

Spreadsheet Basics For Pay Pool Administrators

August 2026



Mission Forward Training

Administration



Introductions



Course Timing / Breaks



Mute Phone / Computer



Interact via Chat or “Raise Hand”



Course Objectives

- To gain an understanding of:
 - Major responsibilities of an Administrator Pre-Pay Pool
 - Setting Agenda
 - Post cycle actions
 - Preparing for Pay Pool Process
 - An Administrators role during Sub-Pay Pools and Pay Pools
 - Basic Functions of the Sub-Panel and CMS Spreadsheets





Course Modules

01

Introduction

02

**Pre-Pay Pool
Planning**

03

Sub-Panel Meeting

04

**Final Pay Pool
Meeting**

05

**Post Pay Pool
Analysis**

06

**Course Summary and
Support**



Disclaimer

There are many ways AcqDemo can be implemented, but as it's been around since 1999, we'll be sharing best practices today.

However, there are many flexibilities available within AcqDemo, and your organization might do things a bit differently. If that's the case, it's important to follow your leadership's guidelines.



Documents/Info You Will Need

- ❑ Your Organization's:
 - Strategic Plan and/or Pay Pool's Annual Goals
 - AcqDemo Business Rules
- AcqDemo Specific Information:
<https://www.waru.edu/acqdemo>
 - Factor Classification and Scoring Criteria
 - An Employee Guide to CCAS



Additional Documents/ Info for Pay Pool Administrator

- **AcqDemo Specific Information:**

<https://www.waru.edu/acqdemo>

-  **CAS2Net2.0 User Guide**
-  **Administrator Job Aids**
-  **Other User Guides**
-  **Open Forums**

- **CAS2Net Training Site:**

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



02

Pre-Pay Pool Planning

Topics of Discussion



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- Setting Pay Pool Agenda with PPM
- Distributing Docs & Other Data
- Monitoring Assessment Milestones
- Post Cycle User Actions

Administrators Role



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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
- Managing the Grievance Process



Maintaining CAS2Net Data Base

During the cycle, many events happen that require you to make updates to the CAS2Net database

These can include, but are not limited to:

- New Employees
- Employees Leaving
- Changes in Employee Positions
 - Promotions
 - Reassignments
- Changes in Employee's Supervisor
- New Mandatory Objectives
- Changes to Business Rules/Compensation Strategy

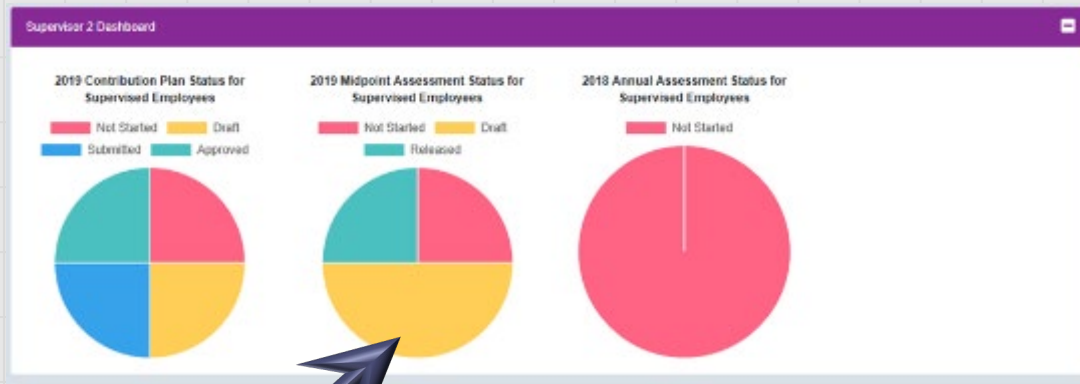
It is important that Pay Pool Administrators monitor employee movement/changes to ensure that the CAS2Net database is kept up-to-date and all required milestones are met.

Dashboards



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Dashboards allow administrators to track employee deliverables throughout the appraisal cycle



Click Pie Chart to see list of employees

Contribution Plans - Submitted

Search:

Name	Phone Number	Phone Ext	Phone Dis	Email
STATUS: DRAFT				DRAFT STATUS.CNV@MIL.MIL

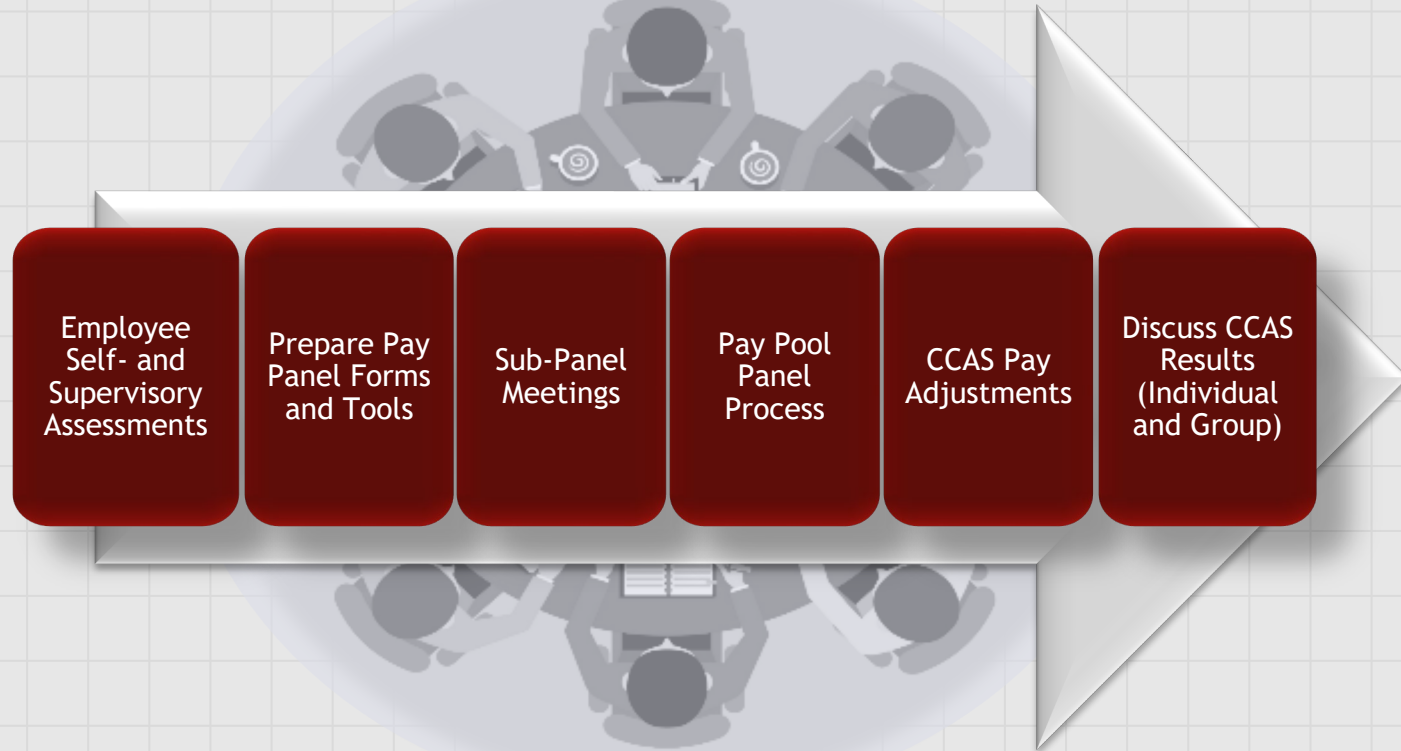
Showing 1 to 1 of 1 entries

Previous 1 Next

The Pay Pool Process

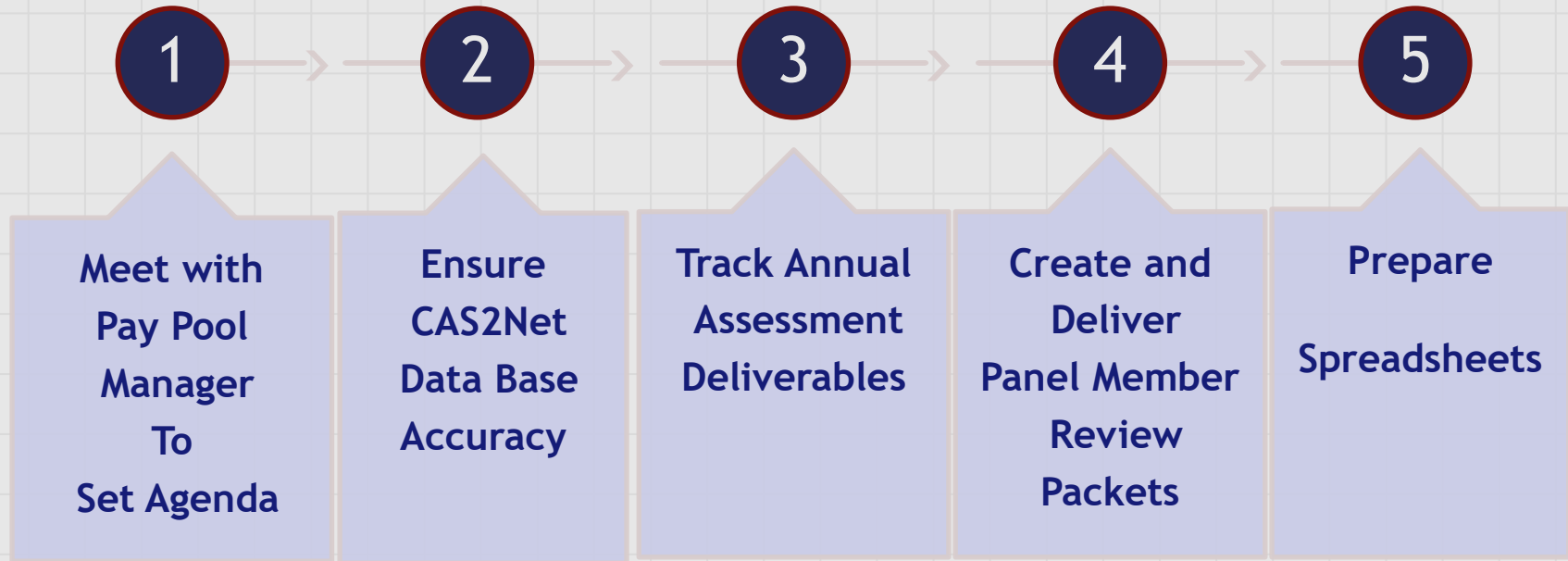


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Pre-Pay Pool



Pay Pool Manager Meeting





Meeting with Pay Pool Manager

Prior to the end of the cycle a pay pool administrator should be working with the Pay Pool Manager and Sub Pay Pool Managers to develop the agenda for the annual pay pool process. This meeting usually will happen in August or September.

Topics of this meeting should include:

- Calendar for Pay Pool and Sub Pay Pool meetings
- Location of Pay Pool meetings
- Agenda of assessment review
- Additional information needed for assessment review
- Any situations to highlight on spreadsheets pre-pay pool
- Any concerns to be reviewed before completion of pay pool

Setting Calendar for Pay Pool Meeting



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It is important when you set the calendar for the Pay Pool meetings you give time for the panel members to review the assessments prior to the pay pool meeting.

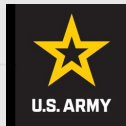
Usually, one week is given before any Sub-Pay Pool meeting and one week between the last Sub-Pay Pool and the Final Pay Pool.



It is also necessary to keep in mind the program office final upload date, any higher-level review of pay pool results, and allowing time for unforeseen events that may shift schedules.

Finally, it is important to make sure you have reserved any meeting rooms for the panel meetings and informed panel members of the schedule.

2026 CCAS Cycle Timeline



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30 Sep 2026	End of appraisal cycle
Based on Your Org's requirements	Employee & supervisor assessments complete - <u>No Extensions!!!!</u>
Day after previous step	Administrator download assessments and prepare Sub-Pay Pool materials for assembling
See AcqDemo Business Rules	Read-ahead files delivered to panel members (In order of sub panel Dates)
~End Oct-Early Dec	Conduct Sub-Pay Pool and Final pay pool panel meetings
11 Dec 2026	Initial upload of pay pool results to CAS2Net
6 Jan 2027	Final upload of pay pool results to CAS2Net
10 Jan 2027	Effective date of the CCAS payout
? Jan 2027	NLT date for employee feedback meetings with supervisors
29 Jan 2027	Payout actions to civilian employees (in paycheck)

Agenda for Panel Meeting



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The agenda for the Pay Pool meeting is the process by which the assessment review will take place. The agendas may have differences on the Sub-Pay Pools and Final Pay Pool.

These Agenda's can be useful in preparing the appraisal packets for panel members to better facilitate the meeting.

Things to be considered as part of the agenda:

- Order of appraisal review
- When supervisors will be contacted
- Rank Order Process
- Review of PAQL Scores
- Post cycle analysis requirements

Sample Agenda 1



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Final Pay Pool Agenda

- START WITH THE OUTLIERS FIRST (A AND B THEN C REGIONS)
 - A – HAS THE SUPERVISOR DONE WHAT NEED TO DO TO SUPPORT SCORE, REVIEW APPRAISAL, (IF NECESSARY, MIDPOINT AND/OR ADDTL FEEDBACK) TO BE IN THE A REGION.
 - IF DOC DOES NOT EXIST, CONTACT SUPERVISOR
 - PAY POOL DECIDES TO LEAVE IN A REGION OR MOVE TO C REGION
 - B – SIMILAR. DOES SUPERVISOR APPRAISAL SUPPORT B SCORE
 - IF NOT, CONTACT SUPERVISOR
 - DECIDE TO LEAVE IN B RANGE OR MOVE TO C REGION
 - DECIDE WHAT THEY ARE GOING TO DO WITH THAT
 - IS IT TEMPORARY, MUST MOVE MOST OF \$ TO CASH
 - IF CORRECT,
 - TEMP – NOTE NOW TO MOVE MOST AWARD TO CASH
 - IF PAY SETTING ISSUE – MOVE \$ TO BASIC INCREASE
 - IF ACCRETION OF DUTIES – IS PRD CHANGE NECESSARY
 - C- RANGE
 - RANK ORDER BY OCS

- SANITY CHECK
 - REVIEW BY AVG DELTA AND ROR
 - SUPERVISOR
 - SUB POOL
 - OCC SERIES
- REVIEW CRI \$ & PERCENTAGES
 - DOES COMPENSATION REFLECT THE EMPLOYEE VALUE (New OCS)
 - REVIEW SCORE
 - CONSIDER DISCRETIONARY PAY
- REVIEW CA & TOA
 - DOES COMPENSATION REFLECT THE EMPLOYEE VALUE
 - ADJUST WITH DISCRETIONARY PAY
 - DID EMPLOYEE RECEIVE NON-CCAS BONUSES
 - DOES TOA % NEED ADJUSTMENT
- REVIEW CASH DIFFERENTIALS
 - ADJUST TO REFLECT ON GOING NEED WITH NEW BASIC PAY

Sample Agenda 2



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SUB Pay Pool Agenda

- REVIEW EMPLOYEES BY SUPERVISOR
 - A – HAS THE SUPERVISOR DONE WHAT NEED TO DO TO SUPPORT SCORE, REVIEW APPRAISAL, (IF NECESSARY, MIDPOINT AND/OR ADDTL FEEDBACK) TO BE IN THE A REGION.
 - IF DOC DOES NOT EXIST, CONTACT SUPERVISOR
 - PAY POOL DECIDES TO LEAVE IN A REGION OR MOVE TO C REGION
 - B – SIMILAR. DOES SUPERVISOR APPRAISAL SUPPORT B SCORE
 - IF NOT, CONTACT SUPERVISOR
 - DECIDE TO LEAVE IN B RANGE OR MOVE TO C REGION
 - DECIDE WHAT THEY ARE GOING TO DO WITH THAT
 - IS IT TEMPORARY, MUST MOVE MOST OF \$ TO CASH
 - IF CORRECT,
 - TEMP – NOTE NOW TO MOVE MOST AWARD TO CASH
 - IF PAY SETTING ISSUE – MOVE \$ TO BASIC INCREASE
 - IF ACCRETION OF DUTIES – IS PRD CHANGE NECESSARY
 - C- RANGE

- RANK ORDER
 - RANK ORDER BY FACTOR
 - 1ST GROUP BY OCC SERIES
 - 2ND GROUP BY NON SUPERVISOR VS SUPERVISOR
 - 3RD REVIEW FINAL RANK ORDER BY FACTOR
- SANITY CHECK
 - REVIEW RANK ORDER BY OCS
 - REVIEW DELTA AND ROR
 - SUPERVISOR
 - SUB POOL
 - OCC SERIES
- REVIEW TOA REQUESTS
 - GIVE RECOMMENDATIONS TO SPPM
- REVIEW OUTLIERS
 - CONFIRM JUSTIFICATION FOR RATINGS

Additional Information for Panel Members



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It is important to identify any information the Pay Pool Manager feels would be helpful for the Pay Pool Panels deliberations. This information could include:

- Past rating History for employees
- Bonuses given to employees during the rating cycle
- Employees who have changed positions in rating cycle (non promotion)
- Employees who have received promotion in rating cycle
- New employees

You may also be asked to identify or highlight these employees on the spreadsheet to help facilitate during pay pool deliberations.

Creating Rating History



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Many Pay Pool Managers will want to consider the rating history of an employee as part of a sanctity check of scores. This data can be obtained using the **CCAS Results for Previous Years** report. This report is found in the current settings section of a Pay pool Administrators reports.

- Shows employees currently assigned to Pay Pool/Sub-Pay Pool
- Can show up to 4 years of previous CCAS result
- Given as an excel spreadsheet file
- May be requested to further enhance spreadsheet to meet needs of pay pool



CAS2Net Administrator Reports – CCAS Results for Previous Years

The CCAS Results for Previous Years Report provides the Administrator with the ability to access CCAS results from previous years.

- Included in the report is:
 - Requested and Approved TOA
 - Expected OCS and (approved) OCS
 - Delta OCS
 - PAQL per factor & ROR
 - Additional fields selected from the available list
- The last 4 years of historical rating information is available via the report.
 - Currently 2022-2025 results are available
- Employees assigned to the selected Pay Pool and/or Sub Pay Pool for the chosen year will show on the report.

Current Settings Reports

- Quarterly ACDP Report
- CCAS Results for Previous Years**
- Employee Data
- Employee Roster

Select CCAS Results For Previous Years Options

Select Fields to Include ☐ Check All

☐ Pay Pool	☐ Employee Name	☐ EDIN
☐ Is Supervisor	☐ Is ACDP	☐ Career Path
☐ Broadband Level	☐ Occupational Series	☐ Retained Pay
☐ Rollover On To Co	☐ Acq Demo Start Date	☐ Organization Start Date
☐ Sub Panel Name	☐ Office Symbol	☐ 2022 scores
☐ 2021 scores	☐ 2020 scores	☐ 2019 scores
☐ 2018 scores		

Cancel Continue



Use of Wild Cards

Wild Cards are a powerful tool as part of the Pay Pool Process. They allow Pay Pool Members to further refine the results of the CCAS process in different ways to ensure fairness and consistency across the pay pool.

Some organizations will have required uses for wildcard slots for use by all pay pools. The remaining slots will be open for the Pay Pool to use in their process. Consult with your pay pool manager on how they would like to use any wild cards.

Some example uses:

- Supervisor/ Non-Supervisor
- BUE/ Non-BUE
- Pay Lane/ Value of Position/ Salary Range
- Position in Salary Range
- Occupational Series

Wild cards can be updated in User profiles, through a bulk update, or on the CCAS spreadsheets

ARMY Wild Cards



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Mandatory Wildcard uses for Org are:

Wildcard 1:	Open
Wildcard 2:	Open
Wildcard 3:	Open
Wildcard 4:	Open
Wildcard 5:	Open
Wildcard 6:	Open
Wildcard 7:	Open
Wildcard 8:	Open

Salary Range Phases Point Ranges



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Salary Range	Entry Level (E)	Journeyman Level (J)	Expert Level (X)
NH4-GS15	87 - 91	92 - 96	97 - 100
NH4-GS14	79 - 83	84 - 88	89 - 93
NH3-GS13	70 - 74	75 - 79	80 - 83
NH3-GS12	61 - 65	66 - 70	71 - 76
NH2-GS11	53 - 57	58 - 62	63 - 66
NH2-GS09	43 - 47	48 - 52	53 - 56
NH2-GS07	32 - 36	37 - 41	42 - 46
NJ4-GS13	70 - 74	75 - 79	80 - 83
NJ4-GS12	61 - 65	66 - 70	71 - 76
NK3-GS08	38 - 42	43 - 47	48 - 51
NK2-GS07	32 - 36	37 - 41	42 - 46
NK2-GS05	22 - 26	27 - 31	32 - 36

Compare an employee's EOCS to their Current Salary Range to determine "phase"

If an employee's EOCS is less than the beginning salary EOCS for their normal starting pay, use "B" for Below.

If the employee's EOCS is greater than the normal (GS) maximum of their pay, use "Z" for Over.

CAS2Net Data Accuracy





Maintaining CAS2Net Data Base

During the cycle, many events happen that require you to make updates to the CAS2Net database

These can include, but are not limited to:

- New Employees
- Employees Leaving
- Changes in Employee Positions
 - Promotions
 - Reassignments
- Changes in Employee's Supervisor
- New Mandatory Objectives
- Changes to Business Rules/Compensation Strategy

It is important that Pay Pool Administrators monitor employee movement/changes to ensure that the CAS2Net database is kept up-to-date and all required milestones are met.

Adding Presumptive Status



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Presumptive Status can be changed in CAS2Net in the user's profile on the Salary information panel.

A screenshot of the 'Salary Information' panel in the CAS2Net system. The panel has a purple header. Under the 'Retained Pay Status' section, there are 'NO' and 'YES' buttons. The 'Presumptive Status' section features a dropdown menu labeled 'Select Option' which is circled in red. To the right of this dropdown is a 'Control Point Salary' input field. Below the dropdown is a 'Pay Rate' input field showing '\$ 78.80' and a 'Locality' dropdown menu showing 'West - West of US'. To the right of these is a 'Locality Rate' input field showing '15.95'. At the bottom, the 'Supervisor Differential Situation' section includes a 'Pay Inequity' dropdown, a 'Differential Effective Date' input field showing '06-01-2020', a 'Differential Percent' input field showing '5.00', and a 'Differential Amount' input field showing '\$ 3.940'.

Pay Pool Administrators can also use the Bulk Update tool to add presumptive status to multiple employees. (If on or after 1 OCT, use PCD Bulk Update)



Presumptive Status Options

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
- **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

Post Cycle User Management



EOC Module - Previous Cycle Data (PCD)



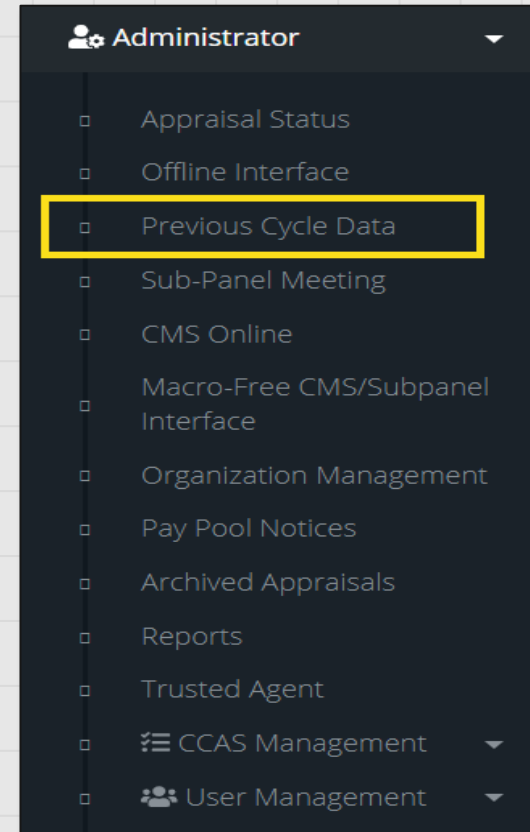
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The Previous Cycle Data (PCD) module in CAS2Net is used to make changes to an employee's previous cycle year user data (role, salary, assigned sub pay pool, presumptive status etc.)

CAS2Net reclassifies the FY25 user data as PCD on 1 October 25.

The FY25 cycle (1 Oct 2024 - 30 Sep 2025) ends on September 30, 2025. The FY26 cycle begins, the following day on October 1, 2025.

Think of Previous Cycle Data as User Management for the previous year.





Why is Previous Cycle Data Important?

The data/information reflected in PCD is used for the Offline Interface Module in CAS2Net as well as the online and offline spreadsheets. Therefore, maintaining records in PCD is critical to the pay pool process.

If user data updates are needed for an event that occurred on or before 30 September (previous cycle year), the user's PCD record needs to be updated accordingly.

Additionally, PCD includes the option to:

- (1) add a PCD record for those with a start data on or before 30 September and;
- (2) delete a PCD record.

Note: Once a previous cycle user profile is deleted, you cannot retrieve the deleted information.

Changes to Previous Cycle Data



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To make changes to a user's previous cycle year data (role, salary, etc.) go to Menu > Administrator > Previous Cycle Data.

From the Previous Cycle Employee panel, select the preferred record and update record as needed.

Click "Save" once done. A dialog box will populate with the option to select specific fields to copy to the user profile (current cycle data). Select fields as desired and click "Save" again to complete the action.

2024 Cycle Data for BIRD, BLU

General User Information

CACNet ID: First: Middle: Last: Suffix:

Current User Profile

Organization Information

Note: Locked organizations will not be included in the select lists. This includes frozen pay pools and locked sub-panels. If you want to move this employee to an organization that is locked, then that organization must be unlocked.

Acquire Start Date: 10-13-2019 Start Date in Organization: 09-25-2022 Position Start Date:

Pay Pool: 9000 - 9000 Macro Free Pay Pool Sub Panel: 9000-Sp-Tuesday - 9000-Sub-Panel Tu... Office Symbol: Sp-Tuesday Presumptive Status: Selected Option

Career Path: NH - Business Management and Technical Management... Broadband Level: III Occupational Series: 0346 - LOGISTICS MANAGEMENT

Supervisor 1: Matrix LEE, BERRY Supervisor 2: Matrix Select Option Functional Reviewer: Matrix Select Option

Sub Panel Manager: Select Option Guest Role: Matrix UCRAS Sub Agency: Select Option

Salary Information

Retained Pay Status: Allow Over 20% CA Override: CRI Override: CRI Rollover: Exclude from Pay Transactions: Include in Transactions:

Starting Basic Pay (2024): \$ 111,079 Locality: BLU - Rest of US New Basic Pay (2025): \$ 116,863 FY (2025) Central Point OCS: Allow Over Control Point:

FY (2024) Central Point Salary: Discretionary G: Discretionary CR: Discretionary CA:

Is ACP: ACP Date: ACP Percent Increase: Use Time Off Award: Time Off Award Percent: Time Off Award Hours:

Is Team Lead: Differential Situation (2024): Effective Date (2024): Percent (2024): Amount (2024):

Is Supervisor: Differential Situation (2025): Effective Date (2025): Percent (2025): Amount (2025):

Is Part Time:

Save Cycle Data

Are you sure you want to save changes?

Select the fields below to copy to this employee's current cycle settings (user profile):

- ☐ Employee Name (Last, First, Middle, Suffix)
- ☐ AcqDemo Start Date
- ☐ Organization Start Date
- ☐ Position Start Date
- ☐ Sub Panel
- ☐ Office Symbol
- ☐ Career Path
- ☐ Broadband Level
- ☐ Occupational Series
- ☐ Supervisor 1
- ☐ Supervisor 2
- ☐ Functional Reviewer
- ☐ Basic Pay
- ☐ Locality
- ☐ Control Point
- ☐ Is Retained Pay
- ☐ Wildcards 1-8
- ☐ Differential Effective Date
- ☐ Differential Percent
- ☐ Differential Situation

Cancel

Save

Adding New Users



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- If the user has a AcqDemo start dates on or before 30 Sep, a user profile must be created in CAS2Net.
 - If user profile is created on or before 30 Sep, a PCD record is automatically populated.
 - If user profile is created after 30 Sep, you must create a PCD record for the employee.
 - This can be done by selecting the “Add to Previous Cycle Data” button located in the employee’s user profile.

User Profile - THRUSH, HERMIT (ID #240704)

General User Information **Add to Previous Cycle Data** Impersonate User



Transfer User – On or Before 30 Sept

- Transfers are defined as existing employees moving from one AcqDemo pay pool to another AcqDemo pay pool.
- If an employee is transferred on or before 30 Sept :
 - The **losing pay pool** must place the User Profile into transfer for the gaining pay pool.
 - The **gaining pay pool** then goes to Archived/Transfer to pull the User profile update data fields as needed, including HRSO and locality code.
- If an employee is transferred on or before 30 Sept **BUT the Administrator makes the action after 30 Sept:**
 - The **losing pay pool** must place User Profile into transfer for the gaining pay pool.
 - If there is a Previous Cycle Data record, the losing pay pool should confirm the Previous Cycle Data Record was deleted.
 - The **gaining pay pool** then goes to Archived/Transfer to pull the User Profile and update data fields as needed, including HRSO and locality code.
 - Must add to the Previous Cycle Data.

Transfer - After 30 Sept



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- AcqDemo employees transferring from one AcqDemo pay pool to another AcqDemo pay pool after 30 Sept:
 - The **losing pay pool** must place the User Profile into transfer for the gaining pay pool.
 - The losing organization must retain the Previous Cycle Data Record. This is because the employee was coded to the losing organization through the end of the previous cycle.
 - The **gaining pay pool** must go to Archived/Transfer to pull the User Profile if required then update the data fields as needed, including HRSO and locality code.
 - **Do not add** this post-cycle transfer to your Previous Cycle Data.

Archive User Profile



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- Employees who leave AcqDemo must be archived. This includes archiving AcqDemo employee due to retirement, separation, death, reassignment/promotion out of AcqDemo.
 - Before 30 Sep...The archived employee will not have a Previous Cycle Data record.
 - On 30 Sep...The archived employee will have a Previous Cycle Data record and included in the pay pool.
 - 1 Oct or later...The archived employee will have a Previous Cycle Data record and will be included in the pay pool.
- If the Salary Appraisal Form was not signed and the employee is no longer available to sign, go to CCAS Management > Annual Assessments > Select the employee > click Use Offline Signature

Use Offline Signatures

Employee History

Cancel

Save

Post Cycle Activities



Post Cycle Activities



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- Post Cycle is the time period after the end of the rating period, e.g., the 2026 rating period will end on 30 Sep 2026. The post cycle for the 2026 rating cycle is 1 Oct 2026 to 10 Jan 2027.
- Post-Cycle Activity is to document a personnel action in CAS2Net, i.e., permanent promotion, temporary promotion, change to lower band level, death, LWOP, and ACDP basic pay increase that took place between 1 Oct and the **beginning of the first full period in January**. That date for 2026 is 10 January 2027.

Adding a Post Cycle Activity



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- A Post Cycle Activity can be added by accessing employee's the User Profile
- Select the “Post Cycle Activity” button on the floating toolbar.

Info! Cannot add to previous cycle date because user contains a previous cycle record. ✕

User Profile - BIRD, BLU (ID #232657)

General User Information [Add to Previous Cycle Data](#) [Impersonate User](#)

EDIPI	Prefix	First	Middle	Last	Suffix
9999999009		BLU		BIRD	

Phone Number	Phone Ext	DSN

Email	Title
JEROLD.LEE@HCLMIL	PROGRAM ANALYST

Can Access CAS2Net 2.0	Is Demo Employee	History	Post-Cycle Activity	Archive	Cancel	Save
No Yes	No Yes					

Post-Cycle Activity

Select Post Cycle Activity

- ☐ Promotion
- ☐ Temporary Promotion
- ☐ Change to Lower Band Level
- ☐ ACDP Basic Pay Increase
- ☐ Retirement
- ☐ Separation
- ☐ Death of Employee
- ☐ LWOP



Post Cycle Activity

These actions warrant post cycle activity:

- Promotion
- Temporary Promotion
- Change in Lower Broadband - Adverse Action
- Change in Lower Broadband - Voluntary
- ACDP Basic Pay Increase
- Reassignment to another AcqDemo Pay Pool
- Reassignment to Non-AcqDemo Federal Position
- Reassignment with W/Change in CP, BBL, or Basic Pay
- Reassignment with WO/Change in CP, BBL, or Basic Pay
- Within Band Increase (Dependent on update to Federal Register)
- Retirement
- Separation
- Death of Employee
- LWOP

Post Cycle Activities



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- Action on or before 30 Sep:
 - No post-cycle activity
 - Previous Cycle Data should match User Profile new pay and broadband level

- Action after 30 Sep:
 - In the User Profile, add a Post Cycle Activity User Profile should reflect new data
 - Previous Cycle Data should reflect 30 Sep data (before the action)

Post Cycle Activities - Temporary Promotions



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- If the employee will still be on the temporary promotion when the payout occurs (1st full pay period in January) and started the temporary promotion July 3rd or earlier
 - Post cycle activity required and previous cycle data should reflect the basic pay of the temporary promotion
- If the employee will still be on the temporary promotion when the pay out will occur (1st full pay period in January) and started the temporary promotion July 4th or later
 - Post cycle activity required and previous cycle data should reflect the basic pay of the position of record
- Any other temporary promotion situation
 - No post cycle activity required and previous cycle data should reflect the basic pay of the position of record

Post Cycle Activities – Death of Employee



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- Employee is eligible for the CCAS annual assessment.
- Any approved CRI should be rollover to CA for the pay transactions.
- DFAS will process the approved CA and Carryover to CA for payment to the employee's estate.

Post Cycle Activities – Leave Without Pay (LWOP)



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- Leave without pay (LWOP) is a temporary non-pay status and absence from duty
 - Eligible for a CCAS annual assessment.
 - Have a User Profile as long as the employee is in AcqDemo, add a Post Cycle Activity.
 - Have a Previous Cycle Data record as long as the employee is on the rolls in AcqDemo on 30 Sep.
 - If the AcqDemo employee is on the rolls and on LWOP status on the effective date of the CCAS payout, subject to local business rules, any approved CA and Carryover Award will be paid to the employee, and the new basic pay/adjusted basic pay will be paid upon return to an AcqDemo pay status.

Creating Review Packets



Locking Assessments



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Before creating the assessment packets for Panel Members, you will want to lock assessment in CAS2Net using the Appraisal Status Module.

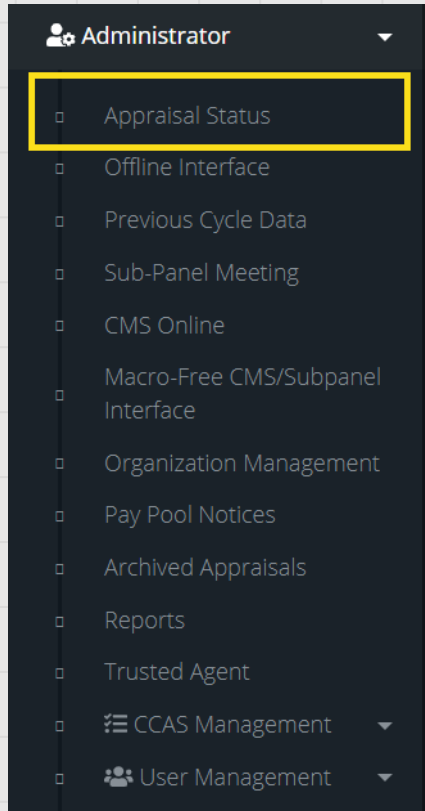
This will prevent any rating officials from making changes to any assessments or recommended scores.

If a rating official need to make a change to their submitted assessments or recommendations, a Pay Pool Administrator can unlock the assessment for changes and then forward the updated appraisal to Panel Members.

EOC Modules – Appraisal Status



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End of cycle CCAS activities are tracked and managed in the Appraisal Status module. Use this module to safeguard the integrity of pay pool results and ensure timely completion of end of cycle activities.

Key module features:

1. Lock/Unlock pay pool before sub panel and/or pay pool panel deliberations to ensure integrity of the pay pool results
2. Update “Pay Pool Finalized Flag” once pay pool decisions are made by pay pool manager
3. Release appraisals to Supervisor once the PMO validates and completes the pay pool process

EOC Modules – Appraisal Status



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Appraisal Status has three main panels

1. General Information (Fiscal Year)
2. Organization Levels (with sub-panels, if any)
3. Supervisors [next slide]

a. & b.

At the organization level you can lock/unlock CMS Uploads, Scores, and/or Narratives

Appraisal Status for 9009 - 9009 Pay Pool

PMD > AcqDemo > 9009

General Information 1

Fiscal Year: 2024

Organization Levels 2

Show 10 entries Search:

Organization	Manager	Appraisals Started	Appraisals Complete	Total	Percent Completed	Average Delta OCS	Std Deviation	Lock CMS Uploads	Lock Scores	Lock Narratives
*9009 - 9009 Pay Pool	MANAGER, PAY POOL	25	0	25	0.00%	0.00	0.00	No Yes	No Yes	No Yes
9009 - Test - 9009 Test Organization		0	0	0	100.00%	0.00	0.00	No Yes		
9009-1 - 9009 Sub Panel - Robin		4	0	4	0.00%	0.00	0.00	No Yes	No Yes	No Yes
9009-2 - 9009 Sub Panel - Division 2		6	0	6	0.00%	0.00	0.00	No Yes	No Yes	No Yes
9009-3 - 9009 Sub Panel - Division 3		6	0	6	0.00%	0.00	0.00	No Yes	No Yes	No Yes
9009-4 - 9009 Sub Panel - Admin	USER, SUPER	2	0	2	0.00%	0.00	0.00	No Yes	No Yes	No Yes
9009-HQ - 9009 Sub Panel - HQ	CARTER, BEYONCE GK	6	0	6	0.00%	0.00	0.00	No Yes	No Yes	No Yes

a. b.

EOC Modules – Appraisal Status



Mission Forward Training

Appraisal Status has three main panels

1. General Information (Fiscal Year)
2. Organization Levels (with sub-panels, if any)
3. Supervisors

Administrators can Lock/Unlock the supervisor scores / narratives of all their assigned employees

Supervisors **3** Reset Data Table

Show 10 entries Search:

Supervisor 1	Appraisals Started	Appraisals Complete	Lock Scores	Lock Narratives
(not specified)	1	0	☐ No ☐ Yes	☐ No ☐ Yes
LEE, JERRY	3	0	☐ No ☐ Yes	☐ No ☐ Yes
MANAGER, PAY POOL	4	0	☐ No ☐ Yes	☐ No ☐ Yes
MURRAY, ERIN	1	0	☐ No ☐ Yes	☐ No ☐ Yes
ROBIN, AMERICAN	3	0	☐ No ☐ Yes	☐ No ☐ Yes
SUPERVISOR, ACDP	2	0	☐ No ☐ Yes	☐ No ☐ Yes
USER, SUPER	6	0	☐ No ☐ Yes	☐ No ☐ Yes
WOODPECKER, DEWEY	5	0	☐ No ☐ Yes	☐ No ☐ Yes

CMS Uploads, Scores, and/or Narratives can be locked by choosing ☐ No or Unlocked by choosing ☐ Yes

Lock CMS Uploads	Lock Scores	Lock Narratives
☐ No ☐ Yes	☐ No ☐ Yes	☐ No ☐ Yes

EOC Modules – Appraisal Status



Mission Forward Training

If in Organization Levels, the Administrator selected a specific Pay Pool/Sub Pay Pool from Organization Levels.

You will then see the Appraisal status for the selected Sub-Panel. Including:

1. General Information (Fiscal Year)
2. Organization Levels
3. Supervisors in selected organization level

Appraisal Status for 9009-1 - 9009 Sub Panel - Robin

9009 > 9009-1

General Information 1

Fiscal Year
2024

Organization Levels 2

Reset Data Table

Show 10 entries Search:

Organization	Manager	Appraisals Started	Appraisals Complete	Total	Percent Completed	Average Delta OCS	Std Deviation	Lock CMS Uploads
*9009-1 - 9009 Sub Panel - Robin		4	0	4	0.00%	0.00	0.00	

Supervisors 3

Reset Data Table

Show 10 entries Search:

Supervisor 1	Appraisals Started	Appraisals Complete	Lock Scores	Lock Narratives
LEE, JERRY	1	0	No Yes	No Yes
ROBIN, AMERICAN	2	0	No Yes	No Yes
USER, SUPER	1	0	No Yes	No Yes

Showing 1 to 3 of 3 entries

Previous 1 Next

EOC Modules – Appraisal Status



Mission Forward Training

If in Supervisors, the Administrator selects a specific supervisor. The Administrator will then see the Appraisal status Employee details for the selected supervisor.

Supervisors

Reset Data Table

Show 10 entries

Search:

Supervisor 1	Appraisals Started	Appraisals Complete	Lock Scores	Lock Narratives
(not specified)	1	0	NoYes	NoYes
LEE, JERRY	3	0	NoYes	NoYes
MANAGER, PAY POOL	4	0	NoYes	NoYes
MURRAY, ERIN	1	0	NoYes	NoYes
ROBIN, AMERICAN	3	0	NoYes	NoYes
SUPERVISOR, ACDP	2	0	NoYes	NoYes
USER, SUPER	6	0	NoYes	NoYes
WOODPECKER, DEWEY	5	0	NoYes	NoYes

EOC Modules – Appraisal Status



Mission Forward Training

Appraisal Status Employee Details has one panel for the selected supervisor. Here an administrator can lock/unlock score / narratives for each of the supervisors assigned employees

Appraisal Status Employee Details

Employees for AMERICAN ROBIN in 9009 - 9009 Pay Pool

Show 100 entries

Search:

Employee	Organization	Status	ROR	Prev OCS	Curr OCS	EOCS	Job Achievement and/or Innovation	Communication and/or Teamwork	Mission Support	Lock Scores	Lock Narratives
BUNTING, INDIGO	9009-1 - 9009 Sub Panel - Robin	Draft	3	76	82	80	82	82	82	No Yes	No Yes
MACAW, HARLEQUIN	9009-HQ - 9009 Sub Panel - HQ	Draft	1	29	29	29	29	29	29	No Yes	No Yes
USER, SUPER	9009-1 - 9009 Sub Panel - Robin	Draft	3	74	75	74	75	75	75	No Yes	No Yes

Showing 1 to 3 of 3 entries

Previous

1

Next



Creating Panel Member Docs

Pay Pool Panel Members should be given the appraisal documents a minimum of one week prior to their Pay Pool/ Sub-Pay Pool meeting. These documents can be created by using two different reports found in the Fiscal Year section of your administrator reports.

- Annual Assessment Report
- Salary Appraisal Form

The reports will put sort the employees in alphabetical order. You may want to further refine the report to help facilitate your pay pools agenda. It is also important to check your business rules for any employees that may need to be excluded from a report (ex. employees who are panel members of the pay pool being reviewed.)

Before giving access to any appraisal forms, ensure panel members have signed non-disclosure forms.

57



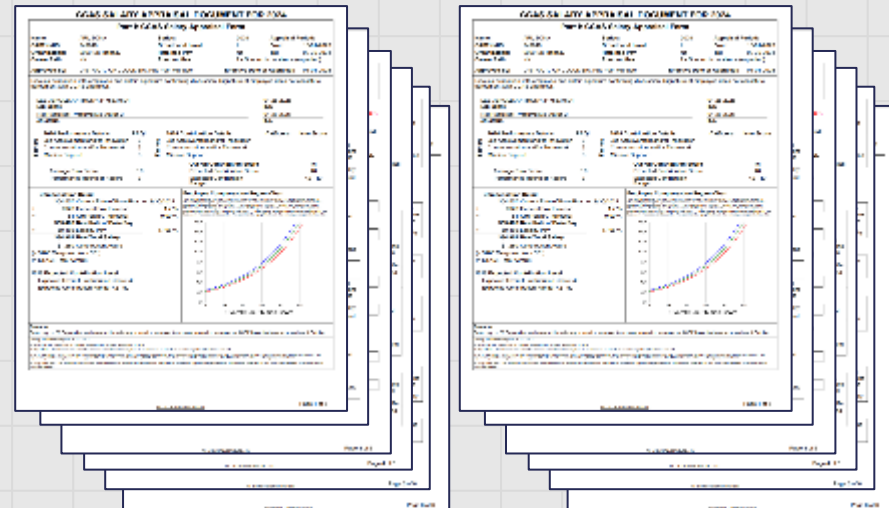
CAS2Net Administrator Reports – Salary Appraisal Form

Each generated Salary Appraisal Form report includes a Table of Contents page listing the employees included on the report and what page their information begins on.

207 - BOSTON, MASSACHUSETTS	2 - ALA, ALABAMA
302 - BOULDER, COLORADO	3 - ALA, ALA
304 - BOULDER, COLORADO	10 - ARK, ARKANSAS
310 - BOSTON, MASSACHUSETTS	21 - ARK, ARKANSAS
321 - TEX, TEXAS	27 - ARK, ARKANSAS
327 - IL, ILLINOIS	28 - ARK, ARKANSAS
333 - IOWA, IOWA	30 - ARK, ARKANSAS
345 - IOWA, IOWA	34 - ARK, ARKANSAS
350 - IOWA, IOWA	35 - ARK, ARKANSAS
355 - IOWA, IOWA	36 - ARK, ARKANSAS
360 - IOWA, IOWA	37 - ARK, ARKANSAS
365 - IOWA, IOWA	38 - ARK, ARKANSAS
370 - IOWA, IOWA	39 - ARK, ARKANSAS
375 - IOWA, IOWA	40 - ARK, ARKANSAS
380 - IOWA, IOWA	41 - ARK, ARKANSAS
385 - IOWA, IOWA	42 - ARK, ARKANSAS
390 - IOWA, IOWA	43 - ARK, ARKANSAS
395 - IOWA, IOWA	44 - ARK, ARKANSAS
400 - IOWA, IOWA	45 - ARK, ARKANSAS
405 - IOWA, IOWA	46 - ARK, ARKANSAS
410 - IOWA, IOWA	47 - ARK, ARKANSAS
415 - IOWA, IOWA	48 - ARK, ARKANSAS
420 - IOWA, IOWA	49 - ARK, ARKANSAS
425 - IOWA, IOWA	50 - ARK, ARKANSAS
430 - IOWA, IOWA	51 - ARK, ARKANSAS
435 - IOWA, IOWA	52 - ARK, ARKANSAS
440 - IOWA, IOWA	53 - ARK, ARKANSAS
445 - IOWA, IOWA	54 - ARK, ARKANSAS
450 - IOWA, IOWA	55 - ARK, ARKANSAS
455 - IOWA, IOWA	56 - ARK, ARKANSAS
460 - IOWA, IOWA	57 - ARK, ARKANSAS
465 - IOWA, IOWA	58 - ARK, ARKANSAS
470 - IOWA, IOWA	59 - ARK, ARKANSAS
475 - IOWA, IOWA	60 - ARK, ARKANSAS
480 - IOWA, IOWA	61 - ARK, ARKANSAS
485 - IOWA, IOWA	62 - ARK, ARKANSAS
490 - IOWA, IOWA	63 - ARK, ARKANSAS
495 - IOWA, IOWA	64 - ARK, ARKANSAS
500 - IOWA, IOWA	65 - ARK, ARKANSAS
505 - IOWA, IOWA	66 - ARK, ARKANSAS
510 - IOWA, IOWA	67 - ARK, ARKANSAS
515 - IOWA, IOWA	68 - ARK, ARKANSAS
520 - IOWA, IOWA	69 - ARK, ARKANSAS
525 - IOWA, IOWA	70 - ARK, ARKANSAS
530 - IOWA, IOWA	71 - ARK, ARKANSAS
535 - IOWA, IOWA	72 - ARK, ARKANSAS
540 - IOWA, IOWA	73 - ARK, ARKANSAS
545 - IOWA, IOWA	74 - ARK, ARKANSAS
550 - IOWA, IOWA	75 - ARK, ARKANSAS
555 - IOWA, IOWA	76 - ARK, ARKANSAS
560 - IOWA, IOWA	77 - ARK, ARKANSAS
565 - IOWA, IOWA	78 - ARK, ARKANSAS
570 - IOWA, IOWA	79 - ARK, ARKANSAS
575 - IOWA, IOWA	80 - ARK, ARKANSAS
580 - IOWA, IOWA	81 - ARK, ARKANSAS
585 - IOWA, IOWA	82 - ARK, ARKANSAS
590 - IOWA, IOWA	83 - ARK, ARKANSAS
595 - IOWA, IOWA	84 - ARK, ARKANSAS
600 - IOWA, IOWA	85 - ARK, ARKANSAS
605 - IOWA, IOWA	86 - ARK, ARKANSAS
610 - IOWA, IOWA	87 - ARK, ARKANSAS
615 - IOWA, IOWA	88 - ARK, ARKANSAS
620 - IOWA, IOWA	89 - ARK, ARKANSAS
625 - IOWA, IOWA	90 - ARK, ARKANSAS
630 - IOWA, IOWA	91 - ARK, ARKANSAS
635 - IOWA, IOWA	92 - ARK, ARKANSAS
640 - IOWA, IOWA	93 - ARK, ARKANSAS
645 - IOWA, IOWA	94 - ARK, ARKANSAS
650 - IOWA, IOWA	95 - ARK, ARKANSAS
655 - IOWA, IOWA	96 - ARK, ARKANSAS
660 - IOWA, IOWA	97 - ARK, ARKANSAS
665 - IOWA, IOWA	98 - ARK, ARKANSAS
670 - IOWA, IOWA	99 - ARK, ARKANSAS
675 - IOWA, IOWA	100 - ARK, ARKANSAS
680 - IOWA, IOWA	101 - ARK, ARKANSAS
685 - IOWA, IOWA	102 - ARK, ARKANSAS
690 - IOWA, IOWA	103 - ARK, ARKANSAS
695 - IOWA, IOWA	104 - ARK, ARKANSAS
700 - IOWA, IOWA	105 - ARK, ARKANSAS
705 - IOWA, IOWA	106 - ARK, ARKANSAS
710 - IOWA, IOWA	107 - ARK, ARKANSAS
715 - IOWA, IOWA	108 - ARK, ARKANSAS
720 - IOWA, IOWA	109 - ARK, ARKANSAS
725 - IOWA, IOWA	110 - ARK, ARKANSAS
730 - IOWA, IOWA	111 - ARK, ARKANSAS
735 - IOWA, IOWA	112 - ARK, ARKANSAS
740 - IOWA, IOWA	113 - ARK, ARKANSAS
745 - IOWA, IOWA	114 - ARK, ARKANSAS
750 - IOWA, IOWA	115 - ARK, ARKANSAS
755 - IOWA, IOWA	116 - ARK, ARKANSAS
760 - IOWA, IOWA	117 - ARK, ARKANSAS
765 - IOWA, IOWA	118 - ARK, ARKANSAS
770 - IOWA, IOWA	119 - ARK, ARKANSAS
775 - IOWA, IOWA	120 - ARK, ARKANSAS
780 - IOWA, IOWA	121 - ARK, ARKANSAS
785 - IOWA, IOWA	122 - ARK, ARKANSAS
790 - IOWA, IOWA	123 - ARK, ARKANSAS
795 - IOWA, IOWA	124 - ARK, ARKANSAS
800 - IOWA, IOWA	125 - ARK, ARKANSAS
805 - IOWA, IOWA	126 - ARK, ARKANSAS
810 - IOWA, IOWA	127 - ARK, ARKANSAS
815 - IOWA, IOWA	128 - ARK, ARKANSAS
820 - IOWA, IOWA	129 - ARK, ARKANSAS
825 - IOWA, IOWA	130 - ARK, ARKANSAS
830 - IOWA, IOWA	131 - ARK, ARKANSAS
835 - IOWA, IOWA	132 - ARK, ARKANSAS
840 - IOWA, IOWA	133 - ARK, ARKANSAS
845 - IOWA, IOWA	134 - ARK, ARKANSAS
850 - IOWA, IOWA	135 - ARK, ARKANSAS
855 - IOWA, IOWA	136 - ARK, ARKANSAS
860 - IOWA, IOWA	137 - ARK, ARKANSAS
865 - IOWA, IOWA	138 - ARK, ARKANSAS
870 - IOWA, IOWA	139 - ARK, ARKANSAS
875 - IOWA, IOWA	140 - ARK, ARKANSAS
880 - IOWA, IOWA	141 - ARK, ARKANSAS
885 - IOWA, IOWA	142 - ARK, ARKANSAS
890 - IOWA, IOWA	143 - ARK, ARKANSAS
895 - IOWA, IOWA	144 - ARK, ARKANSAS
900 - IOWA, IOWA	145 - ARK, ARKANSAS
905 - IOWA, IOWA	146 - ARK, ARKANSAS
910 - IOWA, IOWA	147 - ARK, ARKANSAS
915 - IOWA, IOWA	148 - ARK, ARKANSAS
920 - IOWA, IOWA	149 - ARK, ARKANSAS
925 - IOWA, IOWA	150 - ARK, ARKANSAS
930 - IOWA, IOWA	151 - ARK, ARKANSAS
935 - IOWA, IOWA	152 - ARK, ARKANSAS
940 - IOWA, IOWA	153 - ARK, ARKANSAS
945 - IOWA, IOWA	154 - ARK, ARKANSAS
950 - IOWA, IOWA	155 - ARK, ARKANSAS
955 - IOWA, IOWA	156 - ARK, ARKANSAS
960 - IOWA, IOWA	157 - ARK, ARKANSAS
965 - IOWA, IOWA	158 - ARK, ARKANSAS
970 - IOWA, IOWA	159 - ARK, ARKANSAS
975 - IOWA, IOWA	160 - ARK, ARKANSAS
980 - IOWA, IOWA	161 - ARK, ARKANSAS
985 - IOWA, IOWA	162 - ARK, ARKANSAS
990 - IOWA, IOWA	163 - ARK, ARKANSAS
995 - IOWA, IOWA	164 - ARK, ARKANSAS
1000 - IOWA, IOWA	165 - ARK, ARKANSAS

Each Salary Appraisal Form will display:

- Signatures
- Performance and Contribution Details
- Compensation Details
- New Expected Contribution Level
- Contribution Plan
- Employee Assessment
- Supervisor Assessment



Confidentiality Agreement



Mission Forward Training

Before releasing any review information to Pay Pool Panel Members. Ensure they have signed a nondisclosure agreement for the pay pool.

An example of a Pay Pool nondisclosure agreement can be found in the AcqDemo Operating Procedures Chapter 6 Attachment E.



Tracking Deliverables



Tracking Deliverables



Mission Forward Training

Tracking Deliverables (Annual Assessments) for your Pay Pool(s) is vital for ensuring a well done pay pool process. You can set target dates within CAS2Net to automatically send reminders to users when these deliverables are due.

As these target dates approach it is important for administrators to track any situations (failure to meet target dates) that may disrupt the pay pool process. These disruptions could delay or shorten the time panel members will have to review appraisals or lead to incomplete appraisal packets being delivered to panel members.

Assigning Target Dates



Mission Forward Training

The screenshot displays the 'Organizations Details Panel' in the CAS2Net system. The panel is divided into several sections for configuring organizational parameters. A red rectangular box highlights the 'Employee Annual Target Date' and 'Supervisor Annual Target Date' fields, which are both set to '12-11-2022'. Other visible fields include 'Control Point Pay Line' (Standard Pay Line (SP4)), 'Job Achievement and/or Innovation Factor Weight' (1), 'Communication and/or Leadership Factor Weight' (1), 'Mission Support Factor Weight' (1), 'CIB Target' (N/A), 'CIB Percent' (2.25), 'CIB Service' (5, 3), 'CIB Min Amount' (5, 0), 'CIB Min Carry' (5, 0), 'CA Target' (Upper Half), 'CA Percent' (75), 'CCAR Award Percent In CMS' (75), 'CA Min Amount' (5, 0), 'Time Off Award Options' (SG / 100), 'Organizational Start Date' (01-01-2022), 'Organizational End Date' (07-01-2022), 'Use Self-Panel for Supervisor Manager' (Yes), and 'Organizational End Date' (07-01-2022). The bottom section is titled 'Pay Plan Additional References (Optional)' and contains a list of references.

Target dates for annual assessments can be set in the Organizations Details Panel of the Organization Management Module in the Administrators menu in CAS2Net.

By setting a Target Date, CAS2Net will automatically send e-mail reminders to employees as the target date nears.

Assessment Target Dates



Mission Forward Training

Organization Details under AcqDemo - AcqDemo-PMO

Show UIC/PAS ⓘ Refresh Contribution Plans + Move + Delete + -

Employee Midpoint Target Date 03-21-2022 Supervisor Midpoint Target Date 04-18-2022 Employee Annual Target Date 10-11-2022 Supervisor Annual Target Date 10-31-2022

CAS2Net-generated Email for Midpoint/ Annual Target Date

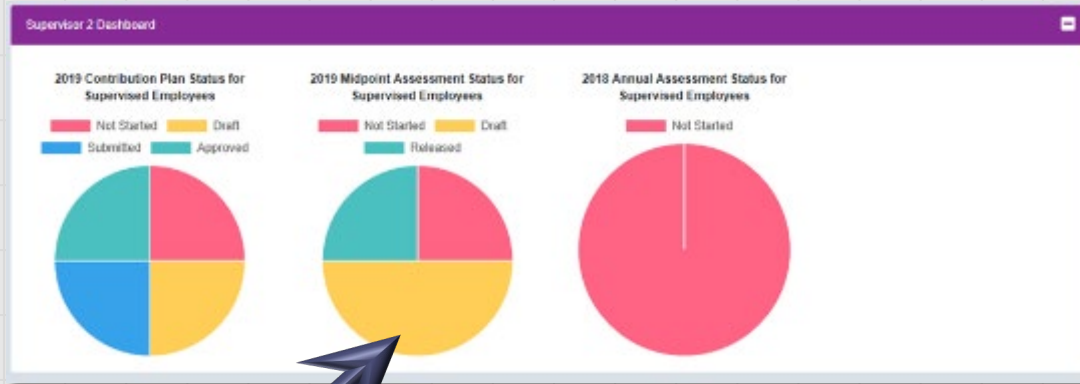
Annual Status	2 Weeks Before Annual Target Date		1 Week Before Annual Target Date		On Annual Target Date		Every Other Day After the Annual Target Date	
	Employee	Supervisor	Employee	Supervisor	Employee	Supervisor	Employee	Supervisor
Not Started / Draft	Email	Email	Email	Email	Email	Email	Email	Email
Submitted to Supervisor 1	NA	Email	NA	Email	NA	Email	NA	Email
Submitted to Supervisor 2 (if applicable)	NA	Email	NA	Email	NA	Email	NA	Email
Released / Submitted to Pay Pool	NA	NA	NA	NA	NA	NA	NA	NA

Dashboards



Mission Forward Training

Dashboards allow administrators to track employee deliverables throughout the appraisal cycle



Click Pie Chart to see list of employees

Contribution Plans - Submitted

Search:

Name	Phone Number	Phone Ext	Phone Den	Email
STATUS: DRAFT				DRAFT STATUS CVM@MIL.MIL

Excel System Checks



Excel System Check For Macro-Enabled 1 of 2



Mission Forward Training

A simple way to check if you can use the macro-enabled CMS is to open a 2024 CMS and import your 2024 pp####_to_CMS.csv file to the 2024 CMS and if you get this error message then you will not be able to use the macro-enabled CMS.

Microsoft Visual Basic for Applications

Compile error in hidden module: Sheet1.
This error commonly occurs when code is incompatible with the version, platform, or architecture of this application. Click "Help" for information on how to correct this error.

OK Help

Parameters

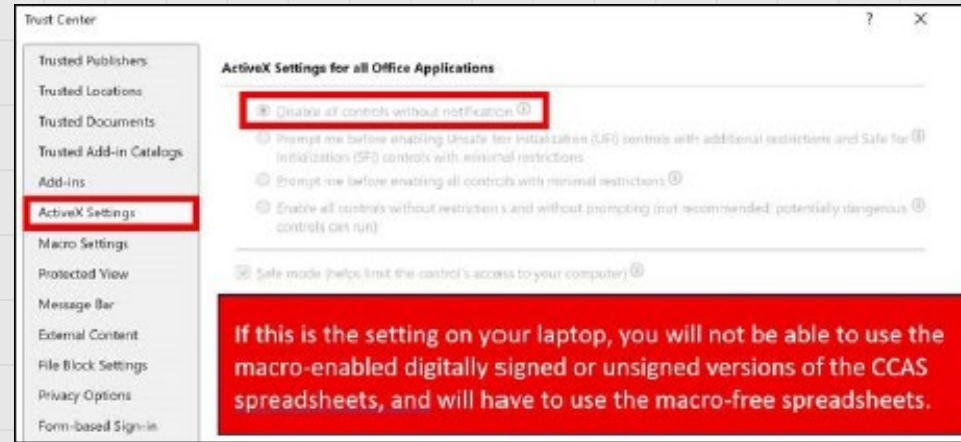
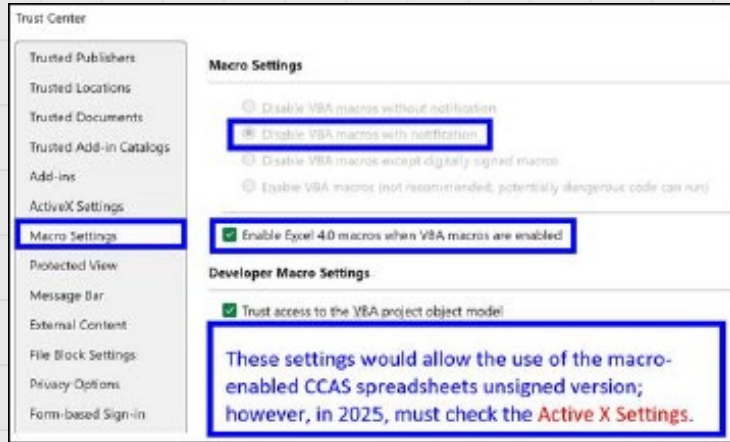
Use Today

Excel System Check For Macro-Enabled 2 of 2



Mission Forward Training

You should also check the Excel Trust Center Settings ... open Excel, select File, select Options, select Trust Center, select Trust Center Settings ... select Macro Settings ... review ... then ... select ActiveX ... review



In Active X settings if [Disable all controls without notification} is checked you will not be able to run either Macro-Enabled versions of the spreadsheets.

Excel System Check for Macro-Free

Also, a CCAS Macro-Free CMS and Sub-Panel Meeting Spreadsheet Excel system check ...

Excel must be Microsoft 365

Product Information



Microsoft

Subscription Product for Jerry.Lee@dau.edu

Microsoft 365 Apps for enterprise

This product contains



[Manage Account](#)[Switch License](#)[Update License](#)

Preparing Spreadsheets





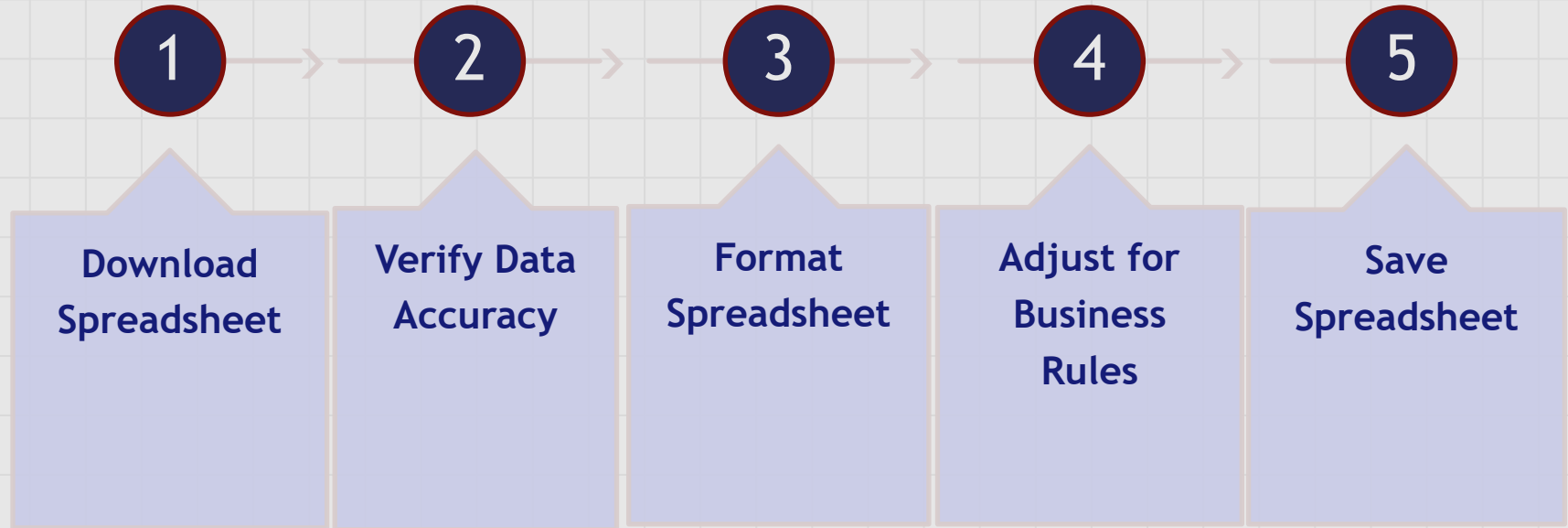
Macro-Free Spreadsheets

As part of this year's training, we are going to focus on the macro-free version of the spreadsheets. For those familiar with the spreadsheets, you will find the macro-free version has a different look, Some functions must be done using new methods, and you will lose some of the features you found in the add-ins tab and worksheets of the spreadsheet. These include:

- The Round Trip (No importing/exporting data)
- Highlighting (New Process)
- Hiding/Unhiding Rows and Columns (No unhide all)
- Sorting (New Process)
- Filtering Columns (no clear all filters)
- **No Set Views**
- Validating Data (Happens Automatically)
- Worksheets changes (Different Look)



Preparing Spreadsheets

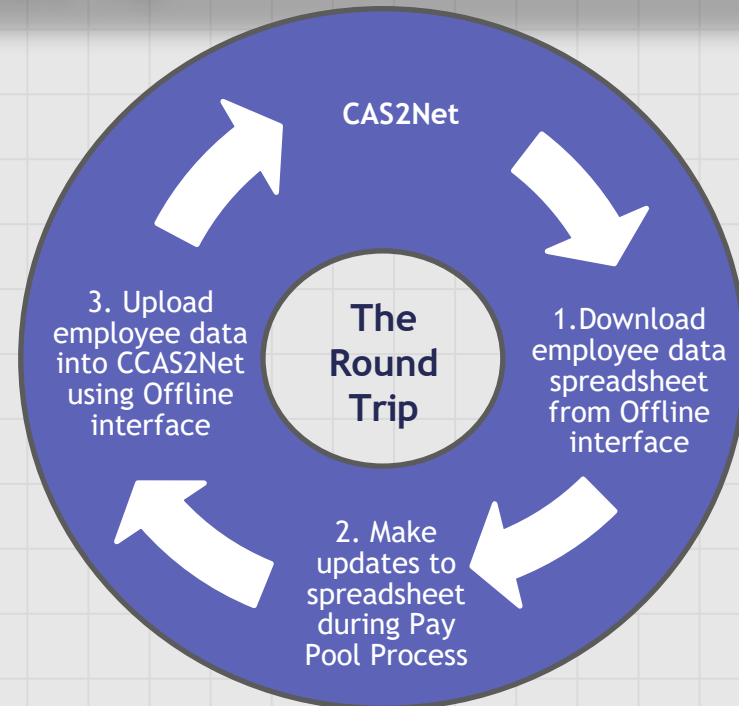
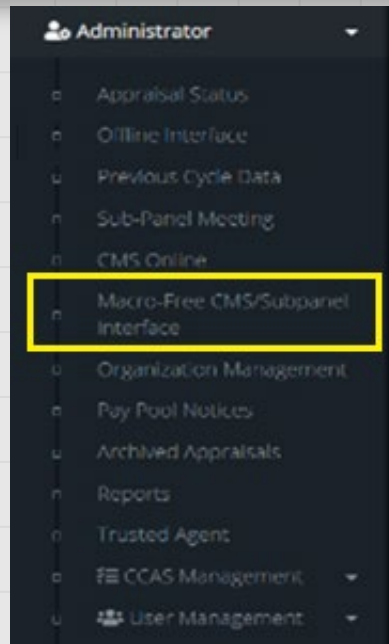


EOC Modules – Offline Interface



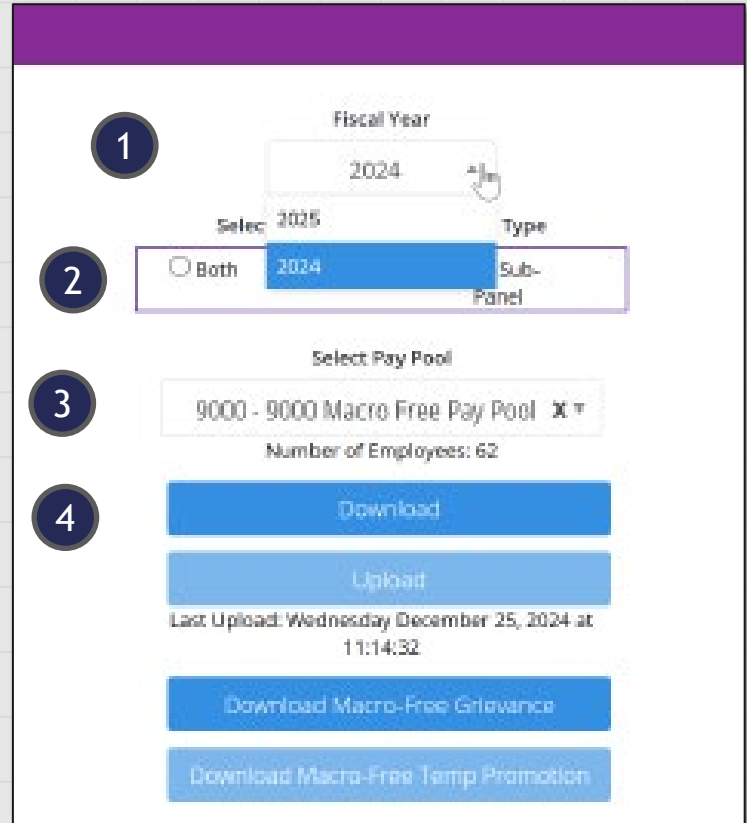
Mission Forward Training

Macro Free Interface allows administrators to download CAS2Net employee data to import to the Sub-Panel Meeting Spreadsheet, the Compensation Management Spreadsheet (CMS), and the Pay Pool Analysis Tool (PPAT) and to upload the exported data from the Sub-Panel Meeting Spreadsheet and CMS to CAS2Net. The download/import/export/upload is called the Round Trip.



Macro Free

1. General Information
(Fiscal Year – only the completed FY)
2. Select Organization Download Type
(Both/CMS/Sub-Panel)
3. Select Organization Level
4. Four Interface Buttons
 - i. Download Employee Data
 - ii. Upload Employee Data
 - iii. Download PAT
 - iv. Download Temp Promotion



The screenshot displays the 'Macro Free' interface with four numbered steps:

- 1**: Fiscal Year selection. A dropdown menu shows '2024' selected, with '2025' visible in the selection list.
- 2**: Select Organization Download Type. A radio button labeled 'Both' is selected. A blue box highlights the '2024' option in the 'Type' dropdown, with 'Sub-Panel' visible below it.
- 3**: Select Pay Pool. A text box displays '9000 - 9000 Macro Free Pay Pool' with a small 'X' icon to its right. Below it, the text 'Number of Employees: 62' is shown.
- 4**: Four interface buttons are listed: 'Download', 'Upload', 'Download Macro-Free Grievance', and 'Download Macro-Free Temp Promotion'. The 'Last Upload' timestamp is 'Wednesday December 25, 2024 at 11:14:32'.



Verify Data Accuracy

Before starting a Pay Pool/Sub-Pay Pool, it is important to verify the data on the spreadsheet is correct. Mistakes in data can affect the payout and slow down the pay pool process. Common things to check:

- Parameters (CMS spreadsheet only)
- Supervisor
- Sub Panel
- Presumptive Status
- Post Cycle Activities
- Wild Cards
- Value of Positions
- Employee/Position Start Dates

On the Final Pay Pool, you will also want to apply any business rules to the data based on the sub panel results. (ex. Removing employee from CA calculations)



Formatting Spreadsheet

The macro free spreadsheets are poorly formatted when downloaded from CAS2Net. You may want to adjust things, such as:

- Row Height
- Column Widths
- Font Sizes
- Data Positions within Cells
 - Centering text both horizontally and vertically

Besides Adjusting Data for readability, you also will probably want to highlight any special situations and hide unused columns or rows.

In the Advanced Pay Pool spreadsheet class, we will review and give suggestions for formatting the spreadsheets.

Apply Pay Pool Business Rules to CMS



Mission Forward Training

Before beginning the Final Pay Pool it is usually best to apply any business rules to recommended scores that were given from the Sub Pay Pools or Rating Officials.

It may be helpful to identify these employees with a highlighted color as a reminder to reverify business rule application if any scores change.

We will review how to apply your organizations business rules in the advanced spreadsheets class.



03

Sub-Pay Pool Panel

Topics of Discussion



Mission Forward Training



- Sub-Pay Pool Process
- Administrators Role on Sub Panel
- Analyzing Results

Three Phases of the Pay Pool Rating Process



Mission Forward Training

There are three phases to scoring employees during the sub pay pool process. Even in small pay pools, which do not have the need for sub pay pools, these phases should still be followed.

Phase 1 - Review Recommended Scores

Review recommended scores and ensure they align with your organizations scoring criteria and your compensation philosophy.

Phase 2 - Rank Order and Adjust Scoring

Rank order employees as to the value of their contributions and adjust score accordingly.

Phase 3 - Sanity Check

Look at the results of the rank ordering process to ensure that the scoring is fair to the employees and is aligned with your organizations compensation strategy.

Job Achievement and/or Innovation

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

Communication and/or Teamwork

- Communication (verbal and written)
- Interactions with customers, coworkers, and groups
- Assignments crossing functional boundaries

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

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)*

Sample Factor Structure



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
Produces desired results, in the needed timeframe, with the appropriate level of supervision through the use of appropriate knowledge and skills. Used for Performance Scores 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. 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. 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.	NH Level I (Score Range 0-29) - Proactively seeks opportunities to contribute to assigned task. - Seeks and takes advantage of development opportunities. Takes steps to pursue completion of qualification requirements. - Effectively accepts feedback on assigned and accomplished work; 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. NH Level II (Score Range 22-66) - 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.	- Leadership Role - Creativity - Scope/Impact - Leadership Role - Mentoring/Employee Development - Accountability - Complexity/Difficulty - Creativity - Scope/Impact

Categorical Score Descriptor Guidance



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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
- **Medium:** Employee meets **most** (defined as more than half) factor descriptors during the appraisal cycle with minimal guidance
- **Low:** Employee consistently meets **less than most** factor descriptors during the appraisal cycle or needs greater than expected assistance in meeting them

*Note: Suggested methodology, but NOT the only possible criteria for rating.
Check your Business Rules for guidance.*

When to Deviate from the Suggested Method



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- **The Value of the contribution is significant or it's of lesser relative value**
 - Example - only 3 of the 4 bullets listed have been met, however the value of the employee's contribution is such that a "High" categorical score is appropriate
 - Example - 4 out 4 of the bullets are met, however the value of the work is not at a level consistent with employees at the top of the broadband
- **Employee has not been given the opportunity to meet the appropriate factor descriptors.**
 - Example - Employee is classified as an NH-IV; however, the assignments provided to that employee align better with Level 3 descriptors. Assume the employee has done everything that has been asked of him/her in the desired manner. Should the employee be penalized for not being assigned Level 4 work or should a score within the Expected Contribution Range be rendered?



When to Deviate from the Suggested Method

Consider significance of mission impacts:

- Example - Not all descriptor behaviors demonstrated, however the impact of the employee's contribution is such that a “High” categorical score is appropriate
- Would not want to give less than expected if employee has not been given opportunities to meet the appropriate factor descriptors
- As an NH-III employee, NH-II and NH-IV descriptors are fair play
- Very High Score (VHS) was established for those at the top range of their career path to recognize contributions above the high level in a factor

Check Business Rules for additional guidance on recommending VHS

Validating Categorical Scores



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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 range**
 - Has the employee been given the opportunity to work at a level consistent with the categorical score corresponding to their EOCS. Have you address inadequate contributions during the cycle?
- **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
- **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 Carryover Award if this level of contribution is not sustainable or if exceeds the value of the position

Very High Scores



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“Very High” Ratings. Rating officials may assign a categorical score of “Very High” when an employee is performing above the high level in a specific factor.

- “Very High” ratings have been given the subcategories of low, medium and high. The scores assigned to “Very High” ratings are: 105, 110, or 115 for NH-04; 87, 91, or 95 for NJ-04, and 64, 67, or 70 for NK-03.
- Descriptors have been added for the Very High score in the PRDs.
 - Note that unlike the other descriptors, these are written at the mid-level of the score range (e.g., 110 for NH).
- Outstanding contributions must be documented in the supervisor’s annual assessment of the employee.
- There is no limit to the number of “Very High” scores that a Pay Pool may give.

Categorical Score Point Ranges



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Levels	Categorical	NH Point Range	NJ Point Range	NK Point Range
Very High	High	115	95	70
	Med	110	91	67
	Low	105	87	64
IV	High	96 – 100	79 – 83	--
	Med	84 – 95	67 – 78	--
	Low	79 – 83	61 – 66	--
III	High	79 – 83	62 – 66	57 – 61
	Med	67 – 78	52 – 61	47 – 56
	Low	61 – 66	43 – 51	38 – 46
II	High	62 – 66	47 – 51	42 – 46
	Med High	51 – 61	41 – 46	--
	Med	41 – 50	36 – 40	30 – 41
	Med Low	30 – 40	30 – 35	--
	Low	22 – 29	22 – 29	22 – 29
I	High	24 – 29	24 – 29	24 – 29
	Med	06 – 23	06 – 23	06 – 23
	Low	00 – 05	00 – 05	00 – 05

Rank Order



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Use Factor Discriminator Language to rank order contributions

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

Determine a Numerical Contribution Score for EACH Factor

- *Same for all broadbands and career paths*
- *Helps establish relative value of contributions*
 - *Places degree of impact into context*

Determining Numerical Scores



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- Review the Factor Discriminators and knowledge of employee's contributions to rank order the results to determine the Numerical Score
- Numerical Score range must be associated with the respective Categorical Score

Factor 1: Discriminators

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

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 numerical scores.

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 awards and RIF purposes



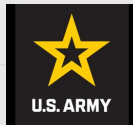
Performance Appraisal Quality Level (PAQL) Definitions



Mission Forward Training

PAQL Level	PAQL Criteria	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.	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.	Average of 3 Scores < 4.3 = 3
Levels 1 - Unacceptable	An employee's performance fails to meet the expected contribution criteria and the required results for the goals and objectives set forth in his/her contribution plan for the appraisal cycle.	Any Single Score of 1 = Overall 1

ARMY - STANDARDIZED DEFINITIONS OF PAQL SCORES



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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 as evidenced by:

- a. The quality and quantity of the employee's work substantially exceeds the contribution expectation with minimum room for improvement.
- b. The accuracy, thoroughness, and timeliness of the employee's work on this factor are exceptionally reliable.
- c. Application of technical knowledge and skills goes well beyond that expected for the position.
- d. The employee consistently and significantly improves the work processes and products for their level of responsibility.
- e. The employee's adherence to procedures and formats, as well as suggestions provided for improvement in these areas increases the employee's value to the organization and overall mission accomplishment.
- f. Work products rarely require even minor revisions.
- g. The employee seeks additional work or special assignments at increasing levels of difficulty.

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 as evidenced by:

- a. The quality and quantity of the employee's work fully meets the requirements of the contribution expectation.
- b. Major revisions are normally not necessary; most work only requires minor revision.
- c. Projects are completed accurately, thoroughly, and timely.
- d. Technical skills and knowledge are applied effectively to specific job tasks.
- e. The employee adheres to procedures and format requirements.
- f. Routine problems associated with completing assignments are resolved with minimum supervision.

Level 1 - Unacceptable. An employee's performance fails to meet the expected contribution criteria and the required results for the goals and objectives set forth in his/her contribution plan for the appraisal cycle as evidenced by:

- a. The quality, quantity and timeliness of the work are unsatisfactory.
- b. Work products must be continually revised and edited; instructions must be reiterated.
- c. The employee fails to prioritize and apply routine knowledge and skills expected for this position, contributing to inadequate work products.
- d. Work is incomplete or unacceptably late because of the employee's lack of realistic or logical planning, compounded by their lack of attention to basic priorities or details.
- e. The employee fails or is unable to adapt to changes in priorities, procedures, or program directions.

What's New on Sub-Panel Spreadsheet



Sub-Panel Meeting Spreadsheet Changes 2026



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Control Point
is transitioning to
Value of Position

%	Previous Value of Position	OCS Value of Position	Value of Position Used in Calculations	Support Level

Final Score
is transitioning to
Numeric Score

Categorical			Numeric			PAQL	
and/or work	Support		ement vation	and/or work	Support	ement vation	and/or work

Administrators Role on Sub-Pay Pool



Mission Forward Training

During the Sub-Pay Pool the Administrators role is to help facilitate the process. You will need a familiarity with the spreadsheet to achieve requested tasks from the Pay Pool Manager and Pay Pool Members. These can include:

- Filtering Employee records
- Sorting Employee records
- Hiding/Unhiding Columns
- Changing Scores
- Using Sub-Panel Tools/Worksheets
- Taking minutes of the pay pool panel meeting



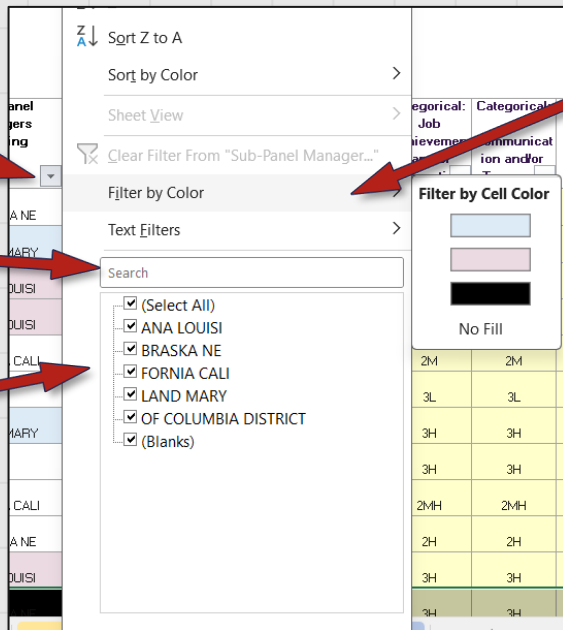
Filtering Employee Records

Often you will be asked to filter the employee data to see smaller sets of employees. You can filter by choosing the drop-down menu found in the data headers for the columns (row 20).

Drop-Down Menu

Use search to filter data choices

Choose Data by adding or removing check marks

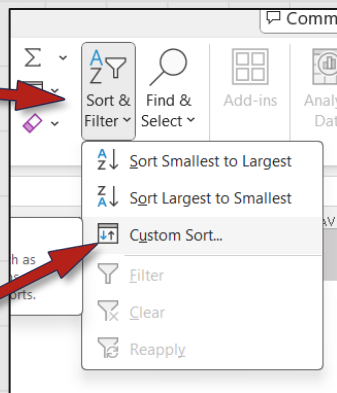


You can use more advanced filters such as filter by color (highlight), text filters, or number filters.

Sorting Employee Records

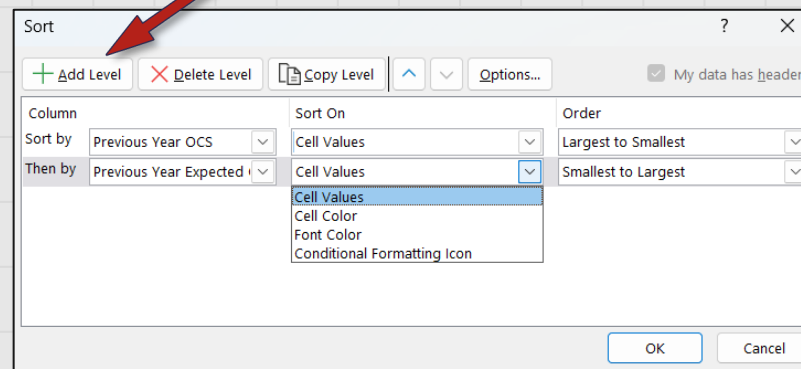
Sorting allows Pay Pool Panels to better compare different groupings of employees. This can be useful when rank ordering employees. You can sort a single column by using the sort option from the drop-down menu located in the column data headers. For more advanced sorts of multiple columns, you can use the custom sort feature found in the home menu options.

Sort Filter
Menu



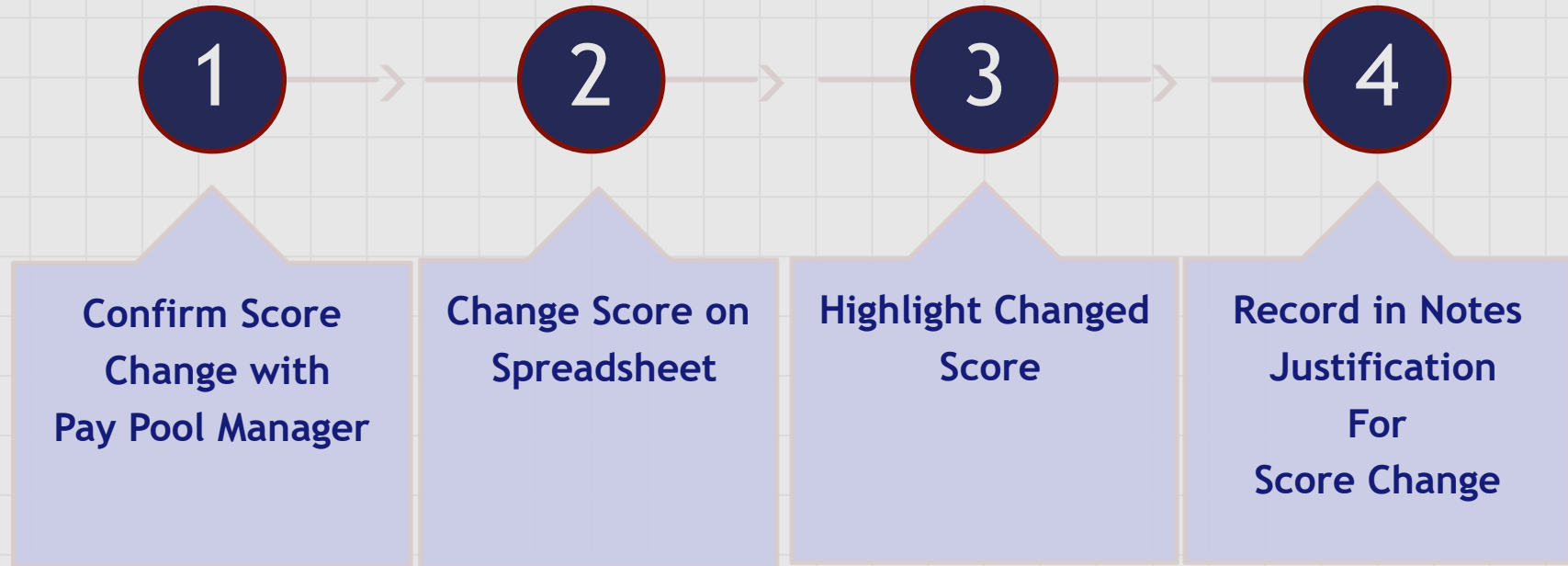
Custom Sort
Option

Add Level for multiple
column sort





Recording Score Change



Changing Scores

	3M	3M	3M
	3H	3H	3H
	1H	VH-M	VH-L
	2L		
	2ML	3H	3H
	2M	2M	2M
	2MH		
	2H	3L	3L
	3L		
	3M	3H	3H
	3H	3H	3H
	4L		
	4M	2MH	2MH
	4H		
	2H	2H	2H

1. Select Cell

2. Select Drop Down Menu

3. Select Score

Highlight Score changes



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2. Select Highlight Tool

The screenshot shows the Microsoft Word interface with the 'Table Design' tab active. The 'Highlight' tool is selected in the Font group. A color palette is open, showing 'Theme Colors', 'Standard Colors', and 'Recent Colors'. A red arrow points from the 'Highlight' tool to the palette. Another red arrow points from the 'Theme Colors' section to a specific color swatch. A third red arrow points from the 'Standard Colors' section to a specific color swatch. A fourth red arrow points from the 'Recent Colors' section to a specific color swatch. The background shows a table with columns: Panel Manager, Pay Pool Manager, Part 1: Remarks, Set Scores, Categorical: Job Achievement and Innovation, Categorical: Communication and Teamwork, and Categorical: Mission Success. The table contains data for various locations and individuals, including WIS, CONSN, JERRY LEE, ANA LOUISI, WEST, VIRGINIA, JERRY LEE, ANA LOUISI, WASHING, TON, JERRY LEE, and FORNIA CALI.

3. Select Color

1. Select Cell(s)

Record in Notes Justification for Score Change



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It is important to record notes on the reasoning for the score change.
Always confirm the reason for the score change with the pay pool manager.

++	
Joe Contributor	JA changed from 3H 79 to 3M 78 – Not meeting all the descriptors at 3H consistency.
Betty Conterras	
Susan Daniels	<u>JA,MS</u> – 82 to 81 – Not enough Impact for 82 score
Paul Dickens	All PAQLs- 5 to 3 – Right up didn't substantiate outstanding work with examples
Dan Dumfries	

Using Tools/Worksheets



Mission Forward Training

The Sub-Panel Spreadsheet has tools and worksheets that allow the Pay Pool Panel to analyze the results to facilitate the rank order process and look for any anomalies in the data. These include:

- OCS Worksheet
- Matrix Worksheet
- Rails and RoR Worksheet
- Delta Stats Worksheet
- Delta Plot Worksheet

Worksheets

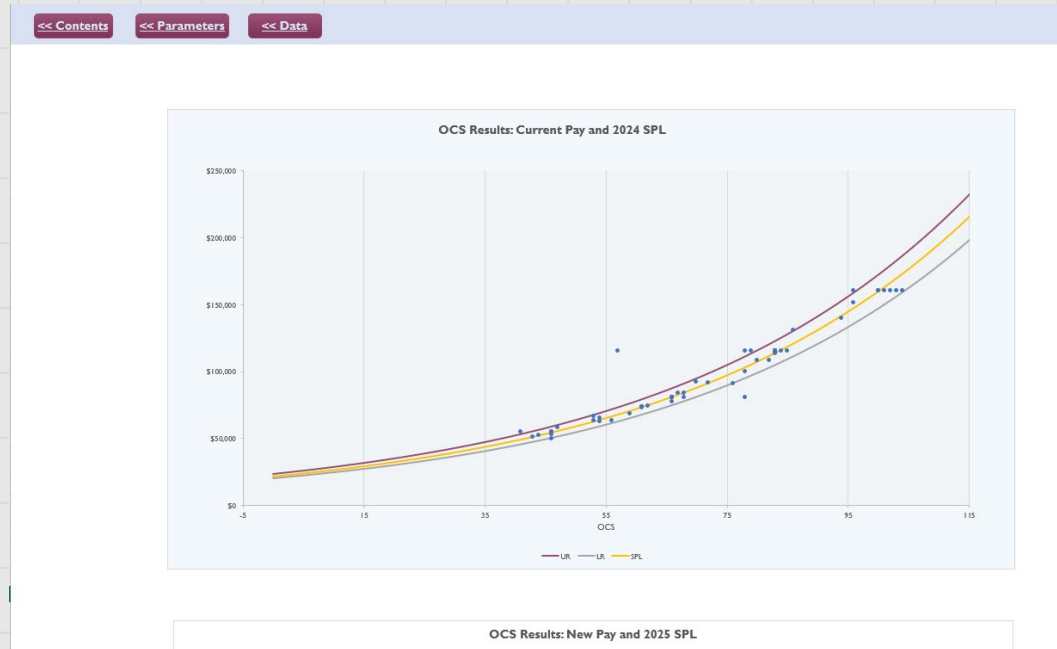


OCS Charts Worksheets



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The OCS charts Worksheet shows a visual representation of an employees OCS as compared to their basic pay on the rails diagram. (The CMS spreadsheet includes a second chart showing their OCS compared to their new basic pay.)



Rails And RoR Worksheet



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The Rails and RoR Worksheet allows you to see the number and percentage of employees falling into different zones as compared to the payout rails. Also, it shows the number and percentage of employees receiving each Rating of Record option.

Rails And RoR

- [Rails Report](#)
- [Performance Rating of Record](#)
- [Raw Average Rating of Record by Office Symbol](#)
- [Delta OCS Distribution by Supervisor](#)

[← Contents](#)
[← Parameters](#)
[← Data](#)

Rails Report

status

career

Rain Position	Rail Pos (Final) - Pivot Table Row	NK		NH		NJ		Total #	Total %
		#	%	#	%	#	%		
Appropriately compensated between the rails <= SPL	C2 (SPL to LR)	7	87.50%	24	55.81%	8	72.73%	39	62.90%
Inappropriately compensated below the rails	B (Below the LR)	Blank	0.00%	4	9.30%	Blank	0.00%	4	6.45%
Appropriately compensated between the rails > SPL	C1 (UR to SPL)	Blank	0.00%	12	27.91%	2	18.18%	14	22.58%
Inappropriately compensated above the rails	A (Above the UR)	1	12.50%	3	6.98%	1	9.09%	5	8.06%
Total		8	100.00%	43	100.00%	11	100.00%	62	100.00%

Performance Rating of Record

Career Path

Rating Of Record	NK		NH		NJ		Total #	Total %
	#	%	#	%	#	%		
1	1	12.50%	3	6.98%	2	18.18%	6	9.68%
3 (Fully Successful)	4	50.00%	36	84.00%	6	45.45%	44	70.97%
5 (Outstanding)	1	12.50%	3	6.98%	2	18.18%	6	9.68%
7 (Unacceptable)	2	25.00%	2	4.65%	2	18.18%	6	9.68%
Total	8	100.00%	43	100.00%	11	100.00%	62	100.00%

Rails And RoR Worksheet (cont)



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Further down the Rails and RoR Worksheet you can also see the # of employees with specific raw averages of PAQL scores by Office Symbol.

Raw Average Rating of Record by Office Symbol

Raw Average Rating															
Office Symbol				5		4.3		3.7		3		1		Total #	Total %
		#	%	#	%	#	%	#	%	#	%	#	%		
SP-4-Thursday		0	0.00%	1	25.00%	0	0.00%	3	27.27%	5	15.15%	1	16.67%	10	16.13%
SP-1-Monday		0	0.00%	1	25.00%	1	50.00%	2	18.18%	6	18.18%	1	16.67%	11	17.74%
SP-3-Wednesday		0	0.00%	0	0.00%	0	0.00%	0	0.00%	8	24.24%	2	33.33%	10	16.13%
		6	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	6	9.68%
SP-2-Tuesday		0	0.00%	2	50.00%	1	50.00%	4	36.36%	1	3.03%	2	33.33%	10	16.13%
Supervisors		0	0.00%	0	0.00%	0	0.00%	1	9.09%	4	12.12%	0	0.00%	5	8.06%
SP-5-Friday		0	0.00%	0	0.00%	0	0.00%	1	9.09%	9	27.27%	0	0.00%	10	16.13%
Total		6	100.00%	4	100.00%	2	100.00%	11	100.00%	33	100.00%	6	100.00%	62	100.00%

Matrix Worksheet



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The Matrix Worksheet gives you options to see the rank order of your entire Pay Pool. It will show the overall score of all Career Paths, then Individual Factor scores for each Career Path.

Matrix << Contents << Parameters << Data

[Final Overall Score](#)

[Score: Communication and/or Teamwork](#)

[Score: Job Achievement and/or Innovation](#)

[Score: Mission Support](#)

Career Path

NH NJ NK

Broadband Level

2 3 4

Last Name

ALA

ALAS

AR

ARI

ATOLL

BANK

BIRD

CALI

CHICKADEE

COLO

CON

DELA

Final Overall Score

Overall Score	Name
104	WIS, CONSN
103	PENN, SYLVANIA
102	MARY, LAND
101	CALI, FORNIA
100	NE, BRASKA
	DELA, WARE
96	FLOR, IDA
	CON, NECTICUT
94	GEOR, GIA
89	ALAS, KA
86	LOUISI, ANA
85	BIRD, BLU
84	SOUTH, CAROLINA
83	WREN, CAROLINA
	WEST, VIRGINIA
	VIR, GINIA
	RICO, PUERTO
	OHIO
	NORTH, CAROLINA
	MINNI, SOTA
	MICHI, GAN
	HAWA, II
	GRACKLE, COMMON
	FINCH, GOLD
	CHICKADEE, CAPPED
82	MISSI, SSIPI
80	NEV, HAMPSHIRE
79	IN, DIANA
78	MIS, SOURI
	MA, INE

Score: Job Achievement and/or Innovation

Score	Name
	ALA, BAMA
	ARI, ZONA
	ATOLL, JOHNSON
	BANK, SERRANILLA
	CON, NECTICUT
	GRACKLE, COMMON
	ISLAND, MARIANNA
	REFF, KINGMAN
	RICO, PUERTO
	SAMOA, AMERICAN
105	MARY, LAND
	PENN, SYLVANIA
100	CALI, FORNIA
	DELA, WARE
	NE, BRASKA
96	ALAS, KA
	WIS, CONSN
94	FLOR, IDA
	GEOR, GIA
87	SOUTH, CAROLINA
84	BIRD, BLU
	LOUISI, ANA
83	CHICKADEE, CAPPED
	FINCH, GOLD
	HAWA, II
	MICHI, GAN
	MINNI, SOTA
	MISSI, SSIPI
	NORTH, CAROLINA
	OHIO

Delta Stats Worksheet



Mission Forward Training

The Delta Stats Tab is one of the most useful tabs to ensure fairness across the pay pool. It can be used to help spot anomalies in your pay pool results. This tab allows you to see both the Avg. Delta Score and Avg. Deviation from a Delta Zero. You can sort these by Supervisor, Subpanel, office symbol or Wildcard.

Delta Stat

<< Contents

<< Parameters

<< Data

Column Filter

Subpanel

Show All

Grouped By:

Career Path

Average Delta OCS Score

Standard Deviation

1

3

5

Career Path

Subpanel

Average Delta OCS Score

Standard Deviation

1

3

5

NH

0.069767442

4.847165833

2

35

3

NH

9000

0

NA

0

1

0

NJ

0

2.28035085

2

5

2

NH

9000-Sp-Friday

1.111111111

4.342938074

0

8

0

NK

-0.25

2.052872552

2

4

1

NH

9000-Sp-Monday

-2.25

9.779716619

0

7

1

NH

9000-Sp-PPP Membe

-0.25

2.62995564

0

4

0

NH

9000-Sp-Thursday

-0.875

1.959409532

1

5

1

NH

9000-Sp-Tuesday

1.666666667

1.751190072

1

4

1

NH

9000-Sp-Wednesday

1.285714286

1.704336206

0

6

0

9000-Sp-Friday

0.666666667

4.163331999

0

10

0

NJ

9000-Sp-Friday

1.5

2.121320344

0

1

0

9000-Sp-Monday

-1.909090909

8.239593988

0

8

2

NJ

9000-Sp-Monday

-1.5

2.121320344

1

0

1

9000-Sp-PPP Members

-0.25

2.62995564

0

4

0

NJ

9000-Sp-Thursday

0.333333333

0.577350269

0

2

0

9000-Sp-Thursday

-0.5

1.678744119

0

8

1

NJ

9000-Sp-Tuesday

1

1.414213562

0

1

1

9000-Sp-Tuesday

1.181818182

1.470930441

0

5

3

NJ

9000-Sp-Wednesday

-1.5

4.949747468

1

1

0

9000-Sp-Wednesday

0.727272727

2.37027041

0

8

0

NK

9000-Sp-Friday

-5 NA

0

1

0

NK

9000-Sp-Monday

0 NA

0

1

0

NK

9000-Sp-Thursday

0 NA

0

1

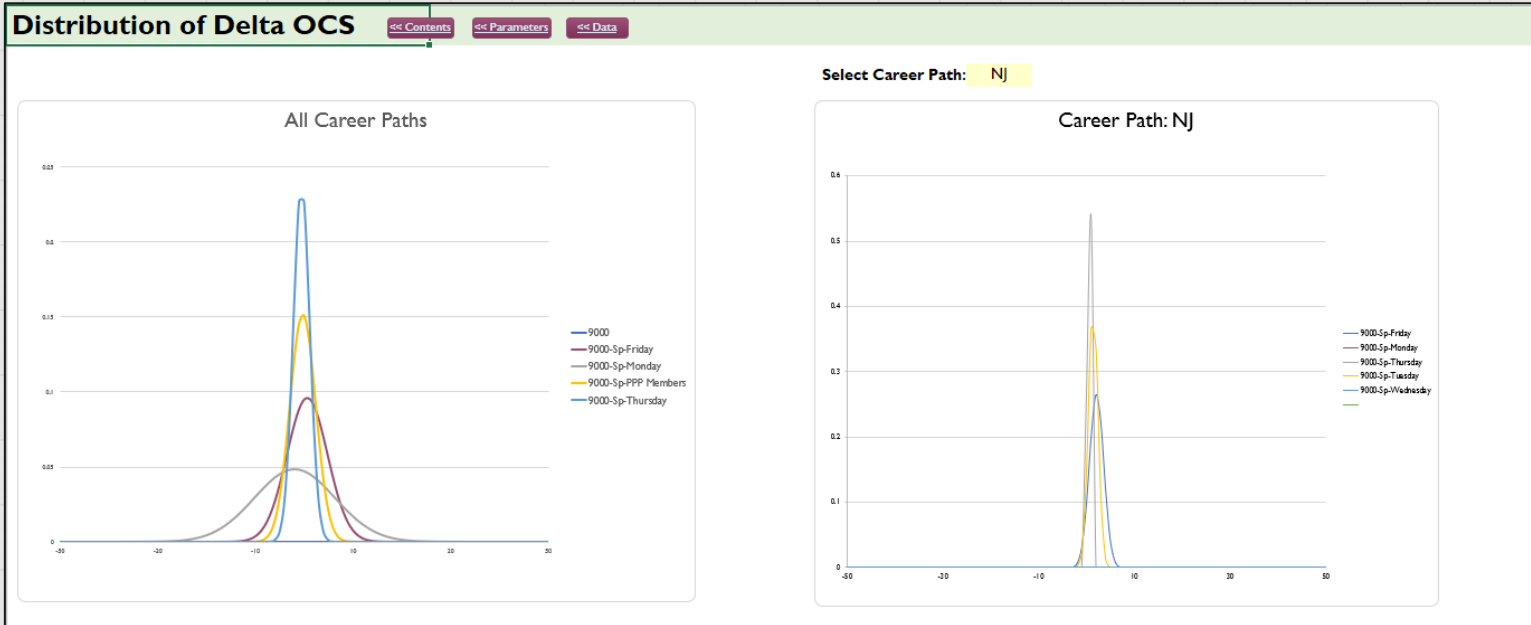
0

Delta Plot Worksheet



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The Delta Plot Tab shows a visual representation Delta Stats Worksheet. This is shown for all career paths and can also show individual career paths.





Common Anomalies for Scores

- High/Low delta scores (anything other than a -1, 0, or +1)
 - The further the delta score is from the expected, the more scrutiny it should be given
 - Delta scores may be further delineated by the employee's position in their pay range
 - (+1 Delta for an employee with an OCS at the top or beyond the pay range of a position may warrant additional scrutiny)
- Any categorical score in a higher broadband
- Any categorical/numerical score outside the employee's pay range of the employee
- Employee with current OCS below last year's OCS
- Employee with previous year's rating of record (RoR) was a 5 and is now is a 3
- Rating of record 5s with less than delta 0 score
- Groups with much higher/lower delta than average, or rating of record (RoR)
 - Supervisor
 - Occupational series and/or job duties
 - Broadband Level
 - Location Based
 - Employees working on special projects (classified) vs normal
 - Representation on Pay Pool (within 1 or 2 levels vs greater than 1 or 2 levels)
 - Supervisors vs Non-Supervisors
 - Other?
- Unusually high/low average delta compared to previous years
- Unusually high/low percentage of 5 rating of record (RoR) compared to previous years
- Large delta scores where other monetary recognition has been given
- All scores requiring CIP consideration (delta scores in "A" region or PAQL of 1)

Note: Anomalies do not mean that the ratings are wrong, the ratings should just be double checked



Taking Minutes during Pay Pool Panels

There are two main areas of focus when recording minutes for during Pay Pool Panel discussions:

Employee Scores and Appraisal Review

- Reasoning behind scoring changes
- Why further clarification may be needed in appraisal
- Justification for any scores deemed to be inappropriate/red flags

Organizational AcqDemo Processes (Lessons Learned)

- Any changes or additions needed in business rules or compensation strategy
- Appraisals that were deemed written well/poorly by panel
- Any process changes wanted/needed for future cycles

As a final part of the Pay Pool Panel meeting, you should review any lessons learned from this year's cycle, while it is still fresh in the panel members minds.



04

Final Pay Pool

Topics of Discussion



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- Final Pay Pool Process
- What's New on CMS
- Final Pay Pool Process Overview

Compensation Management Process



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There are two phases to Compensation Management in the Final Pay Pool

Phase 1 - Recertify Sub Pay Pool Results

This first phase is necessary if the Pay Pool has Sub Pay Pools. If a Pay Pool has no Sub Pay Pools you would follow the Sub Pay Pool process to certify the scores. Since this is the first time that all the employees' scores have been brought together, the pay pool needs to certify that contributions are being valued equally across the pay pool. This is done by comparing the value of contributions assigned by scores from various sub pools. The Pay Pool should also concentrate on outliers (scores outside of the norm for the average employee) to ensure the scores are justified.

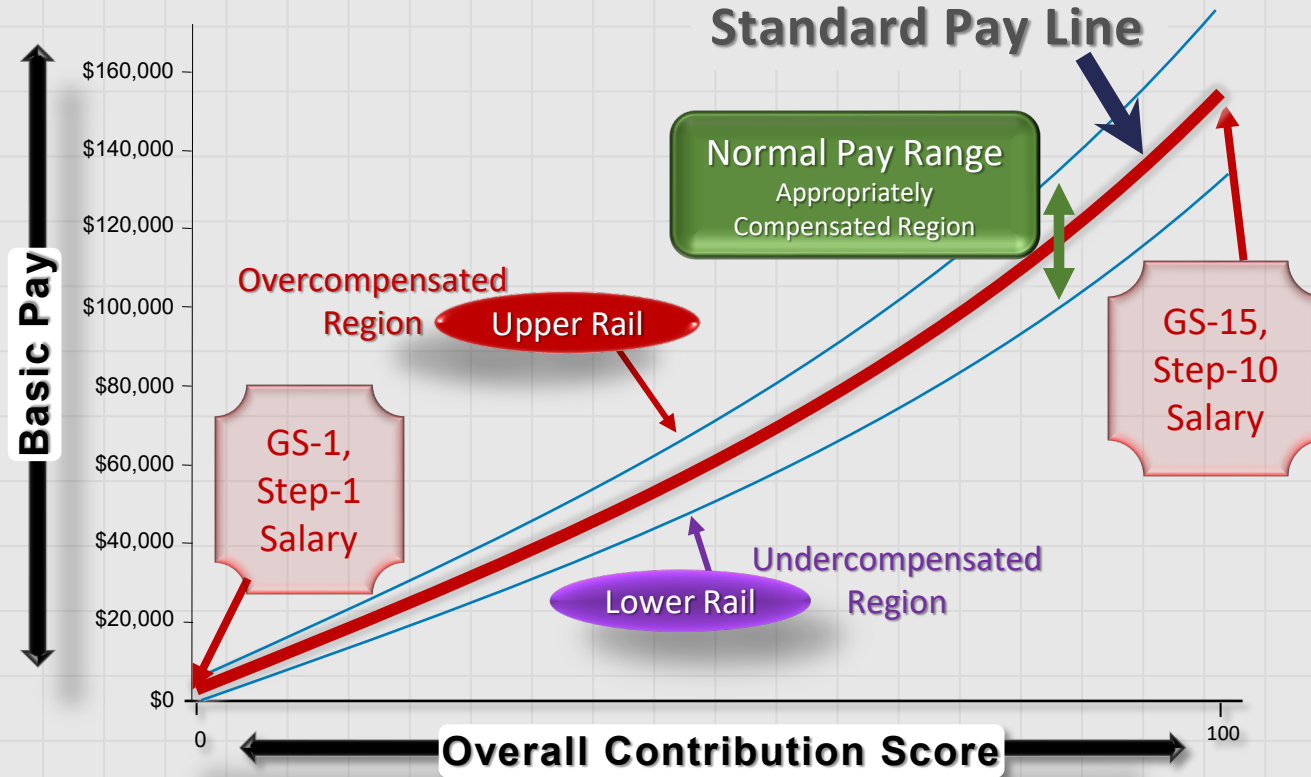
Phase 2 - Make Compensation Adjustments

Once the scores have been certified, we can then look at the payout results. The Pay Pool must now consider their compensation strategy when making decisions for individual compensation. Is an employee rising too fast through their salary range? Should some of the employee's CRI be forcibly rolled over to CA? Is the compensation enough to retain and motivate the employee? Do Cash Differentials need to be adjusted?

It is important to know what compensation options are available in your business rules and compensation strategy.



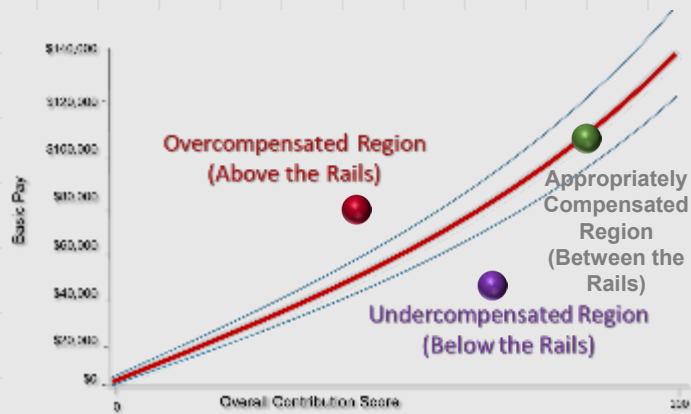
The Integrated Pay Schedule – The “Rails”





CCAS Payout Criteria

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

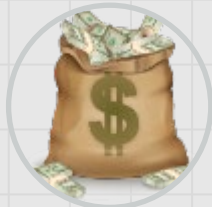


Payout Considerations

- 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

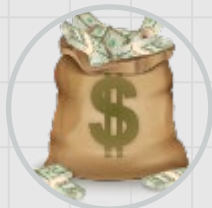


Pay Pool Funding



General Pay Increase (GPI)

- The across-the-board basic pay increase authorized by law or the President for the GS pay system



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 **not less than 2%** of activity's basic



Contribution Awards (CA)

- Intended to be consistent with funds historically spent in GS on performance awards
- Minimum **not less than 1%** of activity's total adjusted (or as adjusted based on DoD guidance)
- **10% or greater** of organization's total awards budget is automatically withheld for Special Act and On-the-Spot awards distribution throughout the appraisal cycle

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	\$100,000	\$112,419	\$12,419	\$2,718	\$112,419	\$12,419	\$3,504
Sayers, Rose	73	67	-6	\$96,014	\$92,184	(\$3,830)	\$0	\$92,184	(\$3,830)	\$0
Collins, James	73	73	0	\$96,504	\$103,840	\$7,336	\$1,606	\$103,840	\$7,336	\$2,177
Blaine, Rick	66	68	2	\$83,779	\$94,031	\$10,252	\$2,244	\$94,031	\$10,252	\$2,931
Wayne, Bruce	66	65	-1	\$83,504	\$88,597	\$5,093	\$1,114	\$88,597	\$5,093	\$1,392
Munroe, Cora	63	67	4	\$78,061	\$92,184	\$14,123	\$3,091	\$92,184	\$14,123	\$3,776
Example Uses: UR for CRI UR for CA						\$49,223	21.8922%		\$49,223	28.8321%
							\$10,776			\$14,192

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

Salary Appraisal Form



Mission Forward Training

Part I: CCAS Salary Appraisal Form 2025				
Name:	CONTRIBUTOR JOE	Appraisal Period:	Approved By: COL AARON SMITH, Pay Pool Manager	
CAS2Net ID:	245220	Fro 1-Oct-24	Effective Date of Appraisal: January 1, 2026	
Organization:	DAF ORG	To: 30-Sep-25		
Career Path:	NH	2025 Contribution and Performance Details		
Series:	1102	Factors	Cat Score	Num Score
Broadband Lvl:	III	Job Achievement and/or Innovation	3H	83
		Communication and/or Teamwork	4M	85
		Mission Support	3H	82
Retained Pay:	No	Overall Contribution Score	83	3.7
Presumptive:	None	Expected Contribution Score	82	3
		Expected Contribution Range	79-86	

Salary Appraisal Form



Mission Forward Training

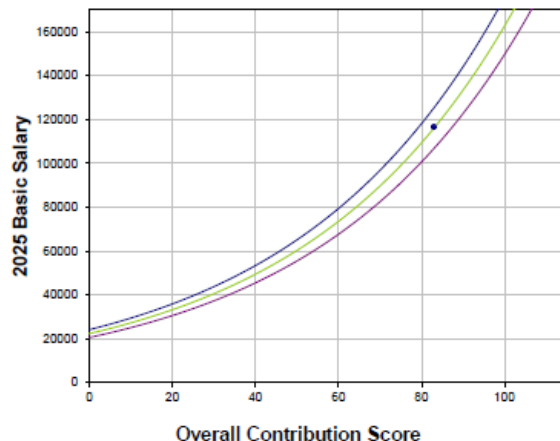
Compensation
Detail

Compensation Detail			
\$114,050	Current Rate of Basic Pay as of 9/30/2025		Remarks • Employee was approved for 40 Time Off Hours in lieu of Contribution Award. Remaining CA of \$542 not converted to TOA hours is shown as a Contribution Award. • Basic pay on 30 September and does not include any promotion increase, temporary promotion increase, or ACDP basic that was approved o/a 1 October. • Pay Pool Manager granted an additional \$303 CA. • Employee is in a position with a Value of Position of 83.
+ \$ 1,141	General Pay Increase	1.0%	
+ \$ 1,396	CRI (Salary Increase)	1.22%	
= \$116,587	New Rate of Basic Pay		
+ \$23,492	Locality Pay	@ 20.15%	
= \$140,079	New Total Salary		
\$ 1,542	Contribution Award		
+ \$ -	Carryover from CRI		
= \$ 1,542	Total Award		

Remarks

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 the basic pay increases and awards. The point on the graph below is the employee's appraisal results.



2026 Expected Contribution Level

Expected Overall Contribution Score 83
Expected Contribution Range 79-86

Signatures

Supervisor

Date

Employee

Date

Note: Signature of employee does not constitute agreement with CCAS appraisal.

New EOCS

Final Pay Pool Process





Steps for Final Pay Pool



Review Scores



Mission Forward Training

The first step of the Final Pay Pool is to review the recommended scores that were given from the Sub Pay Pools or Rating Officials. Use the Final Pay Pools Manager as a guide on how they wish to go through the process. Be sure to make the panel members aware of any outliers and do a final sanity check on scores before reviewing payouts.

Name	Set Scores	Categorical: Job Achievement and/or Innovation	Categorical: Communication and/or Teamwork	Categorical: Mission Support	Final: Job Achievement and/or Innovation	Final: Communication and/or Teamwork	Final: Mission Support	PAQL: Job Achievement and/or Innovation	PAQL: Communication and/or Teamwork	PAQL: Mission Support	Wildcard 2	Previous Year Expected OCS	Previous Year Expected OCS Range	Previous Year OCS	Delta OCS	Raw Average Rating	Rating Of Record
MA, INE		3M	3M	3M	76	76	76	3	5	3		66	62-69	76	10	3.7	3
ALAS, KA		4H	4M	4M	96	85	85	5	5	3		83	80-87	89	6	4.3	5
COLO, RADO		3M	3M	3M	76	76	76	3	5	3		71	68-75	76	5	3.7	3
WASHING, TON		2M	2M	2M	46	46	45	3	3	3		41	37-45	46	5	3.0	3
WIS, CONSID		4H	VH-M	VH-L	96	110	105	3	3	3		100	97-104	104	4	3.0	3
KEN, TUCKY		2MH	2MH	2MH	56	56	55	3	3	3		53	50-57	56	3	3.0	3
PENN, SYLVANIA		VH-L	4H	VH-L	105	99	105	3	3	3		100	97-104	103	3	3.0	3
VER, MONT		3H	3H	3H	66	66	66	3	3	3		63	60-67	66	3	3.0	3
BIRD, BLU		4M	4M	4M	84	85	85	3	3	3		83	80-87	85	2	3.0	3
MARY, LAND		VH-L	4H	4H	105	100	100	3	3	3		100	97-104	102	2	3.0	3
MIS, SOUTH		3M	3M	3M	77	78	78	3	3	3		76	73-80	78	2	3.0	3



Review Payouts

The CMS spreadsheet will automatically distribute available funds using an algorithm based on the parameters and settings of you have made on the spreadsheet. It is important to review this distribution for any concerns or surprises that may warrant further adjustment. These adjustments could include:

- Further changes to scores
- Use of CA Proration
- Forced rollover of CRI to CA
- Use of Discretionary Pay

Set CRI	Default CRI Applied to Y	200K [PFR Input] [Maximum p-CRI]	Computed CRI \$	Set % to Salary	Computed CRI \$	Percent Year Computed Basic Pay	Max Allowable CRI \$	Allow to exceed 200K limit	Approved CRI \$	Percent Year Base Rate Pay
	\$7,000	90	\$7,000		5.21%	139,879	30.36%	3	0	435,272
	\$8,000	90	\$8,000		6.36%	145,750	30.36%	3	0	475,000
	\$4,000	90	\$4,000	90%	5.40%	125,031	30.36%	3	\$2,400	254,431
	\$2,000	90	\$2,000		5.70%	125,031	30.36%	3	\$2,000	253,031
	\$7,000	90	\$7,000		4.31%	170,365	0.36%	3	0	1,127,365
	\$2,000	90	\$2,000		1.00%	180,251	0.36%	3	\$2,000	180,251
	\$6,000	90	\$6,000		4.30%	140,504	0.36%	3	0	1,127,365
	\$3,200	90	\$3,200		1.00%	141,436	0.36%	3	\$3,200	141,436
	\$3,000	90	\$3,000		2.19%	140,668	0.36%	3	0	1,127,365
	\$5,800	90	\$5,800		2.34%	140,668	0.36%	3	0	1,127,365

*Use of available options for pay adjustments are dependent on your organizations business rules

Time Off Awards (TOA) request should be reviewed as part of the pay pool process. The Pay Pool manager will have the final decision in the granting of TOA after consulting with panel members. These TOA hours are use or lose and have a one-year expiration date from when awarded. Some consideration may be given to:

- | Est. Award | Company Award | Computer Award | 100% | Hourly Rate | Requested % to TDA | Approved % to TDA | Time Off Hours | Dollar Value Remain |
|------------|---------------|----------------|---------------------------------------|-------------|--------------------|-------------------|----------------|---------------------|
| | | | (PPH Input)
Deductions
p. Award | | | | | |
| | | | | | | | | |
| | \$240 | \$267 | | \$2.21 | 75% | 75% | 25 | \$3.3 |
| | \$ 471 | \$1088 | | \$5.10 | 0% | 0% | 32 | \$ 0.68 |
| | \$240 | \$267 | | \$2.21 | 50% | 75% | 30 | \$3.3 |
| | \$ 40 | \$282 | | \$6.10 | 0% | 30% | 30 | \$ 3.32 |
| | \$1 03 | \$2 300 | | \$47.1 | 25% | 25% | 12 | \$17.1 |
| | \$38.8 | \$4324 | | \$6.10 | 100% | 100% | 40 | \$38.8 |
| | \$7500 | \$3300 | | \$17.31 | 65% | 65% | 7 | \$3300 |
| | \$5000 | \$3871 | | \$6.22 | 0% | 0% | 1 | \$3871 |
| | \$2430 | \$7 31 | | \$37.21 | 65% | 65% | 7 | \$7 31 |
| | \$3 | \$377 | | \$2.62 | 0% | 0% | 1 | \$377 |
| | \$750 | \$3620 | | \$5.163 | 65% | 65% | 7 | \$3620 |

Review Cash Differentials



Mission Forward Training

Supervisor/Team lead Cash differentials should be reviewed after all compensation adjustments are made for the need to continue, adjust, or remove the cash differential.

Adjustments to cash differentials is generally based on Approved CRI Amount.

Name	Present Year Max Basic Pay	Approved CRI \$	Present Year New Basic Pay	Supv/Team Lead	Supervisor Differential Start Date	Supervisor Differential Rate	Supervisor Differential Amount	New Supervisor Differential Rate	New Supervisor Differential Amount
GRACKLE, COMMON	\$112,990	\$0	\$116,803	Team Lead		0.00%	\$0		\$0
PENN, SYLVANIA	\$162,354	\$4	\$162,354	Supv		0.00%	\$0		\$0
MARY, LAND	\$162,354	\$4	\$162,354	Supv	07-15-2024	5.00%	\$8,000		\$7,999
CALI, FORNIA	\$162,354	\$4	\$162,354	Supv	01-15-2023	5.00%	\$8,000		\$8,120
GEOR, GIA	\$149,943	\$5,390	\$146,965	Supv		0.00%	\$0		\$0
DELA, WARE	\$196,094	\$0	\$196,094	Supv		0.00%	\$0		\$0
LOUISI, ANA	\$140,683	\$7,852	\$140,683	Supv	07-15-2024	6.11%	\$8,000		\$2,813
WREN, CAROLINA	\$140,899	\$0	\$140,899			0.00%			
CHICKADEE, CAPPED	\$116,803	\$443	\$115,854			0.00%			

Final Review



Mission Forward Training

For a final review you will want to allow the pay pool panel to review the results of the CCAS process going forward into the next cycle. This review could include:

- Rank ordering employees by new basic pay
- Rank order employees by largest salary increase (both as \$ and %)
- Rank Order employees by Total Award

Summary			
<< Contents << Parameters << Data			
1. Select columns to include in the summary table		2. Select any cell in Summary table > Right Click > Refresh	
CAS2Net ID	EDUPI	Last Name	Career Path
249937	9000900022	ALA	NK
249942	9000900049	ALAS	NH
275376	9000000940	ANNA	NH
249982	9000900025	AR	NK
249949	9000900048	ARI	NK
256069	9000900066	BANK	NJ
232657	9999999009	BIRD	NH
249946	9000900031	J	NH
232658	9999999010	CHICKADEE	NH
249968	9000900038	COLO	NH
249770	9000900005	CON	NH
249761	9000900001	DELA	NH
232654	9999999006	FINCH	NH
249938	9000900027	FLOR	NH
249769	9000900004	GEOR	NH

Common Red Flags for Compensation

Additional checks after compensation adjustments:

- CRI increases greater than %
May be further delineated by position in pay range:
 - Beginning of pay range 4.5% or greater
 - Middle of pay range 3% or greater
 - Top of pay range 2% or greater
- Payouts for employees new to positions
 - Employees who were reassigned to a higher-level position
 - Employees making less than beginning pay of position who do not move into pay range of position
 - Employees promoted part way through the cycle
 - New hires depending on start date
- Employees on cash differentials who do not score higher than their differential
- Payouts for ACDP employees (if applicable) vs compensation already received
- Extraordinarily large bonuses (greater than \$10K, or 7% of basic pay)

Note: Anomalies do not mean that the ratings are wrong, the ratings should just be double checked

Pay careful attention to anything that may be a priority or concern for any higher-level reviewer of the Pay Pools results.



05

Post Pay Pool Analysis

Topics of Discussion



Mission Forward Training



- Gathering Aggregate Results
- Publishing Pay Pool Results

Aggregate Results



Mission Forward Training

AcqDemo requires the publishing of aggregate results from the pay pool process. At minimum the following items must be included in the results along with graphical representation:

- A graphical representation of results (e.g., pay pool scatterplot, bar chart, etc.), accompanied by data tables by career path displaying the number and percentage of employees by rail region.
- Data tables by career path and broadband level displaying the following:
 - Avg OCS
 - Modal Rating of Record
 - Avg CRI (dollars and percentage of basic pay)
 - Avg CA (dollars and percentage of aggregate pay)

Some Pay Pools provide their members with a briefing including more robust data, along with any lessons learned that should be shared with employees. (ex. assessments need to better show impact with examples.) Consult with your Pay Pool Manager for any further delineation they may want.



Gathering Aggregate Results

To gather the data, you need to present the aggregate results you can rely on multiple sources.

- Data directly from the spreadsheet
- CCAS Pay Pool Results Report
- Aggregate Results from the AcqDemo program office (for comparison)
- Previous years released aggregate results

As you work with the Pay Pool Manager to create the aggregate results always think of what message is the organization delivering to the work force.

Sample of Aggregate Results



FY23 Pay Pool Results- Summary



Mission Forward Training

Organization FY23

Population	164	
Average Rating	74	
Average Delta OCS	0.9	
Salary Increase	\$	% of Base Pay
Min (non-zero)	\$12	0.01%
Average	\$1,576	1.82%
Median	\$1,728	2.08%
Max	\$5,680	6.00%

Control Points

# with CP Entered	114	
# Stopped At CP	1	

Award \$	CA	% of Total Pay
Min (non-zero)	\$28	0.03%
Average	\$2,458	2.28%
Median	\$2,469	2.52%
Max	\$7,380	4.91%

Organization FY22

Population	161	
Average Rating	73.7	
Average Delta OCS	1.00	
Salary Increase	\$	% of Base Pay
Min (non-zero)	\$18	0.02%
Average	\$1,606	1.94%
Median	\$1,661	2.06%
Max	\$12,690	18.58%

Control Points

# with CP Entered	115	
# Stopped At CP	5	

Award \$	CA	% of Total Pay
Min (non-zero)	\$1	0.00%
Average	\$2,193	2.19%
Median	\$2,089	2.17%
Max	\$6,158	7.27%

Minimum of \$28.00 reflects amount remaining after employee selected "Time Off Award"

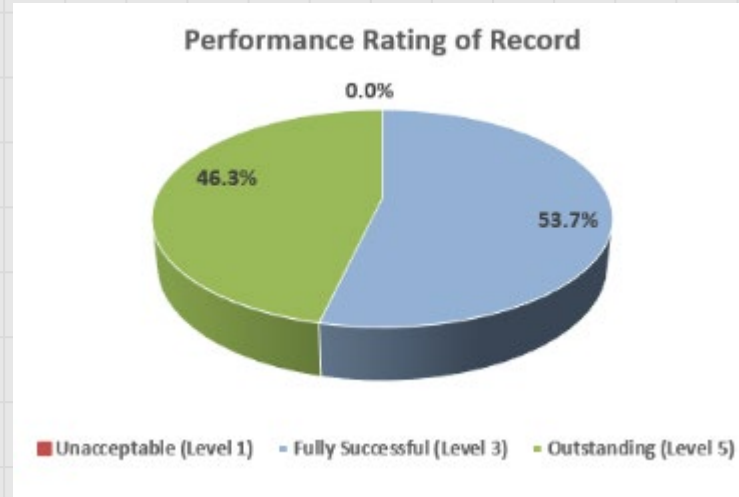
PAQL and Rating of Record



Mission Forward Training

- High Performing Workforce
- Entire Workforce “Fully Successful”
 - No Unacceptable Performers
- Majority Rating of Record “3”

Leadership is looking to further define performance scores in Business Rules



Raw Avg of PAQL

1.0		3.0		3.7		4.3		5	
#	%	#	%	#	%	#	%	#	%
		56	34.4%	32	19.6%	30	18.4%	45	27.6%

FY23 Pay Pool Totals - Statistical Review



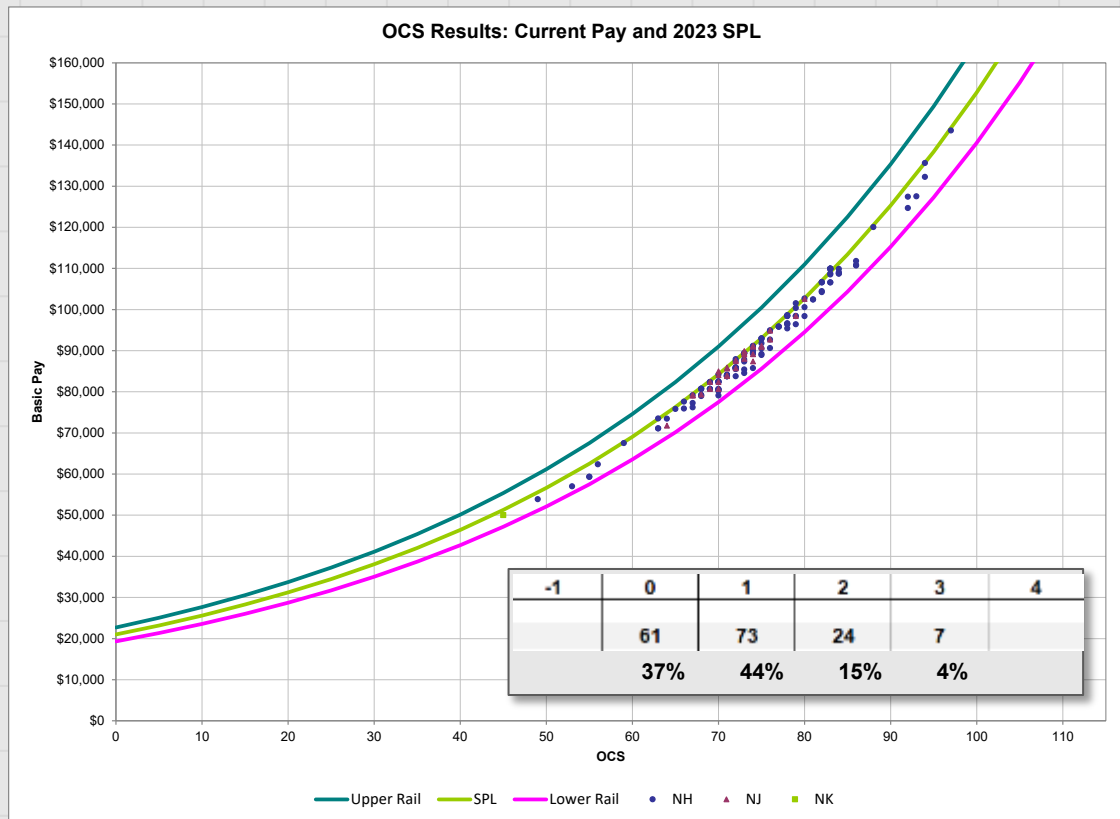
Mission Forward Training

FY23

Career Path/ Broadband Level	Total Number of Employees	Average Delta	Average CRI increase %	Average CA %
NH2	6	2.0	3.51%	2.55%
NH3	114	0.9	1.74%	2.20%
NJ4	32	0.6	1.29%	2.11%
NH4	11	1.2	2.15%	2.42%

Expected differentiation between broad bands – junior to senior personnel

FY23 Pay Pool OCS Distribution



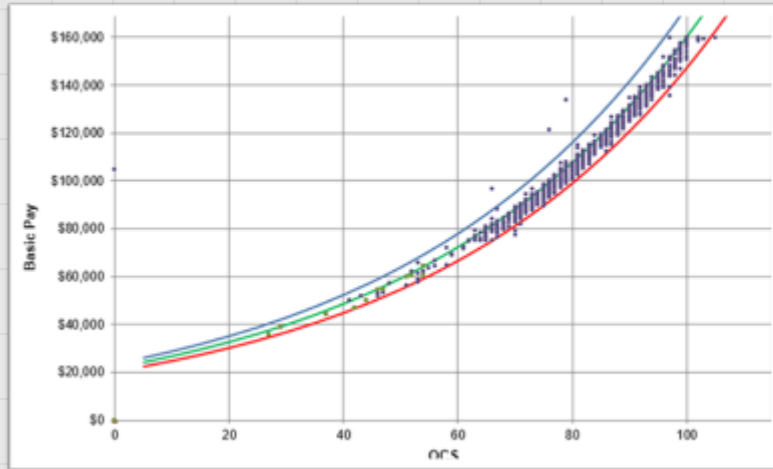
Pay Pool Results



Mission Forward Training

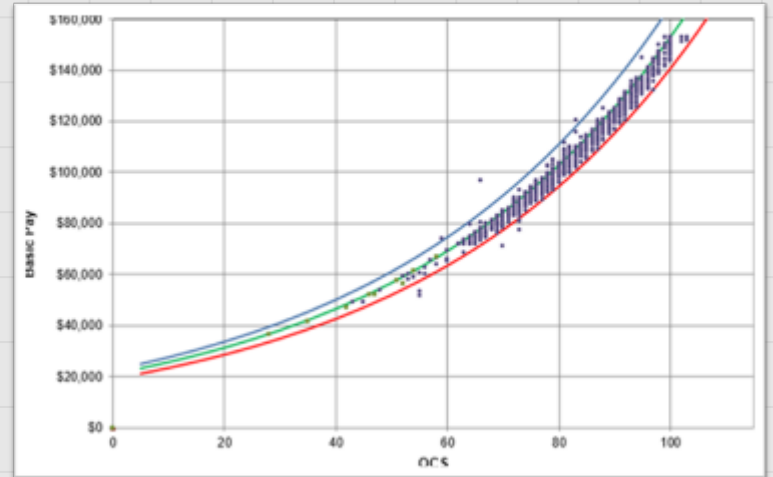
2024

Rail Zone	NH		NK		Total	
A	3	0.2%	0	0.0%	3	0.2%
C1	241	12.6%	1	7.1%	238	12.6%
C2	1661	86.9%	13	92.9%	1677	87.0%
B	6	0.3%	0	0.0%	6	0.3%
Total	1911		14		1925	



2023

Rail Zone	NH		NK		Total	
A	3	0.2%	0	0.00%	3	0.2%
C1	254	13.1%	1	8.33%	255	13.1%
C2	1679	86.5%	11	91.67%	1690	86.5%
B	6	0.3%	0	0.00%	6	0.3%
Total	1942		12		1954	



Definition of Rail Zone

A - Inappropriately compensated above the rails C - Appropriately compensated between the rails B - Inappropriately compensated below the rails

Workforce Demographics



Mission Forward Training

Over the past **five** years work force has **matured**.

- Less employees in the ENTRY level of their pay range
- More employees at the MASTER level of their pay range

	2023		2019	
	# EMP	%	# EMP	%
BELOW	4	2.48%	1	0.60%
ENTRY	16	9.94%	52	30.95%
JOURNEYMAN	68	42.24%	67	39.88%
MASTER	73	45.34%	45	26.79%

Delta Scores Range of CRI%



Mission Forward Training

As workforce has matured the need to give higher ratings to follow the salary growth model of our compensation strategy has decreased

	2023		2019	
DELTA	CRI % AVG	CA % AVG	CRI% AVG	CA% AVG
+0	0.15%	2.01%	0.08%	1.42%
+1	2.18%	2.88%	0.98%	2.01%
+2	4.23%	3.64%	1.89%	2.37%
+3	5.80%	3.87%	2.91%	2.97%

Only 6 employees received a +3 Delta in 2023.
(All were at the bottom or below their pay range)
VS

38 employees receiving a +3 Delta or greater in 2019

Note: 2019 CA funding level (1.30%) adjusted to 2023 funding level (2.50%)

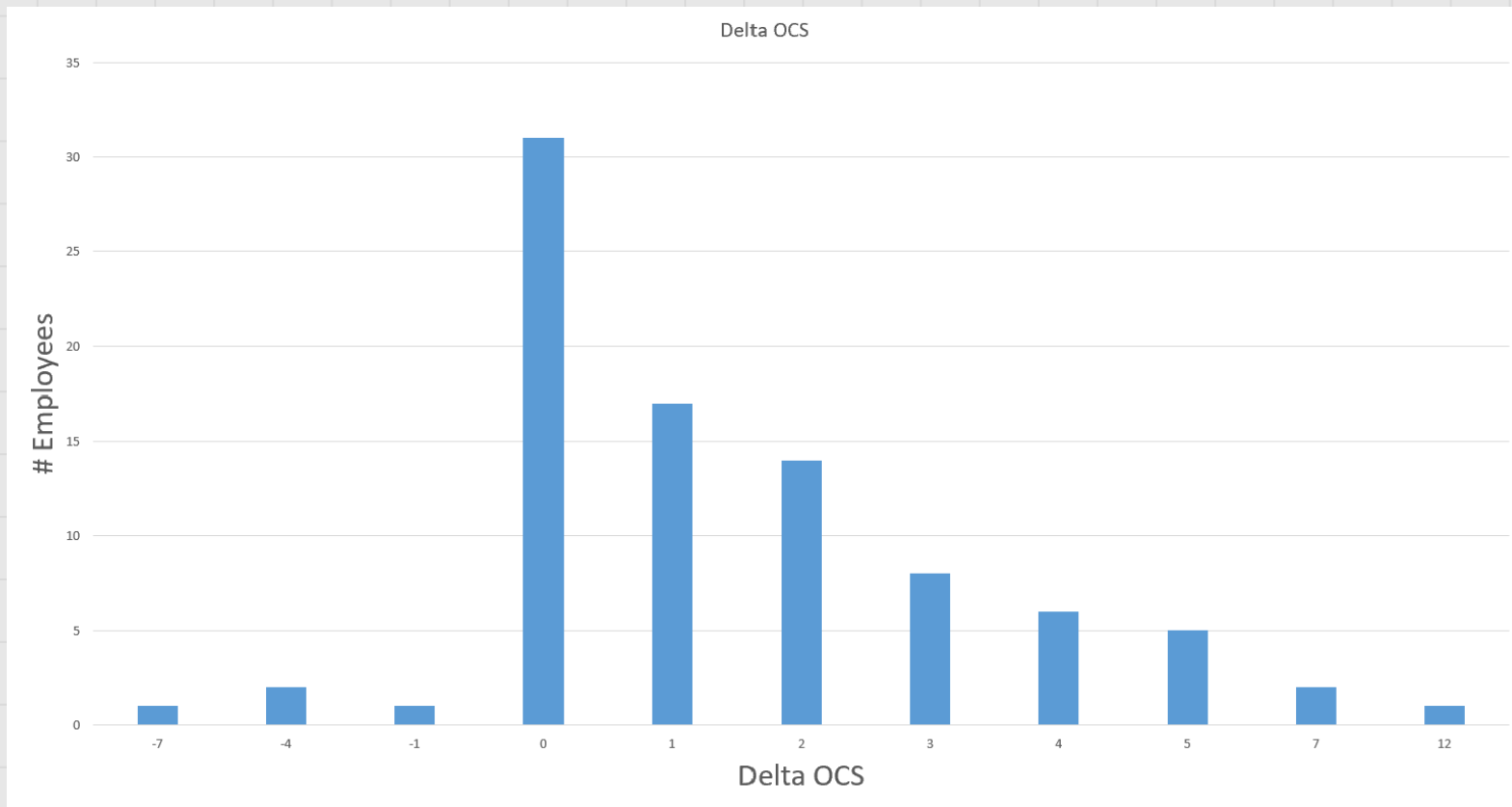
As workforce has matured the need to give higher ratings has increased the value of the CA Awards

Year	CA funding %	Avg Delta	CA Payout % (ALPHA 2)	% increase In payout	OCS 70 DELTA +0 CA AWARD
2020	2.3%	1.64	.2151		\$1364
2021	2.3%	1.13	.2354	9.44%	\$1415
2022	2.3%	.96	.2432	3.31%	\$1580
2023	2.5%	.85	.2910	19.65%	\$1908
2024	2.5%	.52	.3675	26.29%	\$2538

Delta OCS Distribution



Mission Forward Training





05

Course Summary and Support

Summary of Key Concepts



Mission Forward Training



Knowledge essential to a PPA's effectiveness



Address issues identified in Discrepancy Reports



Track employee movement to maintain database integrity



Ensure Pay Pool users are making their deliverables



CAS2Net Accuracy is essential to the CCAS process

Practice Exercises



Practice Scenario



Mission Forward Training

Scenario: Pay Pool Manager wants to review employees by supervisor in alphabetical order.

What actions would you need to take to facilitate this process?

Name	Set Scores	Categorical: Job Achievement and/or Innovation	Categorical: Communication and/or Teamwork	Categorical: Mission Support	Final: Job Achievement and/or Innovation	Final: Communication and/or Teamwork	Final: Mission Support	PAQL: Job Achievement and/or Innovation	PAQL: Communication and/or Teamwork	PAQL: Mission Support	Wildcard 2	Previous Year Expected OCS	Previous Year Expected OCS Range	Previous Year OCS	Delta OCS	Raw Average Rating	Rating Of Record
GRACKLE, COMMON		-	-	-	-	-	-	3	3	3		83	80-87	83	-	3.0	3
PENN, SYLVANIA		VHL	4H	VHL	105	99	105	3	3	3		100	97-104	103	3	3.0	3
MARY, LAND		VHL	4H	4H	105	100	100	3	3	3		100	97-104	102	2	3.0	3
CALI, FORNIA		4H	4H	VHL	100	98	105	3	3	3		100	97-104	101	1	3.0	3
GEOR, GIA		4M	4M	4M	95	95	95	3	3	3		93	90-97	95	2	3.0	3
DELA, WARE		4H	4H	4H	100	100	100	3	3	3		100	97-104	100	-	3.0	3
LOUISI, ANA		4M	4M	4M	94	90	94	5	3	3		90	87-94	93	3	3.7	3
WREN, CAROLINA		3H	3H	3H	83	83	83	3	3	3		83	80-87	83	-	3.0	3
CHICKADEE, CAPPED		3H	3H	3H	83	83	83	3	3	3		83	79-87	83	-	3.0	3
FINCH, GOLD		3H	3H	3H	83	83	83	3	3	3		83	80-87	83	-	3.0	3
WARBLER, RUMPED		3L	3L	3L	66	66	66	3	3	3		66	62-69	66	-	3.0	3
BIRD, BLU		4M	4M	4M	84	85	85	3	3	3		83	80-87	85	2	3.0	3

Practice Scenario



Mission Forward Training

Scenario: A NHIII employees has 4L Cat scores in JA and CT. The Pay Pool Manager decides not to change these scores.

Are there any actions you should take?

Name	Set Scores	Categorical: Job Achievement and/or Innovation	Categorical: Communication and/or Teamwork	Categorical: Mission Support	Final: Job Achievement and/or Innovation	Final: Communication and/or Teamwork	Final: Mission Support	PAQL: Job Achievement and/or Innovation	PAQL: Communication and/or Teamwork	PAQL: Mission Support	Wildcard 2	Previous Year Expected OCS	Previous Year Expected OCS Range	Previous Year OCS	Delta OCS	Raw Average Rating	Rating Of Record
GRACKLE, COMMON		-	-	-	-	-	-	3	3	3	Yes	83	80-87	83	-	3.0	3
PENN, SYLVANIA		VH-L	4H	VH-L	105	99	105	3	3	3		100	97-104	103	3	3.0	3
MARY, LAND		VH-L	4H	4H	105	100	100	3	3	3		100	97-104	102	2	3.0	3
CALI, FORNIA		4H	4H	VH-L	100	98	105	3	3	3		100	97-104	101	1	3.0	3
GEOR, GIA		4M	4M	4M	95	95	95	3	3	3		93	90-97	95	2	3.0	3
DELA, WARE		4H	4H	4H	100	100	100	3	3	3		100	97-104	100	-	3.0	3
LOUISI, ANA		4M	4M	4M	94	90	94	5	3	3		90	87-94	93	3	3.7	3
WREN, CAROLINA		3H	3H	3H	83	83	83	3	3	3		83	80-87	83	-	3.0	3
CHICKADEE, CAPPED		3H	3H	3H	83	83	83	3	3	3		83	79-87	83	-	3.0	3
FINCH, GOLD		3H	3H	3H	83	83	83	3	3	3		83	80-87	83	-	3.0	3
WARBLER, RUMPED		3L	3L	3L	66	66	66	3	3	3		66	62-69	66	-	3.0	3
BIRD, BLUE		4M	4M	4M	84	85	85	3	3	3		83	80-87	85	2	3.0	3

Practice Scenario



Mission Forward Training

Scenario: The Pay Pool Manager wishes to reduce a employees MS Categorical score from a 4L to 3H.

What actions would you need to take to facilitate this process?

Name	Set Scores	Categorical: Job Achievement and/or Innovation	Categorical: Communication and/or Teamwork	Categorical: Mission Support	Final: Job Achievement and/or Innovation	Final: Communication and/or Teamwork	Final: Mission Support	PAQL: Job Achievement and/or Innovation	PAQL: Communication and/or Teamwork	PAQL: Mission Support	Wildcard 2	Previous Year Expected OCS	Previous Year Expected OCS Range	Previous Year OCS	Delta OCS	Raw Average Rating	Rating Of Record
GRACKLE, COMMON		-	-	-	-	-	-	3	3	3		83	80-87	83	-	3.0	3
PENN, SYLVANIA		VH-L	4H	VH-L	105	99	105	3	3	3		100	97-104	103	3	3.0	3
MARY, LAND		VH-L	4H	4H	105	100	100	3	3	3		100	97-104	102	2	3.0	3
CALI, FORNIA		4H	4H	VH-L	100	98	105	3	3	3		100	97-104	101	1	3.0	3
GEOR, GIA		4M	4M	4M	95	95	95	3	3	3		93	90-97	95	2	3.0	3
DELA, WARE		4H	4H	4H	100	100	100	3	3	3		100	97-104	100	-	3.0	3
LOUISI, ANA		4M	4M	4M	94	90	94	5	3	3		90	87-94	93	3	3.7	3
WREN, CAROLINA		3H	3H	3H	83	83	83	3	3	3		83	80-87	83	-	3.0	3
CHICKADEE, CAPPED		3H	3H	3H	83	83	83	3	3	3		83	79-87	83	-	3.0	3
FINCH, GOLD		3H	3H	3H	83	83	83	3	3	3		83	80-87	83	-	3.0	3
WARBLER, RUMPED		3L	3L	3L	66	66	66	3	3	3		66	62-69	66	-	3.0	3
BIRD, BLUE		4M	4M	4M	84	85	85	3	3	3		83	80-87	85	2	3.0	3

Practice Scenario

Scenario: Pay Pool Panel Member wishes to raise a NHIII employee's JA&I numerical score from a 78 to 79.

What actions would you need to take to facilitate this process?

	see formula																
Name	Set Scores	Categorical: Job Achievement and/or Innovation	Categorical: Communication and/or Teamwork	Categorical: Mission Support	Final: Job Achievement and/or Innovation	Final: Communication and/or Teamwork	Final: Mission Support	PAQL: Job Achievement and/or Innovation	PAQL: Communication and/or Teamwork	PAQL: Mission Support	Yes Wildcard 2	Previous Year Expected OCS	Previous Year Expected OCS Range	Previous Year OCS	Delta OCS	Raw Average Rating	Rating Of Record
GRACKLE, COMMON		-	-	-	-	-	-	3	3	3		83	80-87	83	-	3.0	3
PENN. SYLVANIA		VH-L	4H	VH-L	105	99	105	3	3	3		100	97-104	103	3	3.0	3
MARY, LAND		VH-L	4H	4H	105	100	100	3	3	3		100	97-104	102	2	3.0	3
CALI, FORNIA		4H	4H	VH-L	100	98	105	3	3	3		100	97-104	101	1	3.0	3
GEOR, GIA		4M	4M	4M	95	95	95	3	3	3		93	90-97	95	2	3.0	3
DELA, WARE		4H	4H	4H	100	100	100	3	3	3		100	97-104	100	-	3.0	3
LOUISI, ANA		4M	4M	4M	94	90	94	5	3	3		90	87-94	93	3	3.7	3
WREN, CAROLINA		3H	3H	3H	83	83	83	3	3	3		83	80-87	83	-	3.0	3
CHICKADEE, CAPPED		3H	3H	3H	83	83	83	3	3	3		83	79-87	83	-	3.0	3
FINCH, GOLD		3H	3H	3H	83	83	83	3	3	3		83	80-87	83	-	3.0	3
WARBLER, RUMPED		3L	3L	3L	66	66	66	3	3	3		66	62-69	66	-	3.0	3
BIRD, BLU		4M	4M	4M	84	85	85	3	3	3		83	80-87	85	2	3.0	3



Practice Scenario

Scenario: A NHII employee has an EOCS of 59 and the supervisor recommended an OCS of 63 (Delta +4) with a ROR of 5. The Pay Pool decided not to adjust the scores.

Are there any actions you should take?

Name	Set Scores	Categorical: Job Achievement and/or Innovation	Categorical: Communication and/or Teamwork	Categorical: Mission Support	Final: Job Achievement and/or Innovation	Final: Communication and/or Teamwork	Final: Mission Support	PAQL: Job Achievement and/or Innovation	PAQL: Communication and/or Teamwork	PAQL: Mission Support	see formula Wildcard 2	Previous Year Expected OCS	Previous Year Expected OCS Range	Previous Year OCS	Delta OCS	Raw Average Rating	Rating Of Record
											Yes						
GRACKLE, COMMON		-	-	-	-	-	-	3	3	3		83	80-87	83	-	3.0	3
PENN. SYLVANIA		VH-L	4H	VH-L	105	99	105	3	3	3		100	97-104	103	3	3.0	3
MARY, LAND		VH-L	4H	4H	105	100	100	3	3	3		100	97-104	102	2	3.0	3
CALI, FORNIA		4H	4H	VH-L	100	98	105	3	3	3		100	97-104	101	1	3.0	3
GEOR, GIA		4M	4M	4M	95	95	95	3	3	3		93	90-97	95	2	3.0	3
DELA, WARE		4H	4H	4H	100	100	100	3	3	3		100	97-104	100	-	3.0	3
LOUISI, ANA		4M	4M	4M	94	90	94	5	3	3		90	87-94	93	3	3.7	3
WREN, CAROLINA		3H	3H	3H	83	83	83	3	3	3		83	80-87	83	-	3.0	3
CHICKADEE, CAPPED		3H	3H	3H	83	83	83	3	3	3		83	79-87	83	-	3.0	3
FINCH, GOLD WARBLER, RUMPED		3H	3H	3H	83	83	83	3	3	3		83	80-87	83	-	3.0	3
		3L	3L	3L	66	66	66	3	3	3		66	62-69	66	-	3.0	3
BIRD, BLU		4M	4M	4M	84	85	85	3	3	3		83	80-87	85	2	3.0	3

Practice Scenario



Mission Forward Training

Scenario: Pay Pool Manager wishes to rank order employees by OCS grouped by their occupation series.

What actions would you need to take to facilitate this process? Any suggestions you would give?

	see formula																
Name	Set Scores	Categorical: Job Achievement and/or Innovation	Categorical: Communication and/or Teamwork	Categorical: Mission Support	Final: Job Achievement and/or Innovation	Final: Communication and/or Teamwork	Final: Mission Support	PAQL: Job Achievement and/or Innovation	PAQL: Communication and/or Teamwork	PAQL: Mission Support	Yes Wildcard 2	Previous Year Expected OCS	Previous Year Expected OCS Range	Previous Year OCS	Delta OCS	Raw Average Rating	Rating Of Record
GRACKLE, COMMON		-	-	-	-	-	-	3	3	3		83	80-87	83	-	3.0	3
PENN. SYLVANIA		VH-L	4H	VH-L	105	99	105	3	3	3		100	97-104	103	3	3.0	3
MARY, LAND		VH-L	4H	4H	105	100	100	3	3	3		100	97-104	102	2	3.0	3
CALI, FORNIA		4H	4H	VH-L	100	98	105	3	3	3		100	97-104	101	1	3.0	3
GEOR, GIA		4M	4M	4M	95	95	95	3	3	3		93	90-97	95	2	3.0	3
DELA, WARE		4H	4H	4H	100	100	100	3	3	3		100	97-104	100	-	3.0	3
LOUISI, ANA		4M	4M	4M	94	90	94	5	3	3		90	87-94	93	3	3.7	3
WREN, CAROLINA		3H	3H	3H	83	83	83	3	3	3		83	80-87	83	-	3.0	3
CHICKADEE, CAPPED		3H	3H	3H	83	83	83	3	3	3		83	79-87	83	-	3.0	3
FINCH, GOLD		3H	3H	3H	83	83	83	3	3	3		83	80-87	83	-	3.0	3
WARBLER, RUMPED		3L	3L	3L	66	66	66	3	3	3		66	62-69	66	-	3.0	3
BIRD, BLU		4M	4M	4M	84	85	85	3	3	3		83	80-87	85	2	3.0	3



Practice Scenario

Scenario: When Reviewing Delta Stats by supervisor, are there any anomalies that you would point out to the pay pool members for further review?

What actions would you need to take to facilitate this review process?

Summary Statistics of Delta OCS Score					
	Average Delta OCS Score	Standard Deviation	Rating of Record Count		
			1	3	5
Overall	1.03	1.93	2	118	52
NH	1.02	1.94	2	116	52
NJ	-	-	0	0	0
NK	1.50	0.71	0	2	0

						Total
NH						
ARI CALDWELL	0.60	1.14	0	3	2	5
BARRY BURNS	0.50	1.00	0	3	0	3
BOBBY ELAM	0.75	0.50	0	0	4	4
CAL COURIC	1.57	1.81	0	5	2	7
CALEB PRESS	1.29	0.95	0	7	0	7
CARMEN CAVASOS	2.58	1.62	0	9	3	12
CHRISTINA GEARY	1.11	0.78	0	7	2	9
DAVID KOOIMAN	1.17	0.41	0	5	1	6
DENISE CHOI	1.80	1.64	0	0	5	5
ED MILLER	1.00	0.00	0	5	0	5

Practice Scenario



Mission Forward Training

Scenario: The PPM wants to see the Delta Stats of employees based on their occupation series.

What actions would you need to take to facilitate this review process?

Summary Statistics of Delta OCS Score

	Average Delta OCS Score	Standard Deviation	Rating of Record Count		
			1	3	5
Overall	1.03	1.93	2	118	52
NH	1.02	1.94	2	116	52
NJ	-	-	0	0	0
NK	1.50	0.71	0	2	0

						Total
NH						
ARI CALDWELL	0.60	1.14	0	3	2	5
BARRY BURNS	0.50	1.00	0	3	0	3
BOBBY ELAM	0.75	0.50	0	0	4	4
CAL COURIC	1.57	1.81	0	5	2	7
CALEB PRESS	1.29	0.95	0	7	0	7
CARMEN CAVASOS	2.58	1.62	0	9	3	12
CHRISTINA GEARY	1.11	0.78	0	7	2	9
DAVID KOOIMAN	1.17	0.41	0	5	1	6
DENISE CHOI	1.80	1.64	0	0	5	5
ED MILLER	1.00	0.00	0	5	0	5

Practice Scenario



Mission Forward Training

Scenario: Last cycle the % of employees receiving a ROR of 5 was 60%, this year the % is 75%. This large increase is a concern to the pay pool manager.

What actions would you suggest to take to further review employee's ROR?

Performance Rating of Record

Career Path ▾								
Rating Of Record ▾	NK		NH		NJ		Total #	Total %
	#	%	#	%	#	%		
	0	0.00%	1	2.27%	0	0.00%	1	1.61%
3 (Fully Successful)	3	42.86%	8	18.18%	2	18.18%	13	20.97%
5 (Outstanding)	4	57.14%	35	79.55%	8	72.73%	47	75.81%
1 (Unacceptable)	0	0.00%	0	0.00%	1	9.09%	1	1.61%
Total	7	100.00%	44	100.00%	11	100.00%	62	100.00%

Program Support



Mission Forward Training

AcqDemo Program Office

- Operating Guide
- AcqDemo Website
 - Reference Material
 - Conversion Tool Calculator
 - Expected Contribution Range Calculator
- Training
 - Workforce Overview
 - CCAS for Supervisors
 - HR Training
 - Business Rules Development
- AcqDemo Program Office Website:
 - <https://www.dau.edu/acqdemo>
- Army AcqDemo website:
 - <https://asc.army.mil/web/acqdemo/>

eLearning

- *AcqDemo 101*
- *Contribution Planning*
- *Giving and Receiving Feedback*
- *CCAS Appraisal Feedback for Supervisors*
- *Writing an Annual Appraisal Self-Assessment*
- *CCAS for Employees*
- *CCAS for Supervisors*
- *HR Flexibilities*
- *Understanding the Pay Pool Process*
- *Spreadsheets Training*
- *CAS2Net 2.0 for Employees and Supervisors*
- *CAS2Net 2.0 for Administrators*

QUESTIONS?

Thank you for Attending!

**Spreadsheet Basics
For Pay Pool
Administrators**



Mission Forward Training