

AcqDemo Pay Pool Panel Member Training

Presented by:



July 2024

**DoD Civilian Acquisition Workforce
Personnel Demonstration Project (AcqDemo)**

Course Objectives



- Know the CCAS process
- Understand the pay pool panel member's role and responsibilities
- Know AcqDemo policies
- Understand how to evaluate assessments
- Be aware of available compensation options

CCAS Cycle Overview

CCAS—The Contribution-based Compensation and Appraisal System

Discussion Topics

- Design Overview
- The CCAS Cycle
- The Pay Pool Process
- Responsibilities of Supervisors
- Responsibilities of Pay Pool Administrators
- Responsibilities of the Sub-Pay Pool Panel
- Responsibilities of the Pay Pool Panel

Design Overview

Another approach to performance management...
...with two key differences:

1. Designed to focus employees on creating impact

- Acquisition is a knowledge-based business—we depend on people to use their knowledge to advance mission performance
- Discussing employee expectations will focus on contribution planning vs. performance objectives
- Shapes professional acquisition workforce by using three standard factors to score employee contributions



Design Overview

Another approach to performance management
...two key differences:

2. Designed to align compensation with level of contribution

- Basic pay level translates to expected contribution level
- Assessed contribution level compared to the expected contribution level to determine compensation eligibility
- AcqDemo software applications facilitate equitable distribution of pay pool funds



The CCAS Cycle

September

Employee
Self-Assessment

October

- ◆ Start CCAS Cycle
- ◆ Contribution Planning
- ◆ Supervisor's Assessment

November - December

Pay Pool Panels



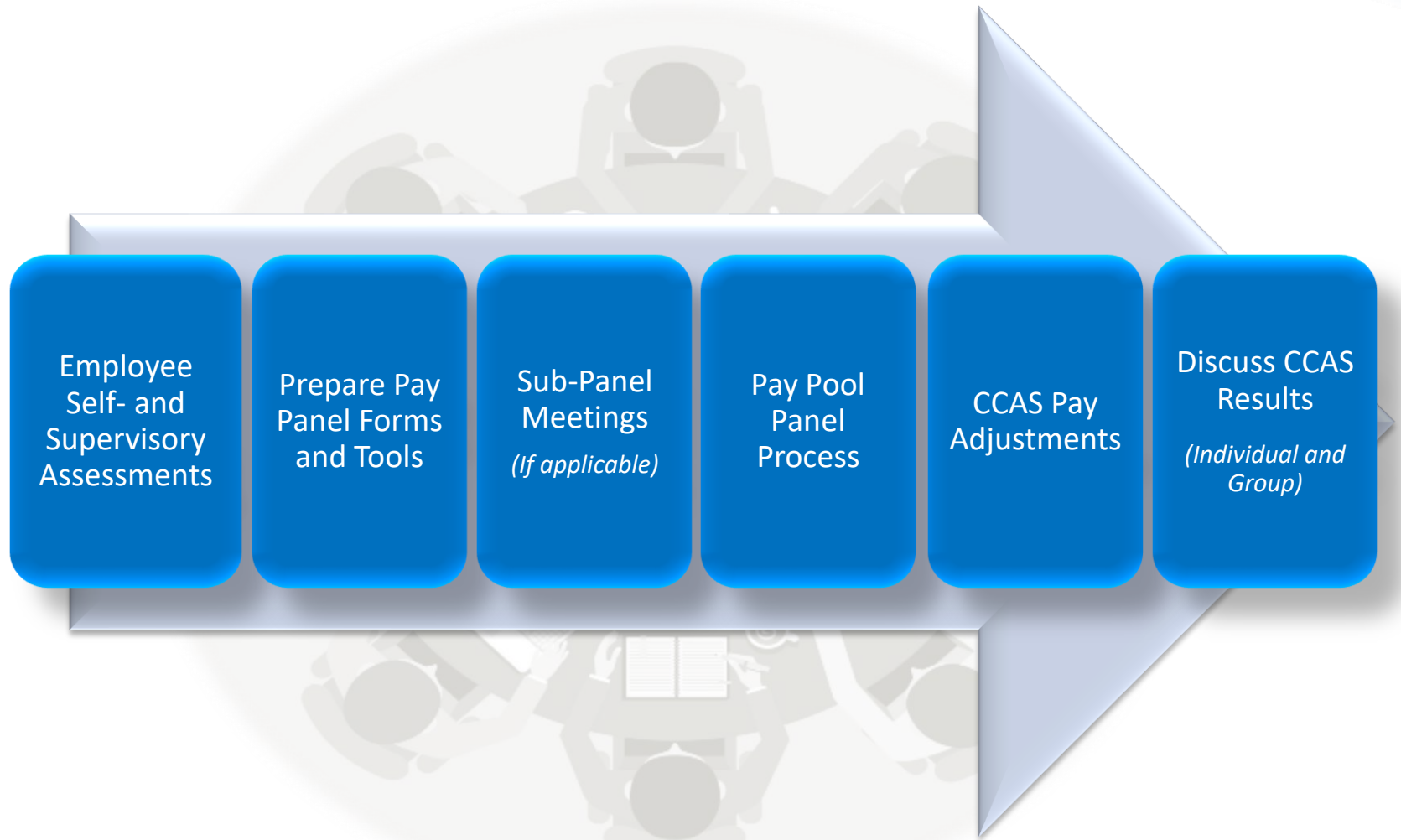
April-May

Mid-Point Review

January

End-of-Cycle Discussion
and Payout

The Pay Pool Process



Responsibilities of Supervisors

- Review organizational goals and priorities at start of appraisal cycle
- Initiate annual contribution planning and explain Expected Contribution Range (ECR)
- Monitor and document employee progress and provide coaching/feedback throughout appraisal cycle
- Address contribution and/or performance issues immediately upon identification
- Provide mentoring for career development
- Conduct a formal Mid-Point Review
- Request Annual Appraisal Self-Assessment
- Complete an end-of-cycle Annual Appraisal
- **To determine preliminary scores, use factor descriptors for categorical scores, discriminators for numerical scores, and expected contribution criteria for performance appraisal quality levels so as to *recommend* scores to the pay pool**
- **Participate in pay pool process as required**
- Conduct Annual Appraisal conversation

Special Situations – Presumptive Ratings



- **Used when employee cannot be evaluated due to circumstances that take the individual away from their normal duties or duty station**
 - Long-term full-time training
 - Active military duty
 - Extended sick leave
 - Qualified family and medical leave
 - Full time union representation
 - Leave without pay, etc.
- **Pay Pool Administrator will reflect appropriate coding in the CCAS spreadsheet, which will be reflected in the employee's approved Part I – CCAS Appraisal Form**

Special Situations – Presumptive Ratings



- Rating official selects from 1 of 5 presumptive status options
 - **Presumptive Status 1**—New AcqDemo hires with less than 90 calendar days immediately preceding September 30th who are ineligible for a CCAS rating
 - **Presumptive Status 2**—Renders an OCS equal to an EOCS and PAQL of Level 3—Fully Successful. Presumes employee is contributing commensurate with the current basic pay
 - **Presumptive Status 3**—Re-certifies employee's last assessed OCS if greater than current EOCS AND last PAQL was higher than expected

Special Situations – Presumptive Ratings



- **Rating official selects from 1 of 5 presumptive status options**
 - **Presumptive Status 4**—Applied to employees with prolonged absence due to work-related injury or full-time union representation duties AND who do not have an official rating of record within the 4-year period preceding the “cut-off date” of a RIF. Renders an OCS equal to their EOCS and PAQL of Level 3—Fully Successful.
 - **Presumptive Status 5**—Applied to employees absent for military service
 - Meets 90-day minimum working under an approved contribution plan – assessed under normal CCAS assessment process
 - Does not meet 90-day minimum AND no previous rating of record – assigned OCS equivalent to EOCS and “most frequently given” rating of record in competitive area
 - Does not meet 90-day minimum AND has a previous rating of record – receives OCS equivalent to EOCS and PAQL consistent with previous rating of record

Responsibilities of Pay Pool Administrators



Pay Pool Administrators have several roles within their organization

- Ensuring Pay Pool Members achieve their required milestones throughout the cycle
- Maintaining the CAS2Net database with their pay pool's information
- Facilitating the Pay Pool process
- Analyzing the results of the Pay Pool

Responsibilities of Pay Pool Administrators



The role of the Administrator during the pay pool/sub pay pool:

- Prepare Pay Pool Books and Spreadsheets with accurate data
- Update Spreadsheets to capture Panel decisions
- Take minutes during Pay Pool Panel meeting of Panel discussions
- Ensure needed updates happen to Supervisory appraisals
- Keep discussions focused on task at hand

Responsibilities of the Pay Pool Panel

- ➔ **Review recommended Categorical, Numerical and PAQL scores**
 - Adjust for equity and consistency
 - Reconcile preliminary ratings that are poorly documented or outside the business rules
 - Consult with rating official for clarification/justification
 - Pay Pool Manager is the final approval authority for appraisals and scores prior to submittal to the Personnel Policy Board for review
- ➔ **Review relative value of contributions**
 - Compare ratings among like occupations, career paths and broadbands
 - Consider promotion salary increases and monetary awards received during rating period
 - Insure compensation decisions result in equity and consistency across the pay pool
- ➔ **Adjudicate Requests for Reconsideration and challenges to ratings of record**

CCAS Scoring Criteria

Discussion Topics

- **Appraisal Criteria — The Factors**
 - Contribution vs. Performance
 - Factor Level Descriptors and Discriminators
 - Categorical Scores
 - Numerical Scores
 - Very High Scores
 - Quality of Performance / PAQL Scores

Contribution vs. Performance

CONTRIBUTION

Links pay and awards to contribution to the mission and value of the position rather than longevity

Descriptors/Discriminators

Narrative statements that are written at increasing levels of complexity, scope and value of the position and employee expected contribution

Categorical/Numeric Scores

Determined by comparing employee's contribution results to the set of descriptors and discriminators for a particular factor and broadband level

PERFORMANCE

Quality of performance an employee demonstrates in achieving his/her expected contribution results under each of the three contribution factors

Expected Contribution Criteria

Quality of performance an employee demonstrates; further explain in the contribution plan for each individual if necessary

PAQL Criteria

Employee's level of performance during the appraisal cycle. Employee's contribution and the impact of the quality of contributions on the organization

Contribution Appraisal Criteria–The Factors

Job Achievement and/or Innovation

- Qualifications
- Critical Thinking
- Calculated Risks
- Problem Solving
- Leadership
- Supervision
- Personal Accountability

Mission Support

- 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
- Establishing Priorities that Reflect Mission and Organizational Goals

Communication and/or Teamwork

- Communication (Verbal and Written)
- Interactions with Customers, Coworkers, and Groups
- Assignments Crossing Functional Boundaries

Determine a categorical and numerical contribution score for EACH factor

- ➔ *Must score contributions to mission and performance separately*
- ➔ *Average 3 factor scores to get the Overall Contribution Score (OCS)*

Factor Level Descriptors and Discriminators

CAREER PATH: Business Management and Technical Management (NH)

FACTOR: 1. Job Achievement and/or Innovation

FACTOR DESCRIPTION: This factor captures qualifications, critical thinking, calculated risks, problem solving, leadership, supervision, and personal accountability aspects appropriate for the positions classified to the broadband levels of the NH career path.

Expected Contribution Criteria	Classification Level and Appraisal Descriptors	Discriminators
<p>Produces desired results, in the needed timeframe, with the appropriate level of supervision through the use of appropriate knowledge, skills, abilities and understanding of the technical requirements of the job. Achieves, demonstrates and maintains the appropriate qualifications necessary to assume and execute key acquisition and/or support requirements. Demonstrates skilled critical thinking in identifying, analyzing and solving complex issues, as appropriate. Takes and displays personal accountability in leading, overseeing, guiding, and/or managing programs and projects within assigned areas of responsibility.</p> <p>Work is timely, efficient and of acceptable quality. Completed work meets project/program objectives. Leadership and/or supervision effectively promotes commitment to organization goals. Flexibility, adaptability, and decisiveness are exercised appropriately.</p> <p>For Supervisors (as appropriate): Recruits, develops, motivates, and retains quality team members in accordance with EEO/AA and Merit System Principles. Takes timely/appropriate personnel actions, communicates mission and organizational goals; by example, creates a positive, safe, and challenging work environment; distributes work and empowers team members.</p>	<p>NH Level I (Score Range 0 – 29)</p> <ul style="list-style-type: none"> Proactively seeks opportunities to contribute to assigned tasks. Seeks and takes advantage of development opportunities. Takes initiative to pursue completion of qualification requirements. Effectively accepts feedback on assigned and accomplished work, and incorporates it to create a better end product. Resolves routine problems within established guidelines. Seeks assistance as required. Takes initiative in determining and implementing appropriate procedures. Conducts activities on a collective task; assists supervisor, or other appropriate personnel, as needed. 	<ul style="list-style-type: none"> Leadership Role Mentoring/Employee Development Accountability Complexity/Difficulty Creativity Scope/Impact
	<p>NH Level II (Score Range 22 – 66)</p> <ul style="list-style-type: none"> Actively contributes as a team member/leader; provides insight and recommends changes or solutions to problems. Identifies and pursues individual/team development opportunities. Achieves and maintains qualification and certification requirements. Proactively guides, coordinates, and consults with others to accomplish projects, assuming ownership of personal processes and products. Identifies, analyzes, and resolves complex/difficult problems. Adapts existing plans and techniques to accomplish complex projects/programs. Recommends improvements to the design or operation of systems, equipment, or processes. Plans and conducts functional technical activities for projects/programs. 	<ul style="list-style-type: none"> Leadership Role Mentoring/Employee Development Accountability Complexity/Difficulty Creativity Scope/Impact
	<p>NH Level III (Score Range 61 – 83)</p> <ul style="list-style-type: none"> Considered a functional/technical expert by others in the organization; is regularly sought out by others for advice and assistance. Pursues or creates certification, qualification, and/or developmental programs and opportunities for self and others. Guides, motivates, and oversees the activities of individuals and teams with focus on project/program issues. Assumes ownership of processes and products, as appropriate. Develops, integrates, and implements solutions to diverse, highly complex problems across multiple areas and disciplines. 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. Defines, directs, or leads highly challenging projects/programs. 	<ul style="list-style-type: none"> Leadership Role Mentoring/Employee Development Accountability Complexity/Difficulty Creativity Scope/Impact
	<p>NH Level IV (Score Range 79 – 100)</p> <ul style="list-style-type: none"> Recognized as a technical/functional authority within and outside of the organization. Fosters the development of others by providing guidance or sharing expertise. Directs assignments to encourage employee development and cross-functional growth to meet organizational needs. Pursues professional self-development. Leads, defines, manages, and integrates efforts of several groups or teams. Assumes and assigns ownership of processes and products, as appropriate. Assesses and provides strategic direction for resolution of mission-critical problems, policies, and procedures. Works with senior management to establish new fundamental concepts and criteria and stimulate the development of new policies, methodologies, and techniques. Converts strategic goals into programs or policies. Defines, establishes, and directs organizational focus on challenging and highly complex projects/programs. 	<ul style="list-style-type: none"> Leadership Role Mentoring/Employee Development Accountability Complexity/Difficulty Creativity Scope/Impact
	<p>VERY HIGH SCORE (Mid-level Descriptors) (Three scores available—105, 110, or 115. Select only one score.)</p> <ul style="list-style-type: none"> In addition to fully meeting the expected contribution criteria: <ul style="list-style-type: none"> Contributed results substantially beyond what was expected in the face of extremely difficult obstacles; contributions were exemplary in quality, quantity, and/or impact to the stated expectations for the goals/objectives described in the contribution plan. Created novel and innovative business methods and processes that contributed substantially beyond expectations to accomplishment of current work and the mission of the organization. Demonstrated the highest standards of professionalism establishing the model for others to follow. Accomplishments and outcomes were of such magnitude that they contributed to the extraordinary success of the organization in exceeding its mission goals and objectives for the year. 	

Using Factor Descriptors and Discriminators

Factor 1: Job Achievement and/or Innovation for NH-III

LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL III	
<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. • Pursues or creates certification, qualification, and/or developmental programs and opportunities for self and others. • Guides, motivates, and oversees the activities of individuals and teams with focus on project/ program issues. Assumes ownership of processes and products, as appropriate. • Develops, integrates, and implements solutions to diverse, highly complex problems across multiple areas and disciplines. • 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. • Defines, directs, or leads highly challenging projects/programs 	<ul style="list-style-type: none"> • Leadership Role • Mentoring/Employee Development • Accountability • Complexity/Difficulty • Creativity • Scope/Impact

Use **Descriptors** for
Categorical Scores

Use **Discriminators** for
Numerical Scores

Determining Categorical Scores

14 overall Factor descriptors that are used to determine a categorical score:

- **High:** Employee consistently and independently meets full intent of **all** factor descriptors during the appraisal cycle
 - Meet all 14 descriptors - 6 for Job Achievement and/or Innovation, and 4 for other two factors
- **Medium:** Employee meets **most** (defined as more than half) factor descriptors during the appraisal cycle with minimal guidance
 - Meet 4-5 descriptors for Job Achievement and/or Innovation, and 3 for other two factors
- **Low:** Employee consistently meets **less than most** factor descriptors during the appraisal cycle or needs greater than expected assistance in meeting them
 - Meet at least 1 descriptor per factor

***Note:** This is NOT the only possible criteria for rating, but can be used as a starting point in recommending categorical scores*

Very High Score

- Very High scoring has 3 options – High, Medium and Low with corresponding numerical scores

		Business Management and Technical Management Professional (NH)	Technical Management Support (NJ)	Administrative Support (NK)
Very High (VH) Scores	Categorical Score	Numerical Score	Numerical Score	Numerical Score
	High	115	95	70
	Medium	110	91	67
	Low	105	87	64

- Factor level descriptors are available to define Very High Score at the mid-level
 - ↳ Same for all 3 factors

Factor Descriptor:
Job Achievement and/or Innovation

R: The Tool allows ACO/CAs to improve and streamline the Audit process, from requesting the contractors ICPs to final close out of the overhead record in ONeT. Results on the Tool have led to a focus of clean up on delinquent records, resulting in about 20 records to be further reviewed, annotated & progress made toward closure. Closure of an additional 4 overage records in SEP allowed CMO to meet & exceed metric. (J4, J5)

I: The Tool provided CMO more enhanced acquisition decision making abilities by modernizing our contracting tools, aligning with Strategic Plan Line of Effort 2, and specifically Objective 2.1. It also allowed CMO to strengthen execution through cross-functional collaboration with Pricing & CMO auditors, aligning with Objective 2.3.

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Validating Categorical Scores

Things to watch for:

- **Categorical scores outside of an employee's expected score range**
 - Compare the employee to other employees within this categorical score. Does the employee match the consistency and independence level of the majority of the other employees given this same categorical score?
- **Categorical scores that are lower than the expected score score range**
 - Has the employee been given the opportunity to work at a level consistent with the categorical score corresponding to their EOCS
- **Categorical Scores in higher broadband level**
 - Verify that the employee has done work that is consistent with the higher broadband level and at a level to justify the recommended score. This may require reclassification or a new PRD.
- **Contributions that are so significant that they warrant a higher categorical score to properly reward the value of the contribution/**
 - May warrant rolling over from CRI to a cash award if this level of contribution is not sustainable.

Note: *These anomalies do not mean that a recommended score is wrong, just things that should be considered as you give the score closer scrutiny.*

Finalizing Numerical Scores

Review the factor discriminators to establish rank ordering

Job Achievement and/or Innovation

- Leadership role
- Mentoring/Employee Development
- Accountability
- Complexity/Difficulty
- Creativity
- Scope/Impact

Communication and/or Teamwork

- Oral
- Written
- Contribution to Team
- Effectiveness

Mission Support

- Independence
- Customer Needs
- Planning/Budgeting
- Execution/Efficiency

All broadbands and career paths have the same factor discriminators.

>> The discriminators help to establish relative value of contributions and place the degree of impact into context. <<

Elements of a Supervisory Appraisal



Statement of validity of factual elements identified in employee self-assessment

(concur, partially concur, do not concur)

- **Any important contributions the employee may have missed (if applicable)**



- **A summary of the value of the employee's contributions to the mission that supports your numeric score recommendation**



- **A statement of the quality of the employee's performance that supports your PAQL score recommendation**



Factor Descriptor:
Job Achievement and/or Innovation

Leadership: Jane and her team handle more workload than 2 of the 4 CMOs combined and has achieved every Agency reported metric in FY20. She took on a strong leadership role in the multifunctional Past-FDD Working Group, which resulted in a CMO total reduction of 284 contracts, from 1,255 to 971, within four months' time: this is the first time that this metric has improved in several years.

The quality and quantity of Jane's work substantially exceeds the contribution expectation with minimum room for improvement. And her application of technical knowledge and skills goes well beyond that expected for the position.

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Rating Process

1. Determine the Categorical Score
2. Review the Factor Discriminators and knowledge of employee contributions and impact to establish a rank order
3. Determine the Numerical Score
 - Numerical Score range must be associated with the respective Categorical Score
4. Assign a PAQL score for each factor

**NH Career Path
Job Achievement and/or Innovation Factor**

3 High (3H)	79-83
John, Susan	83
Dan	82
Bruce, Rick	81
James	80
Rose, Joe	79

Apply logic to your thought process and judgment when recommending Categorical and Numerical Scores.

Other Special Considerations

- Panel Members should be familiar with the appraisals within their chain of command and be prepared to defend the recommended rating when appropriate.
 - Any recommended ratings you have discrepancies with, review with rating official for further clarification prior to pay pool meeting
 - Any recommended ratings that may seem unusual be prepared to clarify any concerns other members may have with ratings
- Consider length of time in position or contributions outside of normal contributions for special adjustments in the pay pool
 - Prorating an employees score based hire date/promotion date when comparing them to an employee contributing at the same level for a full year
 - Recommending that part of their CRI (base pay increase) be rolled into the CA (bonus) for temporary duties or assignments

Note: First year organizations are more likely to have scoring anomalies. Over time these will become less as the AcqDemo adjust the workforce to its new compensation system

Quality of Performance

- CCAS includes assessment of the quality of **performance** an employee demonstrates in achieving his/her expected contribution results during an appraisal cycle
- Quality of Performance rating assigned to each factor in addition to contribution factor scores
 - Average of three performance factor ratings translates to the annual rating of record for selection, awards, and RIF purposes



Determining PAQL Scores

PAQL Score	PAQL Criteria	Examples	Rating 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.	Employee's performance made distinguishable outcomes, set precedent, industry-wide recognition, etc.	Average of 3 Scores $> 4.3 = 5$
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.	Employee's performance gets the job done and sometimes exceeds expectations.	Average of 3 Scores $< 4.3 = 3$
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.	Employee's performance shows unsatisfactory quality, quantity or timeliness of work, incomplete, etc.	Any Single Score of 1 = Overall 1

Validating PAQL Scores

Things to consider and watch for

- **Verifying a level 5 PAQL score**
 - Is there clear evidence in their appraisal to justify the recommended rating?
 - Are they consistently and substantially surpassing expectations vs sometimes exceeding expectations? Where is that line in your pay pool?
 - Does your pay pool have a target goal for percentage of 5's, and would you classify this employee in that top percentage of performers for this factor?
- **Verifying a level 1 PAQL score**
 - Is there clear evidence of where the employee is failing to meet expectations?
 - Has the supervisor taken the proper process steps during the appraisal cycle?
 - Does the employee's failure warrant them being put on a CIP (Contribution Improvement Plan)?

Pay Pool Panel Assessment of Appraisals

Action	Questions
<ul style="list-style-type: none"> ✓ Review the recommended contribution and PAQL scores given ✓ Review the appraisals to justify the recommended scores ✓ Decide how the <u>value</u> of the contribution impacts the categorical score (i.e., a High versus a Medium) ✓ Discuss and reach consensus on approved scores 	<ul style="list-style-type: none"> ☞ Are there any inconsistencies between narratives and recommended ratings? ☞ What categorical score is appropriate when not all the bullets in the factor descriptor have been met, but the <u>value</u> of the contribution has made a significant impact?
<ul style="list-style-type: none"> ✓ Review and resolve inconsistencies between the categorical and numerical scores ✓ Resolve inconsistencies between the contribution and PAQL scores 	<ul style="list-style-type: none"> ☞ Are there any inconsistencies within and/or between the contribution rating, PAQL rating and narratives?
<ul style="list-style-type: none"> ✓ Review compensation adjustments that result from the ratings 	<ul style="list-style-type: none"> ☞ Any issues? ☞ Is this fair and consistent across the Pay Pool?

CCAS Compensation

Discussion Topics

- **Compensation Management —
Philosophy, Strategy and Policy**
- **Pay Pool Funding**
- **Payout Calculations**
- **CRI Carryover**
- **Supervisory Cash Differentials**
- **The Alphas**
- **Inadequate Contribution**
- **CCAS Administrative Grievance Process**
- **Pay Pool Considerations**
- **Release of Aggregate Results**

Compensation Philosophy

- AcqDemo's compensation philosophy embraces three basic principles:
 - Ensure adequate pay for the duties of the position
 - Recognize individual competency achievements
 - Reward contribution to mission
- Primary Objective — Compensate employees appropriately for their individual contribution to the organization's mission and at a level commensurate with the value of their position. The goal is to—
 - Promote greater compensation for those who are the highest (and most undercompensated) contributors
 - Encourage the lowest contributors to improve
 - Appropriately compensate all levels of contribution



Pay Pool Funding

Contribution Rating Increase (CRI)



- Intended to be consistent with funds historically spent in GS on within-grade increases, quality-step increases and promotions between grades that are now banded
- Minimum of **2%** of activity's total basic pay budget of employees onboard as of 30 September.

General Pay Increase (GPI)



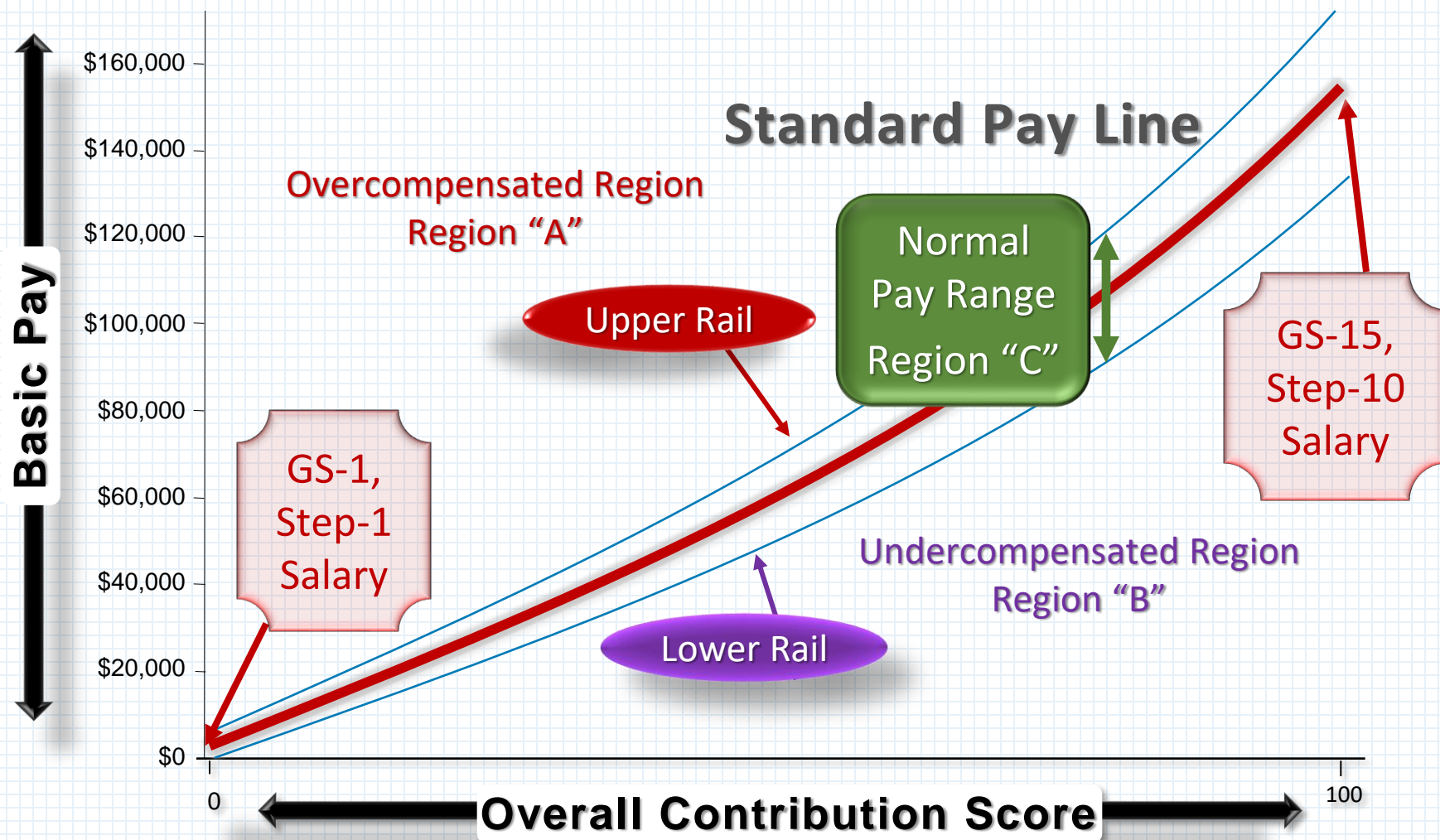
- Accounts for the cost of labor and percentage increase for the GS pay table

Contribution Awards (CA)



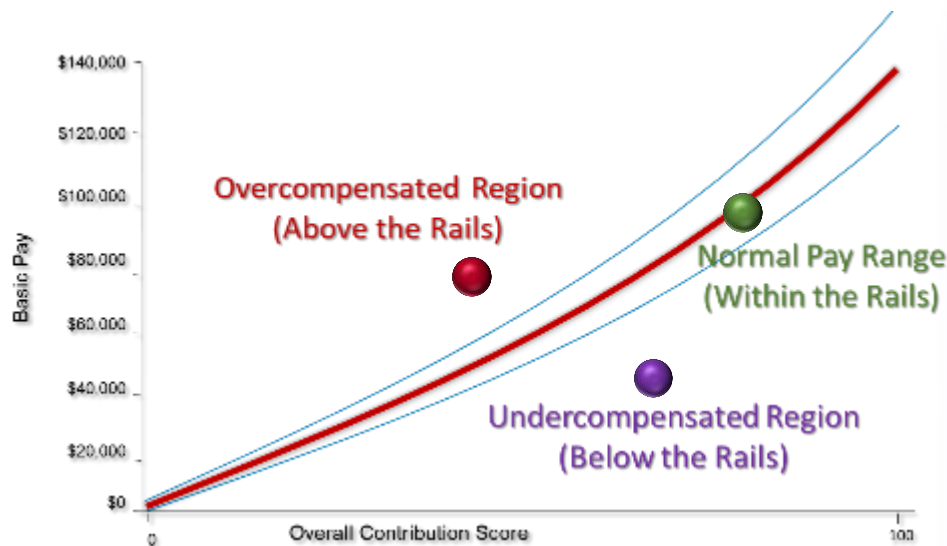
- Intended to be consistent with funds historically spent in GS on performance awards
- Minimum of **1%** of activity's total adjusted basic pay budget
- Will not exceed 90% of organization total awards budget

The "Rails"



CCAS Reward Payout Criteria

Compensation Category	General Pay Increase	Contribution Rating Increase	Contribution Award	Locality Pay
Overcompensated	Can be given in full, partial or denied	No	No	Yes
Undercompensated	Yes	Yes – up to 20%	Yes	Yes
Appropriately Compensated	Yes	Yes – up to 6%	Yes	Yes



Payout Considerations

- Available funding guides pay decisions
- Total Adjusted Pay may not exceed Executive Level IV
- CRI increases may not exceed max pay for current broadband
- CRI increases > 20% and CAs > \$10,000 require local commander's approval
- Intent of AcqDemo is to appropriately compensate all employees

ECR Calculator

2024 Expected Contribution Range Calculator

Basic Pay Only

Enter Base Pay/Retained Pay	Career Path	Broad-band	Max Pay	Retained Pay?	Expected Contribution Range =
\$97,392	NH	3	\$115,079	No	

↑ ↑
Click on Boxes for
Dropdown List to Select

Expected Contribution Range		
Upper Rail	Standard Pay Line	Lower Rail
72	75	79

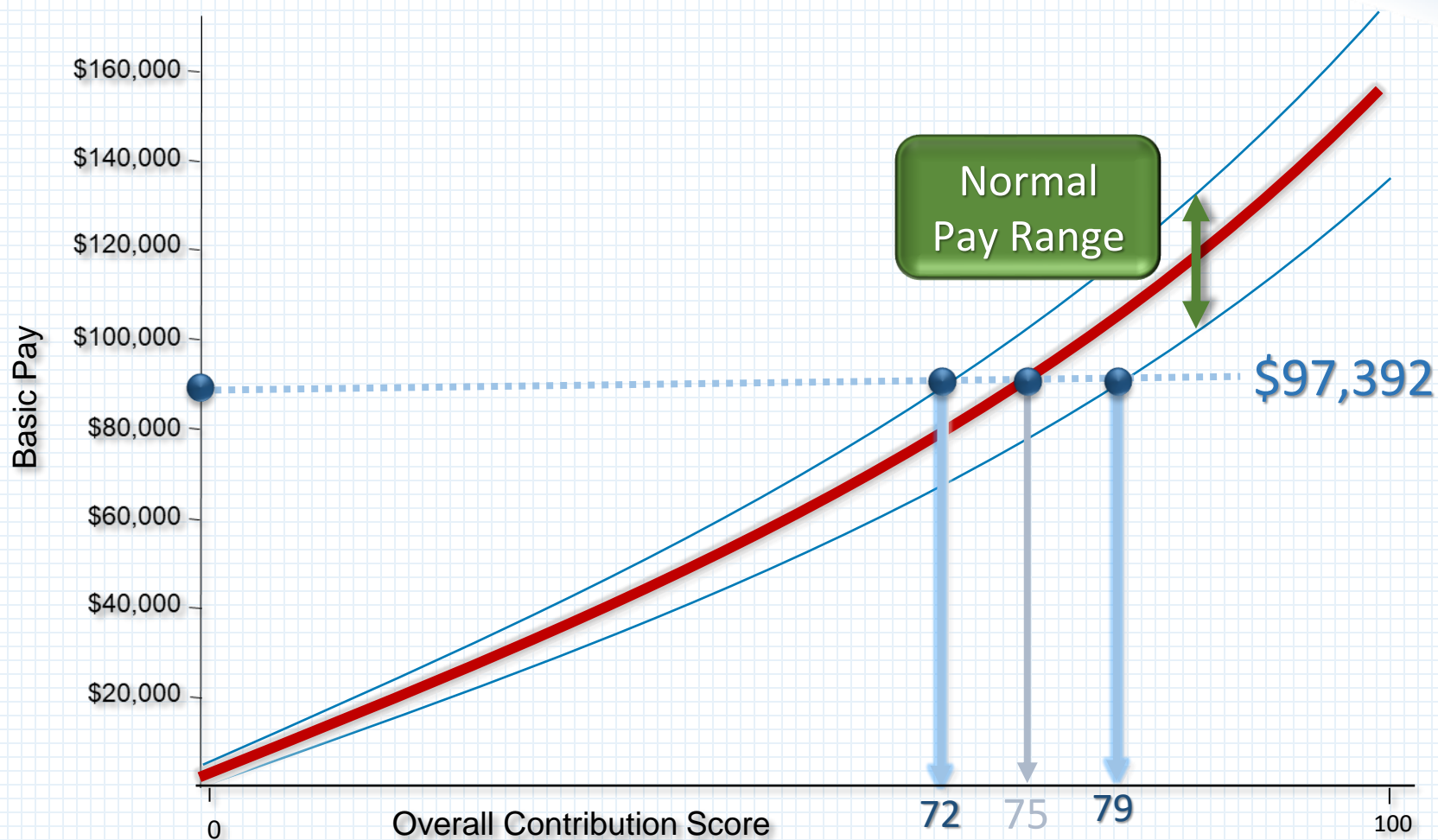
Pay Used in Calculation: \$97,392



Calculate an Expected Contribution Range (ECR) any time during the appraisal period using a calculator found at the AcqDemo website.

acqdemo.hci.mil/tools

Expected Contribution Range (ECR)



Contribution matches compensation if OCS is between 72 and 79

CRI Payout Calculations

- Enter approved OCS and Target Pay
- Determine the Delta OCS and Delta Pay
- Consult Business Rules for Contribution Award payout eligibility
 - e.g., CRI eligibility is below the Upper Rail (UR)

Employee Name	Expected OCS	Approved OCS	Delta OCS	Current Basic Pay	CRI Target Pay	CRI Positive Delta Pay
Contributor, Joe	75	77	2	\$97,392	\$109,442	\$12,050
Sayers, Rose	73	67	-6	\$93,603	\$89,743	(\$3,859)
Collins, James	73	73	0	\$93,603	\$101,091	\$7,488
Blaine, Rick	66	68	2	\$81,463	\$91,542	\$10,079
Wayne, Bruce	66	65	-1	\$81,463	\$86,251	\$4,788
Munroe, Cora	63	67	4	\$76,755	\$89,743	\$12,989
						\$47,394

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



CRI Pot
\$10,486

Total Positive Delta Pay of **\$47,394**

$\$10,486 \div \$47,394 = 22.1241\%$ of Positive Delta Pay for CRI

CA Payout Calculations

- Enter approved OCS and Current Basic Pay
- Determine the CA Target Pay (Upper Rail)
- Determine the Delta Pay
 - The difference between the current basic pay and the target rail pay—in this case, the upper rail pay
- Consult Business Rules for Contribution Award (CA) payout eligibility
 - e.g., CA eligibility is at or below the Upper Rail (UR)

Employee Name	Expected OCS	Approved OCS	Delta OCS	Current Basic Pay	CA Target Pay	CA Positive Delta Pay
Contributor, Joe	75	77	2	\$97,392	\$109,442	\$12,050
Sayers, Rose	73	67	-6	\$93,603	\$89,743	(\$3,859)
Collins, James	73	73	0	\$93,603	\$101,091	\$7,488
Blaine, Rick	66	68	2	\$81,463	\$91,542	\$10,079
Wayne, Bruce	66	65	-1	\$81,463	\$86,251	\$4,788
Munroe, Cora	63	67	4	\$76,755	\$89,743	\$12,989
						\$47,394

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



Total Positive Delta Pay of \$47,394

$\$13,780 \div \$47,394 = 29.0762\%$ of Positive Delta Pay for CA

Time Off Awards

- **Time Off Awards**
 - Employee may request that 25%, 50%, 75%, or 100% of their Contribution Award be converted to a Time-Off Award
 - Request made when submitting a self-assessment in CAS2Net

CRI Carryover

- When a resulting CRI (increase in basic pay) exceeds a compensation maximum (broadband maximum, stop-and-consider OR control point), the pay pool panel **MAY** authorize a CRI carryover
 - Amount exceeding compensation maximum is added to the contribution award (CA)
 - Compensation maximum established by position management structure *or* broadband maximum

CRI

CA

Pay Pool Payouts

Employee Name	Expected OCS	Approved OCS	Delta OCS	Current Basic Pay	CRI Target Pay	CRI Positive Delta Pay	Computed CRI	CA Target Pay	CA Positive Delta Pay	Computed CA
Contributor, Joe	75	77	2	\$97,392	\$109,442	\$12,050	\$2,666	\$109,442	\$12,050	\$3,504
Sayers, Rose	73	67	-6	\$93,603	\$89,743	(\$3,859)	\$0	\$89,743	(\$3,859)	\$0
Collins, James	73	73	0	\$93,603	\$101,091	\$7,488	\$1,657	\$101,091	\$7,488	\$2,177
Blaine, Rick	66	68	2	\$81,463	\$91,542	\$10,079	\$2,230	\$91,542	\$10,079	\$2,931
Wayne, Bruce	66	65	-1	\$81,463	\$86,251	\$4,788	\$1,059	\$86,251	\$4,788	\$1,392
Munroe, Cora	63	67	4	\$76,755	\$89,743	\$12,989	\$2,874	\$89,743	\$12,989	\$3,777
						\$42,606	22.1241%		\$47,394	29.0762%
							\$10,486			\$13,780



All the CRI and CA Pay Pool dollars are distributed!!!

Deliberation Considerations

- **A zero delta OCS** – employee is appropriately paid for his or her contribution. The employee is contributing as expected based on their current basic pay. *It is not a determination that average work is being done.*
- **A positive delta OCS** - employee is being underpaid for his or her contributions. The employee contributes at a higher level than expected based on their current basic pay. *Additionally, if the employee's contribution level remains the same year-after-year, the delta OCS should decrease each year, as the expectations rise with the increase in salary.*
- **A negative delta OCS** - employee is being overpaid for his or her contributions. The employee contributes at a lower level than expected based on their current basic pay. *It is not necessarily a determination that poor work is being done, unless the OCS is in the "A" overcompensated range.*

Annual Appraisal — Part I Form

Identifying
info

Signatures

Appraisal
Details

Part I: CCAS Salary Appraisal Form

Name:	Joe Contributor	Series:	0801	Appraisal Period:
CAS2Net ID:	31	Broadband Level:	III	From: 1-Oct-22
Organization:	AMC/LHBB	Retained Pay:	No	To: 30-Sep-23
Career Path:	NH	Presumptive:	None	

Approved By: Bob Arnold, Pay Pool Manager

Effective Date of Appraisal: January 1, 2024

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

Supervisor Print/Sign

Date

Supervisor Print / Sign

Date

2023 Performance Details		PAQL	2023 Contribution Details		Cat Score	Num Score
Factors	Job Achievement and/or Innovation	5	Factors	Job Achievement and/or Innovation	3H	79
	Communication and/or Teamwork	3		Communication and/or Teamwork	3M	76
	Mission Support	3		Mission Support	3M	77
				Overall Contribution Score		77
	Average Raw Score	3.7		Expected Contribution Score		75
	Performance Rating of Record	3		Expected Contribution Range		72-79

Annual Appraisal — Part I Form

Compensation Detail

Compensation Detail

\$93,021	Current Rate of Base Pay as of 30 Sep 2023	
+	\$ 1,302	General Pay Increase 1.4%
+	\$ 2,546	CRI (Salary Increase) 2.74%
=	\$96,869	New Rate of Basic Pay
+	\$ 15,983	Locality Pay 16.50%
=	\$112,852	New Total Salary
	\$ 3,337	Contribution Award
+	\$ -	Carryover from CRI)
=	\$3,337	Total Award

2024 Expected Contribution Level

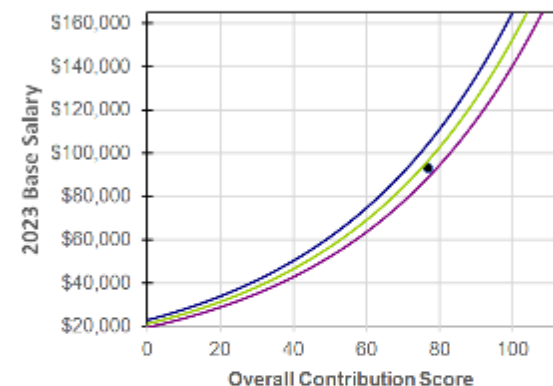
Expected Overall Contribution Score	76
Expected Contribution Range	73-80

Remarks

*Basic pay on 30 September and does not include any promotion increase, temporary promotion increase, or ACDP basic that was approved o/a 1

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 (Zone A). Undercompensated (Zone B) is below the Lower Rail. Appropriately Compensated (Zone C) is on or within the rails. Compensation regions determine the eligibility for basic pay increases and awards. The point on the graph below is the employee's appraisal results.



Remarks

Privacy Act Statement (502a of 5 U.S.C.)

1. AUTHORITY: Section 502a of 5 U.S.C., 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 CASNet for no more than 4 years (AW 3-CH Section 293.402 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.

Inadequate Contribution

Goal of System: Appropriate compensation for contribution to mission effectiveness

- Contribution Improvement Plans (CIPs) must be considered when...
 - ↳ Contributions to mission accomplishment are inadequate

Inadequate contribution occurs...

- ↳ When employee's OCS plots in the Overcompensated Region
- ↳ Unacceptable performance in any contribution factor
 - PAQL of 1 (Unacceptable) in any factor

Inadequate contribution could result in...

- ↳ Reassignment
- ↳ Reduction in Pay
- ↳ Removal from Federal Service

CCAS Administrative Grievance Process

- Employees may request reconsideration of:

- OCS Rating
- Quality of Performance Rating
- Supervisor Assessment



Process:

- Through a Collective Bargaining Agreement; or
- Administrative Grievance Procedure (5 CFR 771) as supplemented by local procedures
 - Employee submits reconsideration to Supervisor
 - Supervisor provides recommendation to Pay Pool Panel
 - Pay Pool Panel may accept recommendation or reach independent decision
 - Pay pool decision is final unless employee requires reconsideration by next higher official to Pay Pool Manager
 - Next higher official renders final decision

Reconsideration requests must be submitted during the Open Window Period only

Release of Aggregate Results

- **Pay Pool Manager will provide aggregate results of CCAS assessment process**
 - After conclusion of CCAS Feedback period
 - Graphical representation of results
 - Pay pool scatter-plot, bar chart, etc.
 - Data tables displaying number and percentage of employees
 - By career path and
 - By rail region
 - Further delineation at the pay pool manager's discretion
- **Data tables by career path and broadband level to present...**
 - Average OCS
 - Average CRI (dollars and percent of basic pay)
 - Average CA (dollars and percent of aggregate pay)
 - Average Rating of Record



Further delineation is at the Pay Pool Manager's discretion



QUESTIONS

?

AcqDemo Pay Pool Panel Member Training

DoD Civilian Acquisition Workforce
Personnel Demonstration Project (AcqDemo)

*Thank you
for attending!*

*Please complete the Class Evaluation Form
and return it to your Training Coordinator*