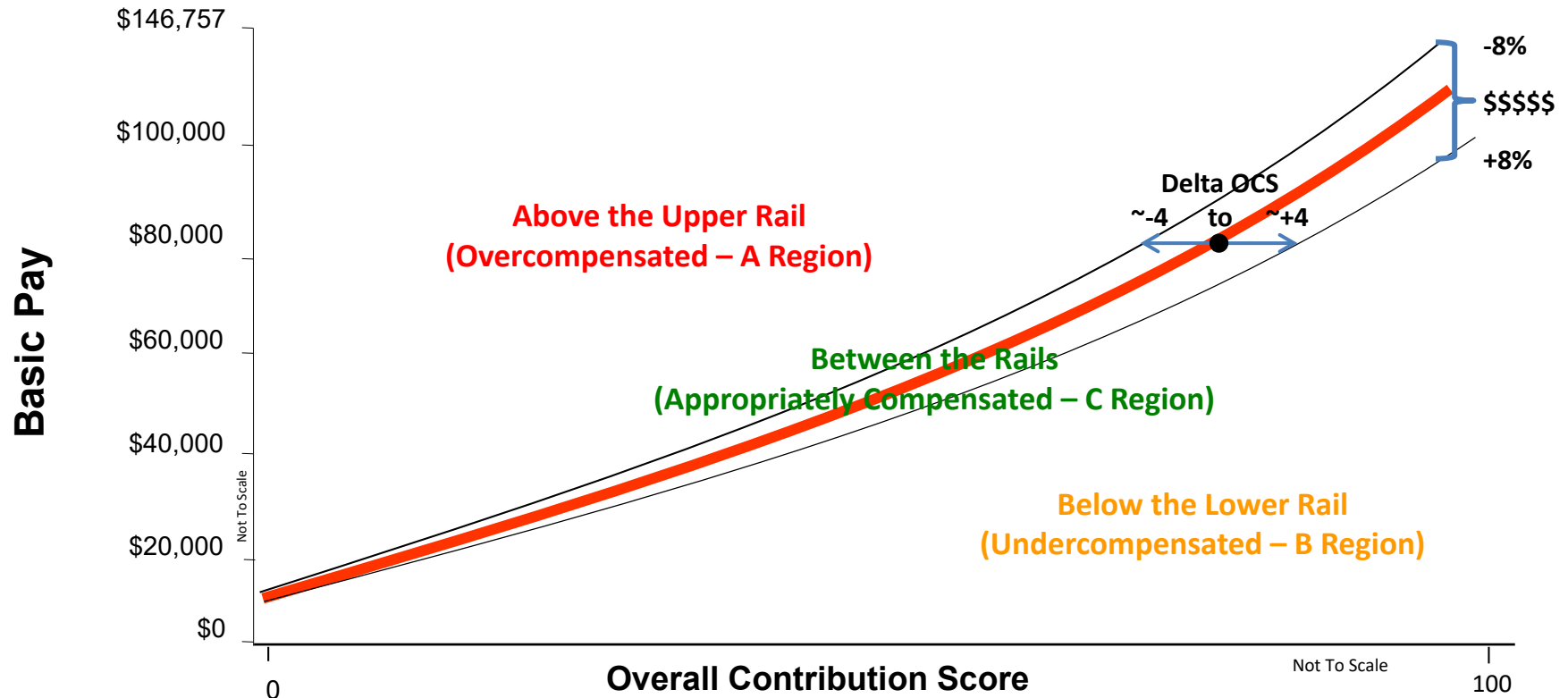
What happens when Joe is scored greater than his Expected Contribution Range (ECR)?



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 79 |



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 is an NH-03 | | | | | | | | | | | | | |
| 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

Contribution Factor Scoring

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

Job Achievement and/or Innovation 3M 78

Communication and/or Teamwork 3H 79

Mission Support 3M 77

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> |
| | 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 **83**

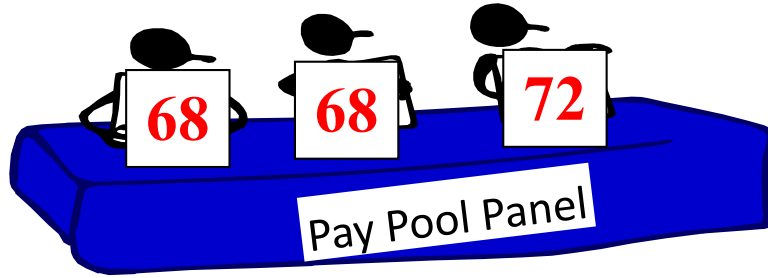
Pay Pool Panel Process

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.**

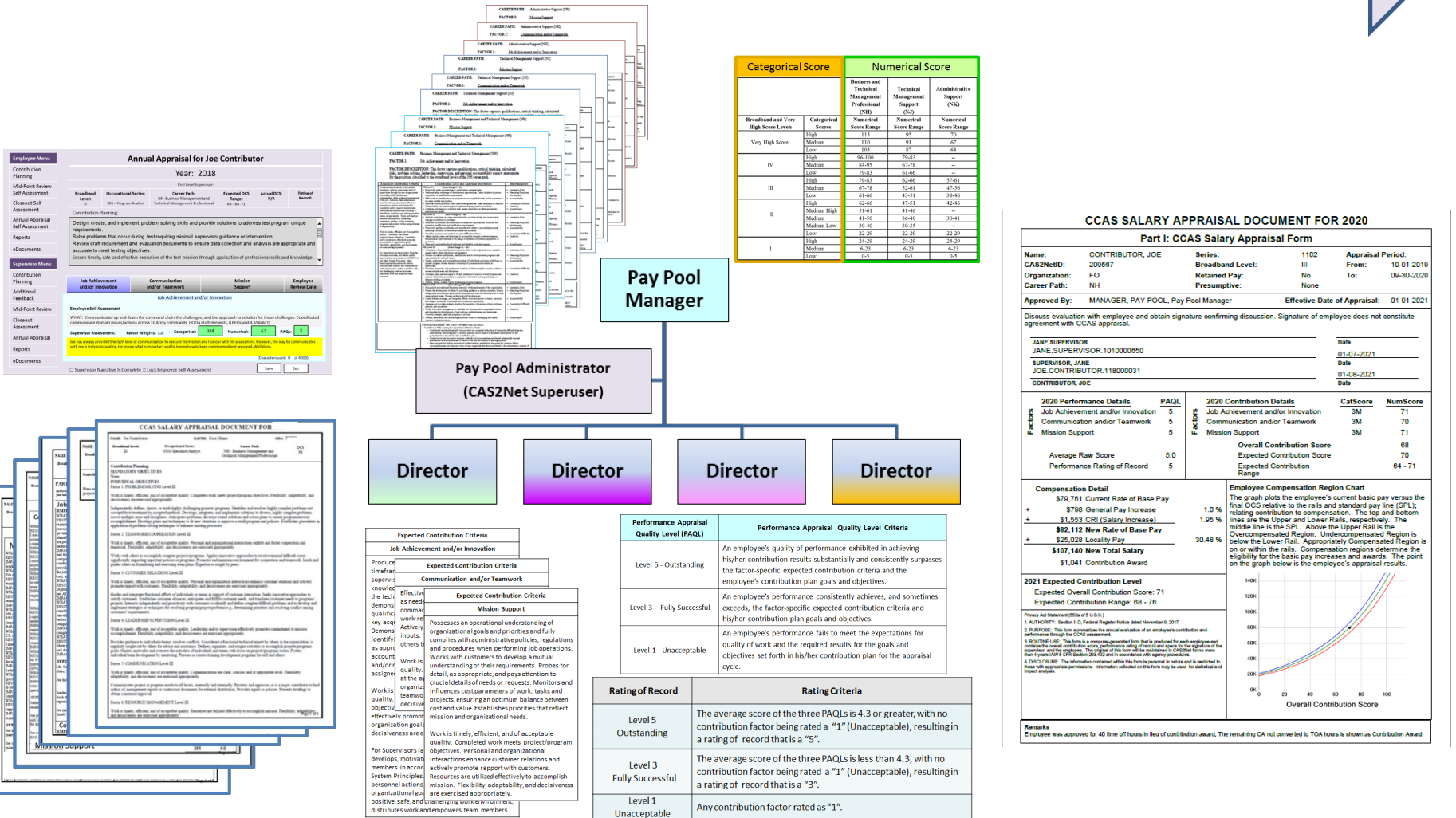


Pay Pool Panel Process



Pay Pool Panel Process

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

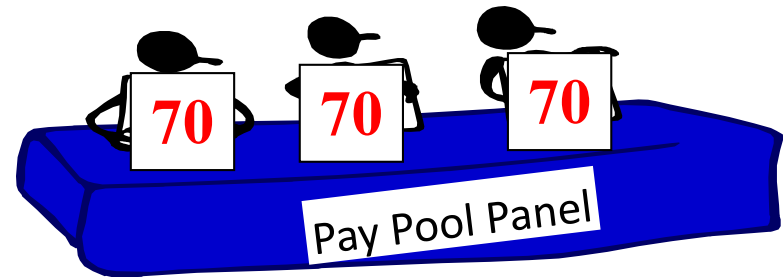


Example is using 2021 SPL/NPR Table, rate of pay and locality rates.

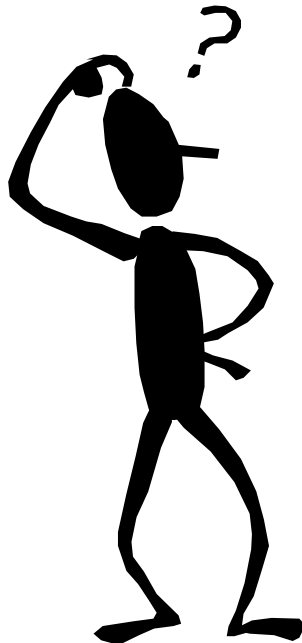


Contribution and Quality of Performance Assessment Consideration for Factor Scoring

| Less Than Expected Contribution Range | | Within Expected Contribution Range | | Greater Than Expected Contribution Range |
|--|--|---|---|--|
| A – Region Above the Upper Rail | | C – Region Between the Upper and Lower Rails | | 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 less than 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 greater than 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 | <p>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)</p> <p>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)</p> | | |
| | The employee's performance achieved stated results/impacts/benefits for project/program/task/objectives is occasionally untimely and/or inaccurate | | | |
| PAQL 1 / PAQL 3 | PAQL 3 / PAQL 5 | | PAQL 3 / PAQL 5 | |
| Unacceptable / Fully Successful | Fully Successful / Outstanding | | Fully Successful / Outstanding | |



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



| OCS | SPL | *0.92 Lower Rail | *1.08 Upper Rail |
|-----|-----|---------------------|---------------------|
|-----|-----|---------------------|---------------------|

| | | | |
|----|-------|-------|-------|
| 51 | 54306 | 49961 | 58650 |
| 52 | 55394 | 50962 | 59826 |
| 53 | 56504 | 51984 | 61025 |
| 54 | 57637 | 53026 | 62248 |
| 55 | 58792 | 54089 | 63495 |
| 56 | 59970 | 55173 | 64768 |
| 57 | 61172 | 56279 | 66066 |
| 58 | 62398 | 57407 | 67390 |
| 59 | 63649 | 58557 | 68741 |
| 60 | 64925 | 59731 | 70119 |
| 61 | 66226 | 60928 | 71524 |
| 62 | 67553 | 62149 | 72958 |
| 63 | 68907 | 63395 | 74420 |
| 64 | 70288 | 64665 | 75912 |
| 65 | 71697 | 65961 | 77433 |
| 66 | 73134 | 67284 | 78985 |
| 67 | 74600 | 68632 | 80568 |
| 68 | 76095 | 70008 | 82183 |
| 69 | 77621 | 71411 | 83830 |
| 70 | 79176 | 72842 | 85510 |
| 71 | 80763 | 74302 | 87224 |
| 72 | 82382 | 75791 | 88972 |
| 73 | 84033 | 77310 | 90756 |

Contribution & Compensation Pay Pool Funding

- Pay Pool Funding



Contribution Rating Increase (CRI)

- Was intended to be consistent with funds historically spent in GS on within-grade increases, quality-step increases and promotions between grades that are now banded
- *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 | \$77,101 |
| Blaine, Rick | \$60,568 |
| Munroe, Cora | \$73,860 |
| Wayne, Bruce | \$74,999 |
| Sayers, Rose | \$75,342 |

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

Total Base Salaries = \$361,870

Contribution & Compensation Pay Pool Funding

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

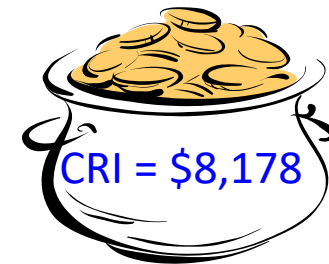
The minimum funding level for CRI is 2.0% and CA is 1.0%.

DoD AcqDemo Funding Guidance for CRI is 2.0% to 2.26% and CA is 2.5%.*

Our example has 2.26% funding for CRI and 2.5% for CA.

$$\frac{\text{Total Base Salary} * \text{CRI Funding Level}}{\$361,870 * 2.26\%} = \text{CRI Pool}$$

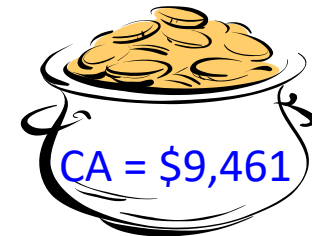
$$= \$8,141$$



$$\frac{\text{Total Adjusted Basic Salary} * \text{CA Funding Level}}{\$420,493 * 90\% \text{ of } 2.5\%} = \text{CA Pool}$$

$$= \$9,461$$

(with Locality) \$420,493 * 2.5% = \$10,512 * 90% = \$9,461



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 | \$77,101 | 68 | 70 | \$85,510 |
| Blaine, Rick | \$60,568 | 57 | 61 | \$71,524 |
| Munroe, Cora | \$73,860 | 67 | 68 | \$82,183 |
| Wayne, Bruce | \$74,999 | 68 | 68 | \$82,183 |
| Sayers, Rose | \$75,342 | 68 | 67 | \$80,568 |

| OCS | SPL | *0.92 Lower Rail | *1.08 Upper Rail |
|-----|--------|---------------------|---------------------|
| 61 | 66,226 | 60,928 | 71,524 |
| 62 | 67,553 | 62,149 | 72,958 |
| 63 | 68,907 | 63,395 | 74,420 |
| 64 | 70,288 | 64,665 | 75,912 |
| 65 | 71,697 | 65,961 | 77,433 |
| 66 | 73,134 | 67,284 | 78,985 |
| 67 | 74,600 | 68,632 | 80,568 |
| 68 | 76,095 | 70,008 | 82,183 |
| 69 | 77,621 | 71,411 | 83,830 |
| 70 | 79,176 | 72,842 | 85,510 |

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 | \$85,510 | \$77,101 | \$8,409 |
| Blaine, Rick | 61 | 57 | \$71,524 | \$60,568 | \$10,956 |
| Munroe, Cora | 68 | 67 | \$82,183 | \$73,860 | \$8,323 |
| Wayne, Bruce | 68 | 68 | \$82,183 | \$74,999 | \$7,184 |
| Sayers, Rose | 67 | 68 | \$80,568 | \$75,342 | \$5,226 |

6. Calculate total *positive* Delta Salary.

Total Positive Delta Salary = \$40,098

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 \$40,098

$\$8,178 \div \$40,098 = \underline{20.3950\%}$ of Positive Delta Salary for CRI

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



Total Positive Delta Salary of \$40,098

$\$9,461 \div \$40,098 = \underline{23.5946\%}$ 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 | \$85,510 | \$77,101 | \$8,409 |

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

$$\$8,409 \times \underline{20.3950\%} = \$1,715$$

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

$$\$8,409 \times \underline{23.5946\%} = \$1,984$$

Compensation from the Pay Pool

| | Approved OCS | Expected OCS | Target Salary | Base Salary | Delta Salary | Computed CRI | Computed CA |
|------------------|-----------------|-----------------|------------------|----------------|-----------------|-----------------|----------------|
| Contributor, Joe | 70 | 68 | \$85,510 | \$77,101 | \$8,409 | \$1,715 | \$1,984 |
| Blaine, Rick | 61 | 57 | \$71,524 | \$60,568 | \$10,956 | \$2,234 | \$2,585 |
| Munroe, Cora | 68 | 67 | \$82,183 | \$73,860 | \$8,323 | \$1,697 | \$1,964 |
| Wayne, Bruce | 68 | 68 | \$82,183 | \$74,999 | \$7,184 | \$1,465 | \$1,695 |
| Sayers, Rose | 67 | 68 | \$80,568 | \$75,342 | \$5,226 | \$1,066 | \$1,233 |
| | | | | | \$40,098 | 20.3950% | 23.5946% |
| | | | | | | \$8,178 | \$9,461 |



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 16.20%) | Total Adjusted Basic Pay | CA |
|------------------|-----------------|-----------------|-------------|--------|-----------------|--------------------|-------------------------------------|--------------------------------|---------|
| Contributor, Joe | 70 | 68 | \$77,101 | \$771 | \$1,715 | \$79,587 | \$12,893 | \$92,480 | \$1,984 |
| Blaine, Rick | 61 | 57 | \$60,568 | \$606 | \$2,234 | \$63,408 | \$10,272 | \$73,408 | \$2,585 |
| Munroe, Cora | 68 | 67 | \$73,860 | \$739 | \$1,697 | \$76,296 | \$12,360 | \$88,655 | \$1,964 |
| Wayne, Bruce | 68 | 68 | \$74,999 | \$750 | \$1,465 | \$77,214 | \$12,509 | \$89,723 | \$1,695 |
| Sayers, Rose | 67 | 68 | \$75,342 | \$753 | \$1,066 | \$77,161 | \$12,500 | \$89,662 | \$1,233 |

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.

Example is using 2022 SPL/NPR Table, rate of pay and locality rates.



CCAS Results

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

CCAS SALARY APPRAISAL DOCUMENT FOR 2020

Part I: CCAS Salary Appraisal Form

Name: CONTRIBUTOR, JOE Series: 0301 Appraisal Period: 10-01-2019 to 09-30-2020
 CAS2NetID: 0011 Broadband Level: IV
 Organization: FO Retained Pay: No
 Career Path: NH Presumptive: None

Approved By: SUPERVISOR, JANE S, Pay Pool Manager Effective Date of Appraisal: 01-01-2021

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

SUPERVISOR JANE S, SUPERVISOR.11000008 Date 01-15-2021
 SUPERVISOR, JANE S Date 02-03-2021
 JOE, CONTRIBUTOR.1100000855 Date
 CONTRIBUTOR, JOE

| 2020 Performance Details | PAQL | 2020 Contribution Details | CatScore | NumScore |
|-----------------------------------|------|-----------------------------------|----------|----------|
| Job Achievement and/or Innovation | 5 | Job Achievement and/or Innovation | 4H | 100 |
| Communication and/or Teamwork | 5 | Communication and/or Teamwork | 4H | 100 |
| Mission Support | 5 | Mission Support | 4H | 100 |
| Average Raw Score | 5.0 | Overall Contribution Score | | 100 |
| Performance Rating of Record | 5 | Expected Contribution Score | | 100 |
| | | Expected Contribution Range | | 97 - 104 |

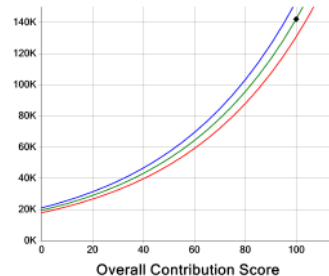
| Compensation Detail | | |
|--|---------|--|
| \$142,180 Current Rate of Base Pay | | |
| + \$1,418 General Pay Increase | 1.0 % | |
| + \$0 CRI (Salary Increase) | 0.00 % | |
| \$143,598 New Rate of Base Pay | | |
| + \$28,902 Locality Pay | 30.48 % | |
| \$172,500 New Total Salary | | |
| \$194 Contribution Award | | |
| (+ \$2,676 Carryover from CRI) | | |
| (= \$2,870 Total Award) | | |
| *Locality pay has been reduced to cap total salary at the Executive Schedule Level IV salary caps. | | |

2021 Expected Contribution Level
 Expected Overall Contribution Score: 100
 Expected Contribution Range: 97 - 104

Privacy Act Statement (502a of 5 U.S.C.)
 1. AUTHORITY: Section 110, Federal Register Notice dated November 9, 2017.
 2. PURPOSE: This form summarizes the annual evaluation of an employee's contribution and performance through the CCAS assessment.
 3. ROUTINE USE: This form is a computer-generated form that is produced for each employee and contains the overall contribution score, performance rating of record and space for the signature of the supervisor, and the employee. The original of this form will be maintained in CAS2Net for no more than 4 years (48V 5 CFR Section 263.402) and 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
 Employee was approved for 40 time off hours in lieu of contribution award. The remaining CA not converted to TOA hours is shown as Contribution Award.

Employee Compensation Region Chart
 The graph plots the employee's current basic pay 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. Above the Upper Rail is the Overcompensated Region. Undercompensated Region is below the Lower Rail. Appropriately Compensated Region is on or within the rails. Compensation regions determine the eligibility for the basic pay increases and awards. The point on the graph below is the employee's appraisal results.



If on Pay Retention or at the Maximum of the Broadband or at a Control Point.

Compensation Detail

| | | |
|-------------------------------|--------------------------|---------|
| \$103,309 | Current Rate of Base Pay | |
| \$2,270 | G Increase | 1.00% |
| \$ | CRI Increase | 2.60% |
| \$105,579 | New Rate of Basic Pay | |
| +\$17,104 | Locality Pay | @16.20% |
| \$122,683 | New Total Salary | |
| \$1,984 | Contribution Award | |
| (+\$1,715 Carryover from CRI) | | |
| (=\$3,699 Total Award) | | |



Part I: CCAS Salary Appraisal Form

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

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

Fenimore Cooper
 Pay Pool Manager
 Date: 26-Nov-01

Employee Signature: _____ **Date:** _____

Appraisal Details:
 Overall Contribution Score: 68
 Next Year's Expected SPL OCS: 70
 Upper Rail OCS: 71
 Lower Rail OCS: 67

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

Compensation Data:
 Current Rate of Base Pay: \$39,000
 + \$ 1,086 Increase 3.10%
 + \$ 2,486 CR Increase 7.10%
 = \$ 42,572 New Rate of Basic Pay
 Locality Pay: 32 @ 11.48%
 = \$ 47,440 New Total Salary
 Remainder: \$ 12,000

Overall Contribution Score Graph:
 The graph shows the Overall Contribution Score (Y-axis, \$0 to \$140,000) versus the Overall Contribution Score (X-axis, 0 to 100). The Standard Pay Line (SPL) is a straight line from (0,0) to (100,140,000). The Upper Rail is a curve above the SPL, and the Lower Rail is a curve below the SPL. The Employee's score is plotted at (68, 42,572).

1. AUTHORITY: Section 552a of U.S.C.
 2. PURPOSE: This form summarizes the overall 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 PPM, the supervisor, and the employee. The original of this form will be maintained in accordance with agency procedures.
 4. DISCLOSURE: Failure to verify the ESR may result in a delayed or incorrect processing of the individual's CCAS and apply this form is personal in nature and is restricted to those with appropriate permissions. Information collected on this form may be:

Grievance Policy and Procedures

Part I: CCAS Salary Appraisal Form

Page 2

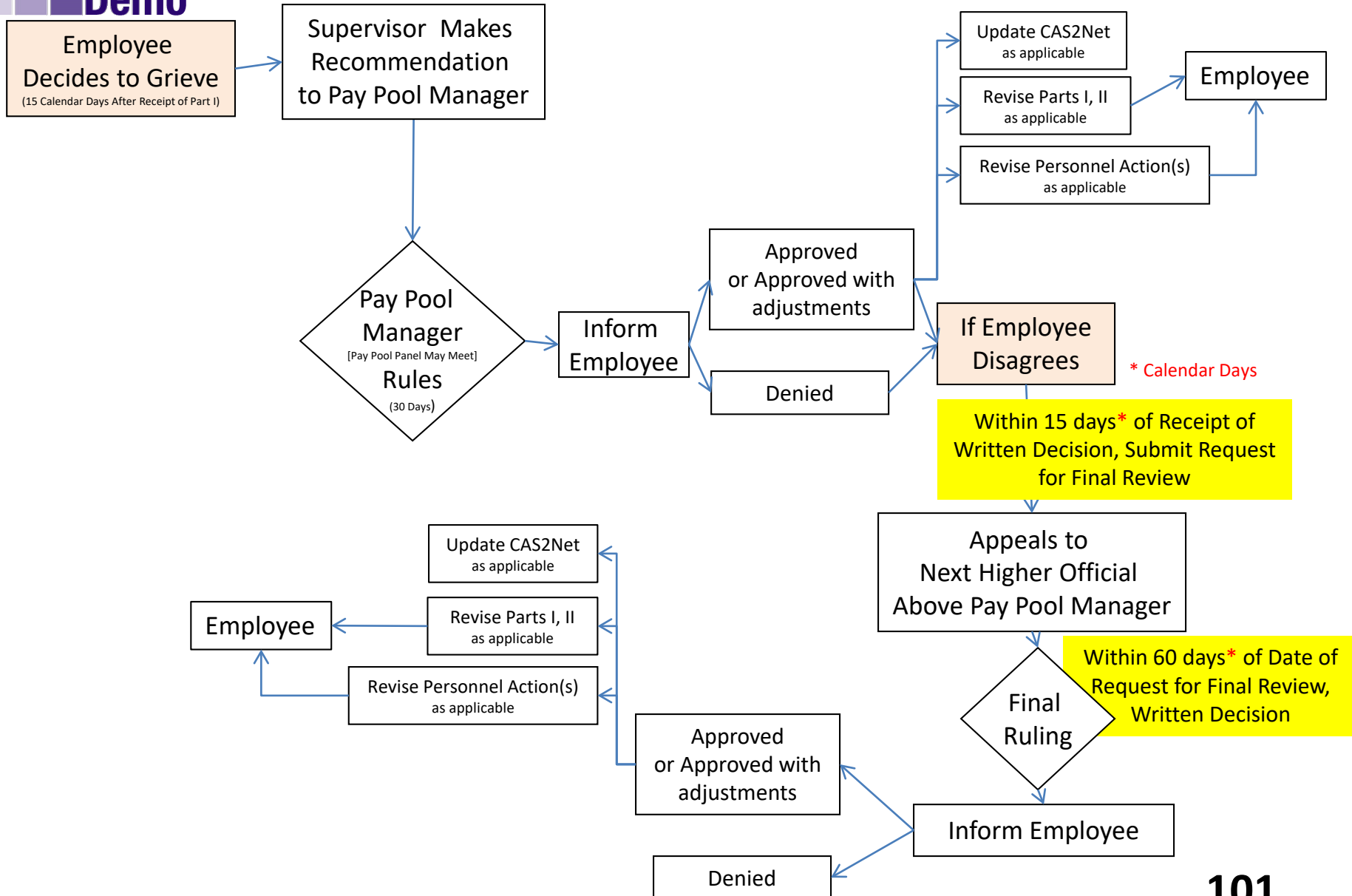
Name: Benjamin Martin **Series:** 2005 **Appraisal Period:** 1-Oct-01 to 30-Sep-02
SSAN: 00000000 **Broadband Level:** II **Retained Pay:** No **Presumptive:** None
Organization: PM Wldget **Career Path:** NJ

| Factors | 2020 Contribution Details | CatScore | NumScore |
|------------------------------------|---------------------------|----------|----------------|
| Job Achievement and/or Innovation | | 3M | 71 |
| Communication and/or Teamwork | | 3M | 70 |
| Mission Support | | 3M | 71 |
| Overall Contribution Score | | | 68 |
| Expected Contribution Score | | | 70 |
| Expected Contribution Range | | | 64 - 71 |

CCAS Grievance Process

- 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

2021 Army CCAS Results

| Rail Zone | NH | | NJ | | NK | | Total | |
|-----------|--------|---------|--------|---------|--------|---------|--------|---------|
| | Number | Percent | Number | Percent | Number | Percent | Number | Percent |
| A | 27 | 0.2% | 0 | 0.0% | 0 | 0.0% | 27 | 0.2% |
| C1 | 2,658 | 20.2% | 21 | 6.3% | 33 | 10.4% | 2,712 | 19.7% |
| C2 | 9,726 | 74.0% | 259 | 78.2% | 263 | 82.7% | 10,248 | 74.3% |
| B | 726 | 5.5% | 51 | 15.4% | 22 | 6.9% | 799 | 5.8% |
| Total | 13,137 | 100.0% | 331 | 100.0% | 318 | 100.0% | 13,786 | 100.0% |

Definition of Rail Zone

Inappropriately compensated above the rails

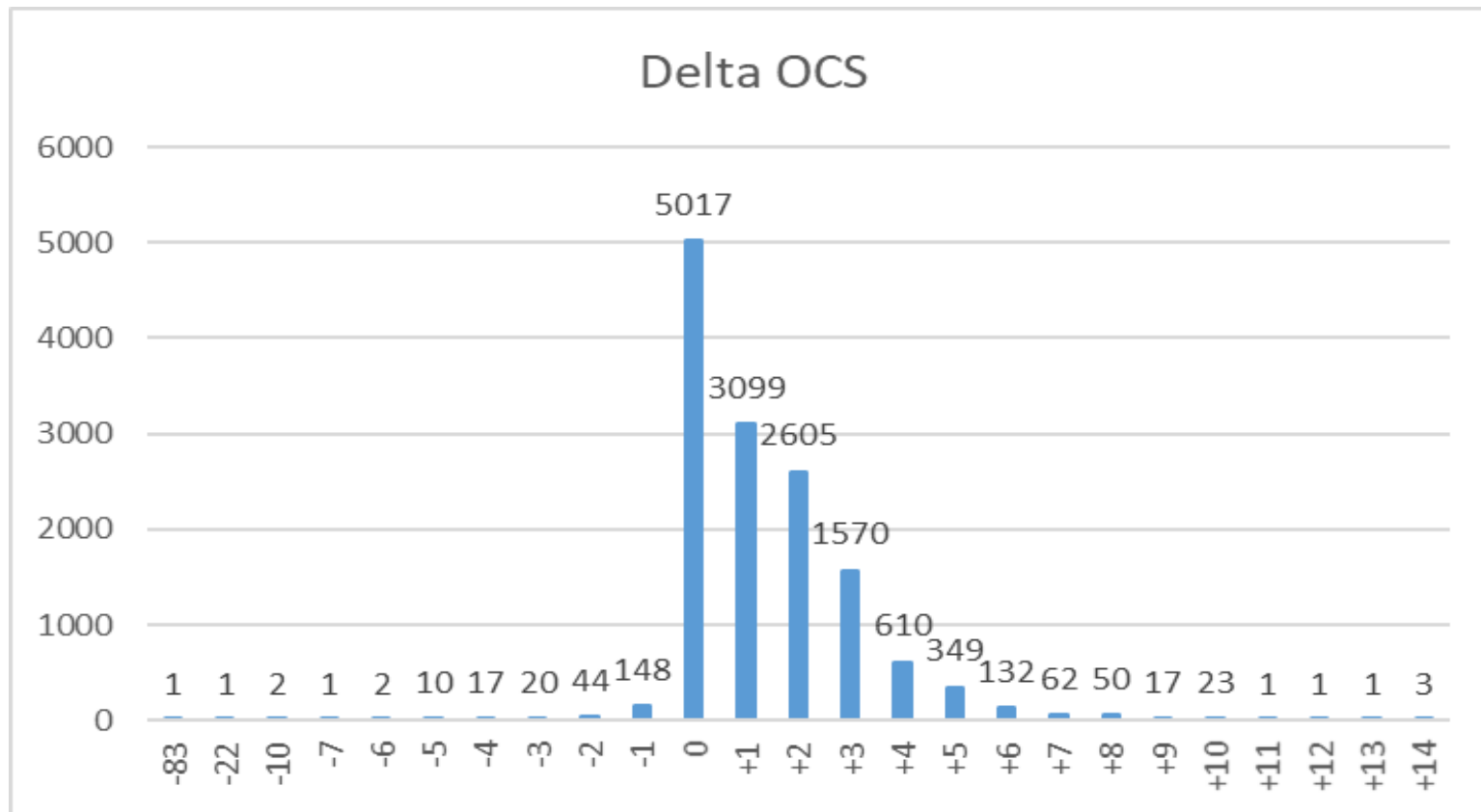
Appropriately compensated between the rails > SPL

Appropriately compensated between the rails <= SPL

Inappropriately compensated below the rails

| | Number of Employees Not Rated | Rating of Record Distribution | | | | | |
|--------------------|-------------------------------------|-------------------------------|-------|-------|------|-------|-------|
| | | 1 | 3 | 5 | 1 | 3 | 5 |
| Entire Population: | 399 | 48 | 5,279 | 8,060 | 0.4% | 39.4% | 60.2% |
| Career Path | | | | | | | |
| NH | 387 | 48 | 4,926 | 7,776 | 0.4% | 38.6% | 61.0% |
| NJ | 2 | 0 | 155 | 174 | 0.0% | 47.1% | 52.9% |
| NK | 10 | 0 | 198 | 110 | 0.0% | 64.3% | 35.7% |

2021 Army CCAS Results



Overall Average Delta Score 1.4

2021 Army CCAS Results

Payout Statistics by Group

(Presumptive due to time excluded)

| | | ----- Averaged Across Only Those Receiving the Payment ----- | | | | | | | | | | |
|--------------------|------------------------------|--|-------------------|--|---------|-------|--------------------------------|---------|-------|-------------------------------|---------|-------|
| | Number of Employees Analyzed | 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: | 13387 | 79.4 | 1.4 | 9831 | \$2,124 | 2.33% | 3908 | \$2,024 | 1.83% | 13342 | \$2,711 | 2.28% |
| Career Path | | | | | | | | | | | | |
| NH | 12750 | 80.6 | 1.4 | 9362 | \$2,155 | 2.32% | 3801 | \$2,050 | 1.83% | 12705 | \$2,761 | 2.27% |
| NJ | 329 | 65.8 | 2.2 | 245 | \$1,849 | 2.71% | 27 | \$1,457 | 1.97% | 329 | \$2,039 | 2.34% |
| NK | 308 | 44.9 | 1.4 | 224 | \$1,098 | 2.38% | 80 | \$991 | 1.90% | 308 | \$1,389 | 2.41% |



Questions?



Step Increase v CRI

CCAS SALARY APPRAISAL DOCUMENT FOR 2020

Part I: CCAS Salary Appraisal Form

Name: CONTRIBUTOR, JOE Series: 1102 Appraisal Period: CAS2NetID: 200567 Broadband Level: III From: 10-01-2019 Organization: FO Retained Pay: No To: 09-30-2020 Career Path: NH Presumptive: None

Approved By: MANAGER, PAY POOL, Pay Pool Manager Effective Date of Appraisal: 01-01-2021

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

JANE SUPERVISOR JANE.SUPERVISOR.1010000050 Date 01-07-2021 SUPERVISOR, JANE JOE.CONTRIBUTOR.118000031 Date 01-08-2021 CONTRIBUTOR, JOE

| 2020 Performance Details | | PAQL | 2020 Contribution Details | | CatScore | NumScore |
|------------------------------|-----------------------------------|------|-----------------------------|-----------------------------------|----------|----------|
| Factors | Job Achievement and/or Innovation | 5 | Factors | Job Achievement and/or Innovation | 3M | 71 |
| | Communication and/or Teamwork | 5 | | Communication and/or Teamwork | 3M | 70 |
| | Mission Support | 5 | | Mission Support | 3M | 71 |
| Average Raw Score | | | Overall Contribution Score | | | 68 |
| Performance Rating of Record | | | Expected Contribution Score | | | 70 |
| | | | Expected Contribution Range | | | 64 - 71 |

Compensation Detail

\$75,441 Current Rate of Base Pay

+ \$754 General Pay Increase 1.0 %

+ \$1,963 CRI (Salary Increase) 2.60 %

\$78,158 New Rate of Base

+ \$12,466 Locality Pay 15.95 %

\$90,625 New Total Salary

\$1,041 Contribution Award

2021 Expected Contribution Level

Expected Overall Contribution Score: 71

Expected Contribution Range: 68 - 76

Privacy Act Statement (50 USC 552a)

1. AUTHORITY: Section 552a of the Federal Register Notice dated November 9, 2017

2. PURPOSE: This form appraises the annual evaluation of an employee's contribution and performance through the CCAS assessment.

3. ROUTINE USE: This form is a computer-generated form that is produced for each employee and contains the annual contribution score, performance rating of record, and space for the signature of the supervisor and the employee. The output of this form will be maintained in CAS2Net for no more than 4 years after 12/31/2020 and 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 report analysis.

Remarks

Employee was approved for 40 time off hours in lieu of contribution award. The remaining CA not converted to TOA hours is shown as Contribution Award.

| Compensation Detail | | |
|---------------------|-----------------------------------|---------|
| | \$75,441 Current Rate of Base Pay | |
| + | \$754 General Pay Increase | 1.0 % |
| + | \$1,963 CRI (Salary Increase) | 2.60 % |
| | \$78,158 New Rate of Base | |
| Pay+ | \$12,466 Locality Pay | 15.95 % |
| | \$90,625 New Total Salary | |
| | \$1,041 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% |