

United States Department of Defense (DoD)

Acquisition Workforce Demonstration Project (AcqDemo)

Contribution-based Compensation and Appraisal System Software (CAS2Net)



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SUB-PANEL SPREADSHEET USER GUIDE

Version V1.0

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Prepared for:

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Acquisition Workforce Demonstration Project (AcqDemo)

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AcqDemo Sub-Panel Spreadsheet (2021) Description

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The Sub-Panel Meeting spreadsheet is a Microsoft Excel macro-enabled workbook called *Sub-Panel Meeting 2021 v1.xlsm* consisting of seven tabbed worksheets. The spreadsheet is updated each year, available 1 October and, if necessary, additional versions will be released due to administrative revisions.”

The workbook may be downloaded from the Pay Pool Notices section of CAS2Net located at <https://cas2net.army.mil>. The workbook initially comes “empty” and must be populated with data by importing a file. CAS2Net, an online database application, creates these import files. *Any time a file is imported into the workbook, all existing data are cleared and replaced with data from the imported file.* The seven tabbed worksheets are described in this document in the order in which they appear along the bottom of the workbook.

Contents

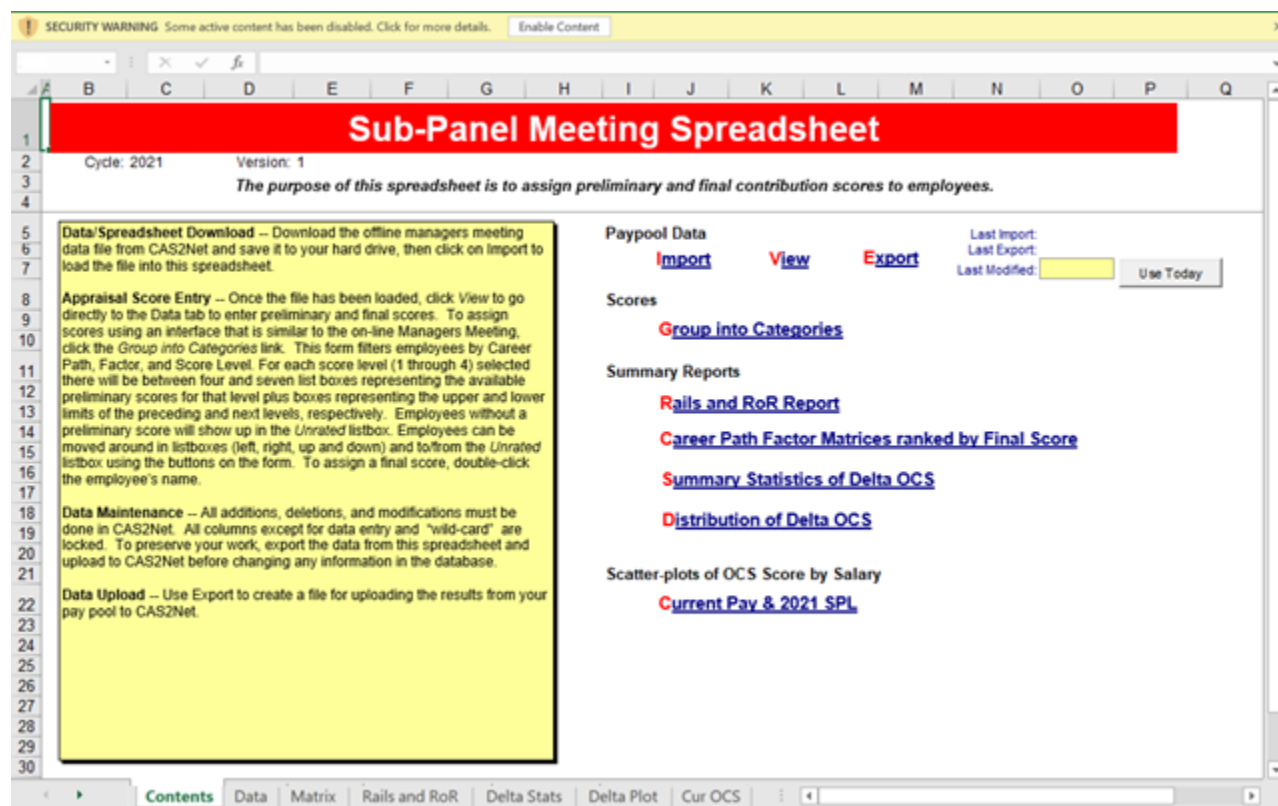
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Changes for 2021

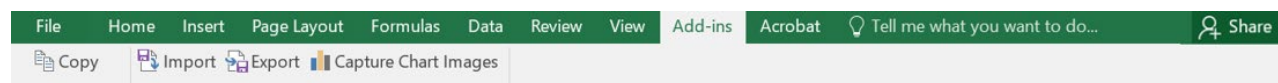
Date of Change	Sheet	Topic	Remarks
Fall 2021	Matrix	Hide career path sections for the career paths that do not exist in the CMS.	N/A

Contents

This worksheet, shown below, is the first sheet you will see after you open the workbook and activate the macros. It might be necessary to click the white **Enable Content** button to enable the macros. This first tab provides a brief description of the workbook, its purpose, and contents. The right side of the sheet provides links for import and export files and navigation around the workbook. The cycle year is displayed in the upper left corner just below the red title bar. The date and time of the last import and export of files into and out of the workbook are shown in the upper right corner.



Clicking on the “Import” link, or on the “Import” button on the custom toolbar located in the **Add-Ins** menu, will allow you to import a data file into the workbook.



You will be prompted to select the data file you wish to import. It will take the workbook several seconds (depending on the size of your file) to import the data and run the macros required to format it properly. You can only import files that have been specifically formatted for import into the workbook by CAS2Net. These files follow a standardized naming convention from CAS2Net like this *ppXXXX_to_spYYYY.csv*, where *XXXX* is your pay pool identifier and *YYYY* is the sub-panel identifier.

Clicking on the “View” link will take you to the tabbed worksheet called “Data” that is described later in this document. This is where you will do the majority of all score entry.

Clicking on the “Export” link (or the “Export” button on the Add-Ins custom toolbar) will allow you to export a data file from the workbook. You will be prompted to confirm the export and to select the location where you want the exported file saved. The workbook will automatically assign the file name *ppXXXX_to_spYYYY_to_Master.csv*. You may append more to the file name for easier identification as needed. This file is specifically formatted to upload Sub-Panel data to CAS2Net.

Summary Reports

Clicking on the “Rails Report” link takes you to the tabbed worksheet called “Rails and RoR” that is described later in this document.

Clicking on the “Career Path Factor Matrices ranked by Final Score” link takes you to the tabbed worksheet called “Matrix” that is described later in this document.

Clicking on the “Summary Statistics of Delta OCS” link takes you to the tabbed worksheet called “Delta Stats” that is described later in this document.

Clicking on the “Distribution of Delta OCS” link takes you to the tabbed worksheet called “Delta Plot” that is described later in this document.

Scatter Plot of OCS Score by Salary

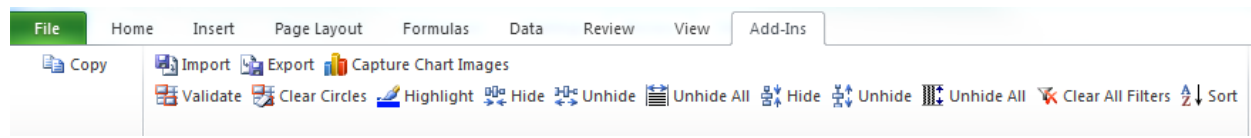
Clicking on the “Current Pay & 2021 SPL” link takes you to the tabbed worksheet called “Cur OCS” that is described later in this document.

Data

This is the main worksheet in the workbook. It contains all of the employee data and is where individual contribution factors and PAQL ratings are recorded. The worksheet displays 47 columns that are each described in the table at the end of this section.

	A	B	F	G	H	I	J	K	L	M	N	O	P	Q	R	S		
1	Return to Main Menu																	
2																		
3																		
4	Goto Scores																	
5																		
6																		
7	Blue arrows indicate fields set to filter the data.																	
8																		
9	Last Name	First Name	Paypool	Office Symbol	Wildcard 1	Presumptive Status?	Retained Pay?	Career Path	Broadband Level	Occ Series	CY2021 Base Pay	CY2021 Pay Used in CRI Calculations	Rateable Temp Promotion	Locality Code	Previous OCS	Previous Rating of Record	Sta	
10																		
11	BAKER	AMBER	PP90909			0	0	NH	3	0830	\$70,000	\$70,000		AL		3		
12	EMPLOYEE	FORGOTTEN	PP90909	abc		2	0	NH	2	0000	\$56,000	\$56,000		DFW		3		
13	POIROT	AGATHA	PP90909			0	1	NH	3	0343	\$123,123	\$100,692		ATL		5		
14	WATSON	SHERLOCK	PP90909			0	0	NH	3	0343	\$97,777	\$97,777		ATL		3		
15	SUPERUSER	SABASTIAN	PP90909			0	0	NH	3	0343	\$77,000	\$77,000		ATL		3		
16	ACIR	CHARLES	PP90909			0	0	NH	4	0830	\$100,000	\$100,000		AL		5		
17	ADMINISTRATOR	AHMED	PP90909			0	0	NH	3	0000	\$83,000	\$83,000		ATL		1		
18	PLEER	HARRY	PP90909			0	0	NJ	3	0856	\$60,740	\$60,740		LA		3		
19	ESCOBAR	SANTOS	PP90909			0	0	NJ	4	0856	\$73,117	\$73,117		LA		3		
20	JAMES	LATECOMER	PP90909			0	0	NJ	2	0000	\$45,000	\$45,000		AL		3		
21	ALLEN	CAROL	PP90909			0	0	NK	2	0318	\$40,000	\$40,000		HNT		5		
22																		
23																		
24																		
25	Enter an X in this row to hide columns																	
26																		
27																		
28																		

The upper left corner of the worksheet contains links to the Main Menu (Contents) and Scores section of this worksheet used to enter scores. You can quickly return to the upper left corner of this or any other worksheet by holding down the <Ctrl> key and pressing <Home>. From “Add-Ins”, there are fourteen buttons on the Add-Ins custom toolbar at the top of this worksheet that perform the following functions:



Import – Use import to load a data file into the workbook

Export – Use export to create a data file for uploading the results to CAS2Net.

Capture Chart Images – Brings up a user form that allows output of any/all charts in the Sub-Panel spreadsheet either into Excel or PowerPoint format. This is the safest way to output charts from the CMS spreadsheet as employee data is not included with the chart. Charts are copied/pasted as images not as Excel objects.

Validate (next row) – Checks the internal consistency of data entered in the worksheet and circles inconsistent entries in red. For example, a numerical factor score that is outside the allowable range for the corresponding category score would be circled. A red flag appears at the top of each column that contains a red circle to help you quickly locate the circles. You cannot run validation while columns are hidden or filters are set – if you do, you will get a warning message reminding you to unhide all columns and clear all filters before running the validation macro.

Clear Circles – After clicking on the “Validate” button and correcting any highlighted inconsistencies, this button removes all red circles. You can also click on Validate again to remove the circles and leave any that were not fixed.

Highlight – This button allows you to change the background color of any selected cell or range of cells. To remove the highlighting, select the cell or range of cells again, click the highlight button, and choose the white background.

Hide Column – The user may hide columns from view by selecting any cell in the columns to be hidden and then clicking on this button. Single columns are selected by clicking on any cell in the column. Multiple columns are selected by holding down the <Ctrl> key while clicking on any cells in the columns. A range of columns is selected by clicking and dragging across any row of cells in the range of columns. The first two columns (A and B) cannot be hidden.

Unhide Column – Clicking this button will unhide columns you have just hidden *as long as you have not moved the cursor*. You can also unhide a specific column or range of columns by highlighting cells in the columns on either side of the hidden column or range of columns, and then clicking this button.

Unhide All Columns – This button restores to view all hidden columns.

Hide Row – The user may hide rows from view by selecting any cell in the row or rows to be hidden and then clicking on this button. A single row is selected by clicking on any cell in the row. Multiple rows are selected by holding down the <Ctrl> key while clicking on any cells in the rows. A range of rows is selected by clicking and dragging up or down any column of cells.

Unhide Row – Clicking this button will unhide rows you have just hidden *as long as you have not moved the cursor*. You can also unhide a specific row or range of rows by highlighting cells in the rows on either side of the hidden rows or range of rows, and then clicking this button.

Unhide All Rows – This button restores to view all hidden rows.

Each column heading contains a **filter** arrow for the column. Clicking on the filter arrow brings up a list of all of the values in the column, plus the following other choices: All, Top 10, Custom, Blanks, Non-Blanks. The user can limit which rows are displayed by filtering on specific values in one or more columns. For example, the display could be limited to only NH-4 employees by filtering on “NH” in column K and “4” in column L. When a filter is active, the filter arrow turns blue. A filter may be de-activated by selecting “All” under the filter choices. Blanks and Non-Blanks may also be used for filtering. For example, to identify employees who do not yet have numerical scores on a particular factor, select “Blanks” in the filter for the factor score column. The “Top 10” choice displays the ten highest values in a column – it can only be used with numerical data. The “Custom” choice allows the user to design more complex filter criteria.

Clear All Filters – This button clears all filters you have set, including filters on worksheets other than the one you are currently on. You cannot import data into the workbook with filters set, so any time you click the “Import” link on the Contents sheet all filters are automatically cleared.

Sort – Allows the user to sort the rows in the worksheet by any combination of up to three columns. Sorts may be in either ascending or descending order. The sorts are specified using the standard Excel sort function. You must know the letters of the columns you want to sort on because the column headings cannot be included in the sort range.

There are rows, which are below all the data records, provide cells in which the user can enter formulas to compute column statistics (sums, means, counts, etc.). If you want the formulas to be re-applied each time you import data into the spreadsheet, you must include in the formula’s range the row immediately above and below the data range. In other words, if you have 47 records in your spreadsheet, the first record is in row 11 and the last record is in row 57. If you want to compute the average CY 2021 base pay, you would enter the following formula in cell N61: AVERAGE(N10:N58). Now, each time you import a file into the workbook, this formula will be applied to the data in column N, no matter how many records are included in the import. If you only include the data rows in the formula range (N11:N60 in the example), the formula will return a reference error after each import. To preserve formulas in the open rows you must import data into the *same* workbook into which you entered the formulas – the formulas in the open rows are not included in the import and export routines.

The first light blue row can also be used to hide columns. Entering an ‘X’ in any column (except for the first two) will cause that column to be hidden when the *Hide Columns* button is clicked. This can be handy, especially for selecting non-adjacent columns that are repeatedly hidden and unhidden. See image below. Note that cell(s) simply selected by your cursor will also cause the column(s) to be hidden.

52	Prince	Wiseman		112003736	AMCLH		0	0	NK	2	0986	28,529	\$28,5
53	Monday	Kooser		112003616	AMCLH		0	0	NK	2	0318	29,189	\$29,1
54	Kat	Cady		112003256	AMCLH		0	0	NK	3	0319	55,588	\$55,5
55	Kaelea	Loewentsein		112003216	AMCLH		0	0	NK	2	0318	28,066	\$28,0
56	Betty	Crossen		112002396	AMCLH		0	0	NK	2	0326	33,769	\$33,7
57	Williams	Wilson		231538512	AMCLH	AMCLHXSB	0	0	NK	2	0086	35,105	\$35,1
58													
59													
60	Open Rows												
61	Enter an X in this row to hide columns		X		X							X	
62													
63													
64													
65													
66													

Navigation bar: Contents | Data | Matrix | Rails | Delta Stats | Delta Plot | Cur OCS | Inf OCS

Assigning Scores on the Data Sheet

Column X on the Data Sheet marks the beginning of the score matrix for the sub-panel. The first three columns show the categorical factor scores, the second three columns show the final integer scores, and the last three columns hold the PAQL rating factors.

Each Career Path and Broadband level combination has their own valid range of categorical scores. In the example below the sub-panel has decided to assign Barry Burns a Categorical Score of 2MH for Job Achievement and/or Innovation by clicking the appropriate cell and then clicking the desired score.

			Categorical			Final			PAQL			Wildcard 2	Wildcard 3
Last Name	First Name	Pay Pool Manager Name	Job Achievement and/or Innovation	Communication and/or Teamwork	Mission Support	Job Achievement and/or Innovation	Communication and/or Teamwork	Mission Support	Job Achievement and/or Innovation	Communication and/or Teamwork	Mission Support	Wildcard 2	Wildcard 3
BAKER	AMBER	JEFFREY UNDERWOOD	2MH	3M	3M	70	70	3	3	3			
EMPLOYEE	FORGOTTEN	JEFFREY UNDERWOOD	2L										
POIROT	AGATHA	JEFFREY UNDERWOOD	2ML	4M	4M	84	84	84	5	5	5		
WATSON	SHERLOCK	JEFFREY UNDERWOOD	2M	4L	3H	83	83	83	3	5	3		
SUPERUSER	SABASTIAN	JEFFREY UNDERWOOD	2H	3M	3M	74	72	76	3	3	3		
ACIR	CHARLES	JEFFREY UNDERWOOD	3L	3M	3M	83	78	67	5	5	5		
ADMINISTRATOR	AHMED	JEFFREY UNDERWOOD	3M	3M	3M	74	74	74	1	3	5		
PLEER	HARRY	JEFFREY UNDERWOOD	3H	3M	4M	58	55	67	3	3	5		
ESCOBAR	SANTOS	JEFFREY UNDERWOOD	4H	3H	3H	79	62	66	3	3	3		

For each Categorical Score, there is a valid list of Final Scores. For 2MH the valid Final Score range is 51 to 61. The sub-panel has decided to assign a final score of 65. This is accomplished by clicking the appropriate cell and choosing the desired score. See below.

			Categorical			Final			PAQL			Wildcard 2	Wildcard 3
Last Name	First Name	Pay Pool Manager Name	Job Achievement and/or Innovation	Communication and/or Teamwork	Mission Support	Job Achievement and/or Innovation	Communication and/or Teamwork	Mission Support	Job Achievement and/or Innovation	Communication and/or Teamwork	Mission Support	Wildcard 2	Wildcard 3
BAKER	AMBER	JEFFREY UNDERWOOD	2MH	3M	3M	51	70	70	3	3	3		
EMPLOYEE	FORGOTTEN	JEFFREY UNDERWOOD				52							
POIROT	AGATHA	JEFFREY UNDERWOOD	4M	4M	4M	53	84	84	5	5	5		
WATSON	SHERLOCK	JEFFREY UNDERWOOD	3H	4L	3H	54	83	83	3	5	3		
SUPERUSER	SABASTIAN	JEFFREY UNDERWOOD	3M	3M	3M	55	72	76	3	3	3		
ACIR	CHARLES	JEFFREY UNDERWOOD	4L	3M	3M	56	78	67	5	5	5		
ADMINISTRATOR	AHMED	JEFFREY UNDERWOOD	3M	3M	3M	57	74	74	1	3	5		
PLEER	HARRY	JEFFREY UNDERWOOD	3M	3M	4M	58	55	67	3	3	5		
ESCOBAR	SANTOS	JEFFREY UNDERWOOD	4H	3H	3H	79	62	66	3	3	3		

There is an additional method for setting scores described later in this document named *Group into Categories* which uses a user form. This approach allows for ranking of employees in lists which can aid in assigning scores.

The final decisions made in the sub-panel spreadsheet is the assignment of the three PAQL factors. Choices are 1,3 or 5 for all three factors.

Data Sheet Column Descriptions

Sources: 1 = Import file (locked in spreadsheet, can be changed in CAS2Net)
 2 = Computed by spreadsheet (locked)
 3 = User entry (shaded below)

Col	Source	Description
A	1	Employee's last name
B	1	Employee's first name
C	1	Employee's middle initial
D	1	Employee's suffix (e.g., Jr, II)
E	1	Employee's CAS2Net ID number
F	1	Employee's Pay pool number
G	1	Employee's office symbol
H	3	First open (wildcard) column for pay pool use. Values entered or computed in this column will be saved in any export back to CAS2Net, and will be returned to this worksheet in subsequent imports. However, formulas entered in this column will not be preserved through subsequent export-import cycles unless the formula is also entered in the yellow cell immediately below the wide gray line after the last person's record . The formula is only saved if you import back into the same spreadsheet you used to do the export. You can change the column heading by clicking in the cell immediately above the heading, using the down arrow to enter the cell, and changing the heading in the formula bar.
I	1	Employee's presumptive status (0 = none, 1 = due to time, compute OCS from SPL and current pay, 2 = due to circumstances, compute OCS from SPL and current pay and RoR of 3, 3 = due to circumstances, recertify previous OCS and RoR, 4 = due to prolonged absence, compute OCS from SPL and current pay and RoR of 3)
J	1	Retained pay (0 = no, 1 = yes, no CRI, eligible for CA and Carryover CRI, GPI = half the dollar increase in maximum pay for the employee's broadband and career path)
K	1	Career path (NH = Business Management and Technical Management Professional, NJ = Technical Management Support, NK = Administrative Support)
L	1	Broadband level (1, 2, 3, or 4)
M	1	Occupational series
N	1	CY 2021 annual basic pay rate
O	2	Reflects max of band for employees on retained pay employees instead of base pay. Used for calculating columns such as expected OCS.
P	1	Ratable Temp Promotion. Indicator if the person is on a Ratable Temp Promotion. Data in the spreadsheet will reflect the promotion information.
Q	1	Locality pay area code
R	1	OCS from the previous cycle
S	1	Rating of Record from previous cycle

Col	Source	Description
T	1	Start date – the date the employee first entered AcqDemo. This date does NOT change when employees move from one AcqDemo pay pool to another.
U	1	Name of the employee's first level supervisor
V	1	Sub-Panel meeting manager's name. The name of the manager who will chair the sub-panel meeting at which the employee's contribution scores will be assigned, or it could be an organization code or other identifier for a group of employees. CAS2Net can export separate files for each unique identifier in this column.
W	1	Name of the employee's pay pool manager. This name will appear on Part I of the Salary Appraisal Form given to the employee.
X		Marks the start of the appraisal score section of the spreadsheet
Y	3	Categorical score for contribution factor "Job Achievement and/or Innovation". Categories are selected from a drop down list by first clicking in the cell and then clicking on the down arrow. Only categories appropriate to the employee's career path and broadband level are displayed. If the import file contains this score, it will appear in the spreadsheet. A categorical score is required before a final score selection can be made.
Z	3	Categorical score for contribution factor "Communication and/or Teamwork". Categories are selected from a dropdown list by first clicking in the cell and then clicking on the down arrow. Only categories appropriate to the employee's career path and broadband level are displayed. If the import file contains this score, it will appear in the spreadsheet. A categorical score is required before a final score selection can be made.
AA	3	Categorical score for contribution factor "Mission Support". Categories are selected from a dropdown list by first clicking in the cell and then clicking on the down arrow. Only categories appropriate to the employee's career path and broadband level are displayed. If the import file contains this score, it will appear in the spreadsheet. A categorical score is required before a final score selection can be made.
AB	3	Final numerical score for contribution factor " Job Achievement and/or Innovation". The numerical score is selected from a drop down list by first clicking in the cell and then clicking on the down arrow. Only numbers appropriate to the employee's career path and broadband level and categorical score are displayed. If no categorical score was entered, then the selection of a final factor is disallowed. If the import file contains this score, it will appear in the spreadsheet.
AC	3	Final numerical score for contribution factor " Communication and/or Teamwork ". The numerical score is selected from a drop down list by first clicking in the cell and then clicking on the down arrow. Only numbers appropriate to the employee's career path and broadband level and categorical score are displayed. If no categorical score was entered, then the selection of a final factor is disallowed. If the import file contains this score, it will appear in the spreadsheet.

Col	Source	Description
AD	3	Final numerical score for contribution factor " Mission Support ". The numerical score is selected from a drop down list by first clicking in the cell and then clicking on the down arrow. Only numbers appropriate to the employee's career path and broadband level and categorical score are displayed. If no categorical score was entered, then the selection of a final factor is disallowed. If the import file contains this score, it will appear in the spreadsheet.
AE	3	Performance Appraisal Quality Levels score for contribution factor "Job Achievement and/or Innovation ". PAQL scores are selected from a drop-down list with values of 1, 3 and 5. Cells for employees with a presumptive status other than zero are locked.
AF	3	Performance Appraisal Quality Levels score for contribution factor "Communication and/or Teamwork ". PAQL scores are selected from a drop-down list with values of 1, 3 and 5. Cells for employees with a presumptive status other than zero are locked.
AG	3	Performance Appraisal Quality Levels score for contribution factor Mission Support ". PAQL scores are selected from a drop-down list with values of 1, 3 and 5. Cells for employees with a presumptive status other than zero are locked.
AK	3	Second open (wildcard) column for pay pool use. Values entered or computed in this column will be saved in any export back to CAS2Net, and will be returned to this worksheet in subsequent imports. However, formulas entered in this column will not be preserved through subsequent export-import cycles unless the formula is also entered in the yellow cell immediately below the wide gray line after the last person's record . The formula is only saved if you import back into the same spreadsheet you used to do the export. You can change the column heading by clicking in the cell immediately above the heading, using the down arrow to enter the cell, and changing the heading in the formula bar.
AL	3	Third open (wildcard) column for pay pool use. Values entered or computed in this column will be saved in any export back to CAS2Net and will be returned to this worksheet in subsequent imports. However, formulas entered in this column will not be preserved through subsequent export-import cycles unless the formula is also entered in the yellow cell immediately below the wide gray line after the last person's record . The formula is only saved if you import back into the same spreadsheet you used to do the export. You can change the column heading by clicking in the cell immediately above the heading, using the down arrow to enter the cell, and changing the heading in the formula bar.
AM	1	On ACDP? An indicator that the employee is on an ACDP position.
AN	1	Last ACDP Date.
AO	1	Last ACDP %.

Col	Source	Description
AP/ AQ	3	OCS Control Point / Control Point \$ Depending on which control point the pay pool is utilizing, one of these columns will be visible and contain the appropriate control point.
AR	2	Control Point \$ used. Will not be visible if column AQ is visible. But if pay pool utilizes an OCS based control point then this column is visible and shows the value of the Control Point.
AS	2	Expected OCS, computed from CY2021 basic pay and the formula for the Standard Pay Line (SPL).
AT	2	Expected OCS Range, computed from CY2021 basic pay and the formulas for the lower rail and upper rail pay.
AU	2	2021 OCS, computed as the weighted average of the 3 numerical factor scores for non-presumptive employees. If any of the <u>final numerical</u> factor scores are blank, this field will be blank. For presumptive status = 1, 2, or 4, 2021 OCS is Calculated as Expected OCS = $\frac{\text{LN}(\text{Base Pay} / \text{GS} - 1 \text{step 1 pay 2021})}{\text{LN}(1.0200429)^*}$ Presumptive status = 3, last year's score is recertified. * This number can vary depending on the GS pay tables.
AV	2	Delta OCS, computed as the difference between Expected OCS (column AS and 2021 OCS (column AU)
AW	2	Raw average rating, computed as the average of the PAQL ratings (column AE through AG).
AX	2	Rating of record, values are, 1 – Unacceptable, 3 – Fully Successful and 5 – Outstanding and are derived from the raw average rating (column AW).
AY	2	Rail position based on final numerical OCS and current basic pay (A = above the upper rail, B = below the lower rail, C1 = above the SPL but below the upper rail, C2 = on or below the SPL but on or above the lower rail)

Matrix

This worksheet, part of which is shown below, rank orders employees by individual factor score and by OCS. Employees are identified by career path, last name, first name, and broadband. The sort order on scores (low to high or high to low) may be done by broadband or across all broadbands. The order can be selected with the four buttons on the left (“All”, “NH”, “NJ”, and “NK”). There are links in the upper left corner to return to the Main Menu (Contents) (“Return to Main Menu”) worksheet or the Data worksheet (“Return to Data”).

[Return to Main Menu](#)
[Return to Data](#)
Factor Matrix
[All](#) [NH](#) [NJ](#) [NK](#)

Each list gives the name and integer score on the factor.
 Use the buttons to rank order the lists by integer score.

2018 OCS				Lvl	Scr
NK	Arndt	Aaron	2	41	
NK	Curtiss	Dan	3	61	
NK	Irinski	Ivan	3	60	
NK	Freeman	Francis	2	44	
NK	Donaldson	Dennis	2	46	
NK	Karnes	Keith	2	44	
NK	Williams	Wilson	2	45	
NK	Dancy	Dyanne	1	16	
NJ	Tarman	Timothy	3	59	
NJ	Hansen	Ike	4	65	
NJ	Yatey	Zane	4	82	
NJ	O'Connor	Olive	4	63	
NJ	Rhone	Ronald	3	60	
NJ	Hoang	Eric	1	22	
NH	Burns	Barry	2	64	
NH	Michelson	Nancy	4	99	

Final Scores											
Job Achievement and/or Innovation			Communication and/or Teamwork			Mission Support			2018 OCS		
Lvl	Scr		Lvl	Scr		Lvl	Scr		Lvl	Scr	
2	62	Burns Barry	2	65	Burns Barry	2	66	Burns Barry	2	64	
4	99	Michelson Nancy	4	99	Michelson Nancy	4	99	Michelson Nancy	4	99	
2	65	Harris Henry	2	65	Harris Henry	2	65	Harris Henry	2	65	
3		Martinez Mary	3		Martinez Mary	3		Martinez Mary	3	77	
2	28	Artis Amy	2	28	Artis Amy	2	36	Artis Amy	2	31	
3	77	Sorenson Sarah	3	77	Sorenson Sarah	3	77	Sorenson Sarah	3	77	
2		Zurbruggen Zack	2		Zurbruggen Zack	2		Zurbruggen Zack	2	61	
3	82	Udell Vincent	3	82	Udell Vincent	3	82	Udell Vincent	3	82	
3	74	Babbitt Chris	3	77	Babbitt Chris	3	73	Babbitt Chris	3	75	
3	82	Celon Connie	3	82	Celon Connie	3	82	Celon Connie	3	82	
4	99	Evans Francis	4	99	Evans Francis	4	99	Evans Francis	4	99	
4	99	Gonzalez Helen	4	99	Gonzalez Helen	4	99	Gonzalez Helen	4	99	
4	99	Iverson John	4	99	Iverson John	4	99	Iverson John	4	99	
3	82	Quarles Richard	3	82	Quarles Richard	3	82	Quarles Richard	3	82	
3	73	Stewart Tammy	3	73	Stewart Tammy	3	73	Stewart Tammy	3	73	
3	82	Evans Erin	3	82	Evans Erin	3	82	Evans Erin	3	82	

The first matrix orders all employees in all career paths based on their OCS. The second matrix orders all employees in the NH career path according to each of the 3 final numerical factor scores, and by OCS. The second and third matrices (off the screen to the right in the figure above) order all of the NJ and NK employees. The career path links in the upper left corner of the worksheet are for quick navigation among the matrices – you can also browse through the worksheet using the scroll bars at the bottom and right of the screen. Career Paths with no employees will no longer be visible on this tab, starting with the 2021 Cycle. The data can be printed by clicking on the printer icon on the Excel toolbar. The all-career path matrix is printed on one page, and each career path matrix is printed on a separate page.

Rails and RoR Report

This worksheet provides counts and percentages of employees by rail position and rating of record. The top table shows rail position by career path based on final, numerical OCS. The second table presents the distribution of Ratings of Record for each of the career paths. The modal rating of record by career path is found on the row below the second table. Note that modal rating can have more than one value if two or all three of the PAQL scores tie for the most use. There is a link to the Main Menu (Contents) worksheet in the upper left corner, and the report can be printed by clicking on the printer icon in the Excel toolbar.

Return to Main Menu									
Rails Report									
<i>Final</i>									
Rail Zone	NH		NJ		NK		Total		
	Number	Percent	Number	Percent	Number	Percent	Number	Percent	
A (Above the UR)	4	12.1%	3	50.0%	0	0.0%	7	14.9%	Definition of Rail Zone
C1 (UR to SPL)	6	18.2%	1	16.7%	2	25.0%	9	19.1%	Inappropriately compensated above the rails
C2 (SPL to LR)	9	27.3%	1	16.7%	1	12.5%	11	23.4%	Appropriately compensated between the rails > SPL
B (Below the LR)	14	42.4%	1	16.7%	5	62.5%	20	42.6%	Appropriately compensated between the rails <= SPL
Total	33	100.0%	6	100.0%	8	100.0%	47	100.0%	Inappropriately compensated below the rails
<small>Note: Only visible rows are included in tabulation</small>									
Performance Rating of Record									
Rating of Record	NH		NJ		NK		Total		
	Number	Percent	Number	Percent	Number	Percent	Number	Percent	
1 (Unacceptable)	4	12.5%	1	16.7%	1	12.5%	6	13.0%	Definition of Rating Record
3 (Fully Successful)	23	71.9%	4	66.7%	7	87.5%	34	73.9%	Unacceptable
5 (Outstanding)	5	15.6%	1	16.7%	0	0.0%	6	13.0%	Fully Successful
Total	32	100.0%	6	100.0%	8	100.0%	46	100.0%	Outstanding
<small>Note: Only visible rows are included in tabulation</small>									
Modal	3		3		3		3		

Below the rails report there are some parameters and computations relating to the current year and next year's SPL and rails. These values are used internally by the workbook and are not intended for pay pool use.

Delta Statistics

This worksheet displays Delta OCS averages and standard deviations as well as Rating of Record Counts. Delta OCS is the difference between an employee's actual OCS and expected OCS, as computed from current salary and the formula for the SPL. Standard deviation is a statistical measure of the range, or dispersion of Delta OCS values.

[Return to Main Menu](#)
[View Delta OCS Distribution](#)

Delta Plot Grouping
 Supervisor Office Symbol Wildcard Col # 1
Statistics do not include employees with missing value of selected group

Summary Statistics of Delta OCS Score				Rating of Record Count		
	Average Delta OCS Score	Standard Deviation	1	3	5	
Overall	3.53	10.56	6	34	6	
NH	3.88	10.58	4	23	5	
NJ	-4.00	11.73	1	4	1	
NK	7.75	7.30	1	7	0	

		Average Delta OCS Score	Standard Deviation	1	3	5	Total
NH							
	Chris Babbitt	5.50	7.78	0	1	1	2
	Dan Curtiss	1.50	2.12	0	0	2	2
	Eileen Daniels	7.33	9.50	0	3	0	3
	Francis Evans	11.00	N/A	0	0	1	1
	George Fites	16.00	18.52	1	2	0	3
	Helen Gonzalez	3.00	9.85	0	3	0	3
	Ike Hansen	1.00	3.46	0	2	1	3
	John Iverson	9.00	0.00	0	2	0	2
	Peter Olson	4.40	8.26	0	5	0	5
	Richard Quarles	3.00	13.75	2	1	0	3
	Tammy Stewart	0.00	1.41	0	2	0	2
	Trish Flynn	-29.00	N/A	1	0	0	1
	Vincent Udell	0.33	0.58	0	2	0	3
NJ							
	Eileen Daniels	13.00	N/A	1	0	0	1
	John Iverson	3.00	N/A	0	0	1	1

The top of the worksheet shows statistics by career path and overall. The middle of the worksheet shows statistics for groups of employees within each career path. The bottom shows statistics for the overall pay pool.

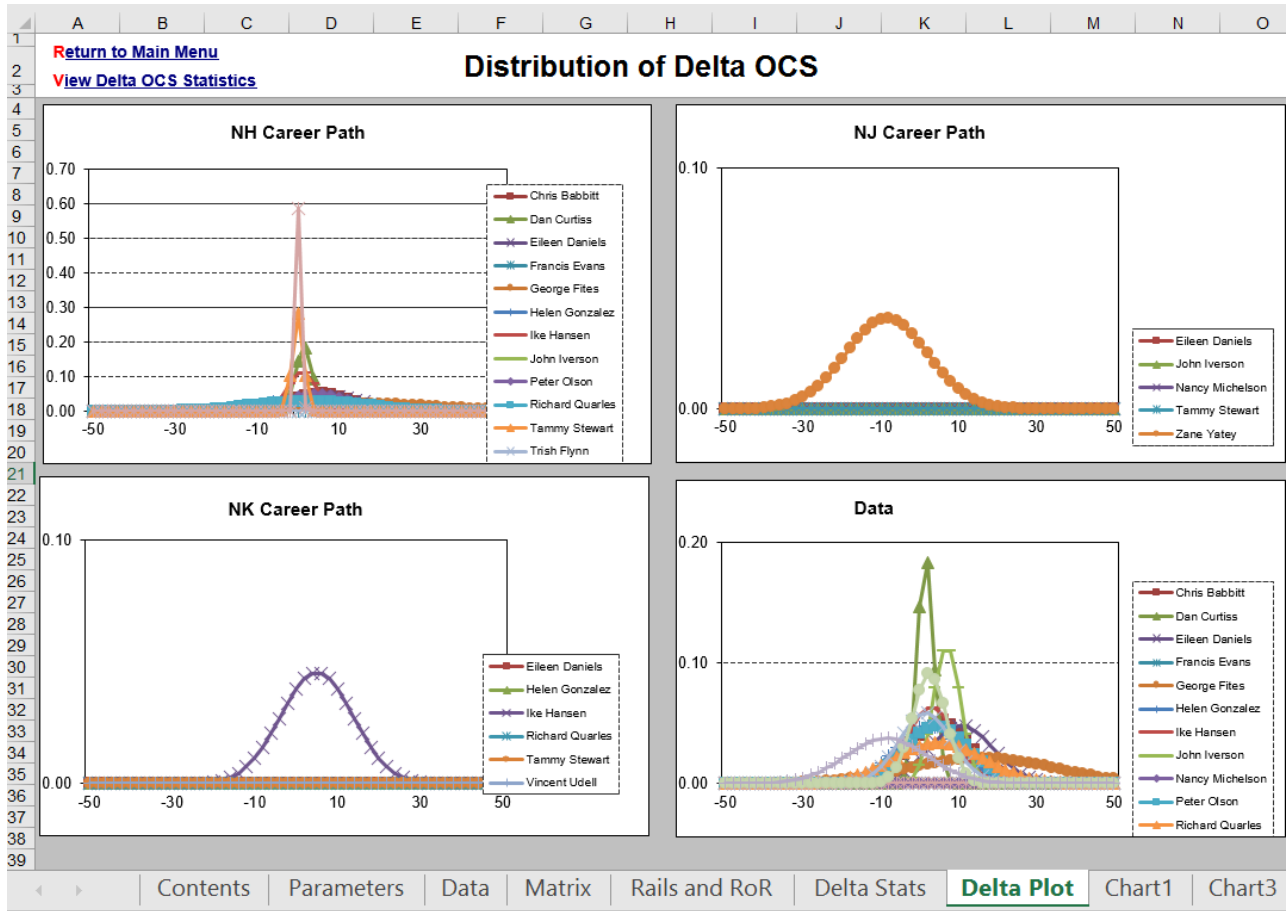
The groups can be defined by either first level supervisor (column U on the data sheet) or one of the three Wildcard columns. “Delta Plot Grouping” box at the top of this worksheet contains radio buttons that allows you to switch groupings between first level supervisor or the Wildcard column of choice. To investigate groupings from other columns within the Data tab, first copy the values from the column in question to the Wildcard 1 column. Then select wildcard 1 and the “Refresh” button in the Delta Plot Grouping box to re-compute the statistics.

Since standard deviations cannot be computed for distributions with only one data point, groups with only one employee show N/A for standard deviation. If you wish to filter out these cases, click on the button labeled “Hide with only 1 employee” at the top of the worksheet. To restore the display of these groups, click on the “Show all” button.

The worksheet can be printed by clicking on the printer icon on the Excel tool bar. The upper left corner of the worksheet contains links back to the Main Menu (Contents), (“Return to Main Menu”) worksheet, and to the Delta OCS distribution plots (“View Delta OCS Distribution”) described in the next section.

Delta Plots

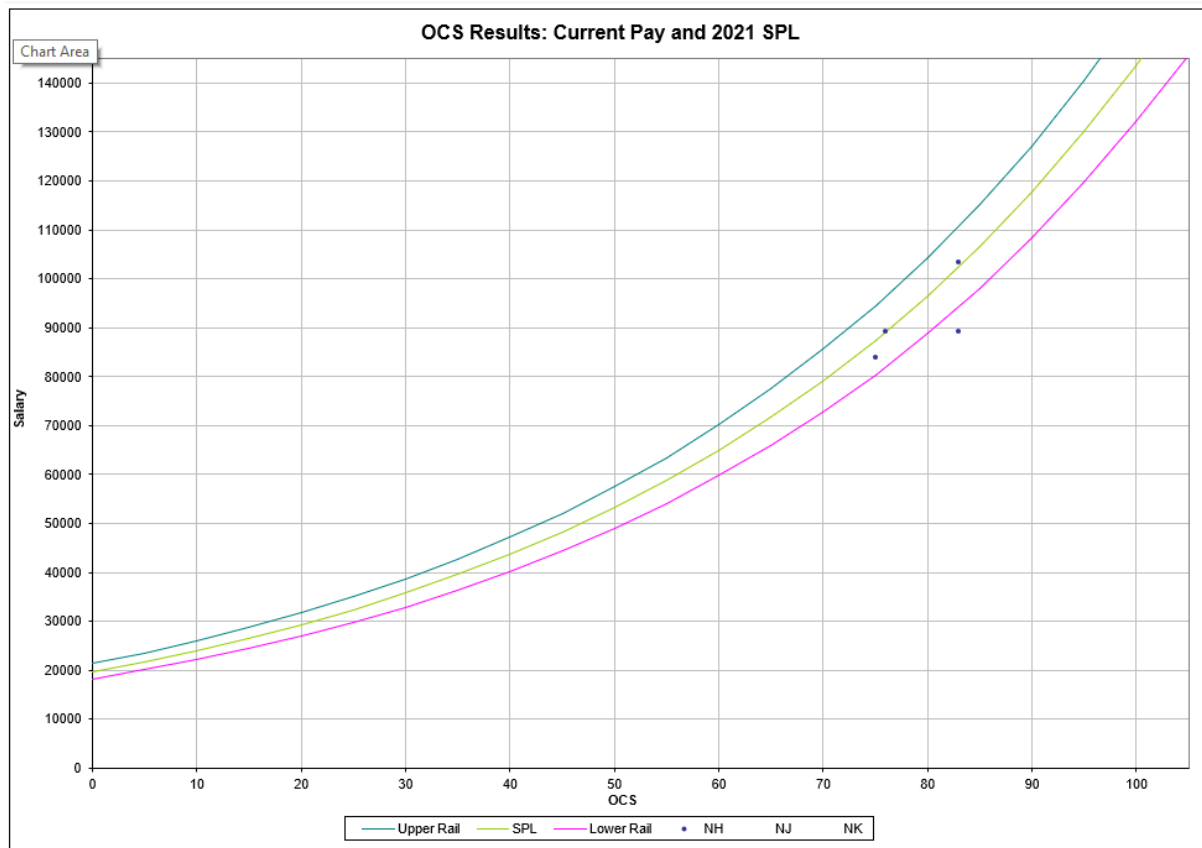
This worksheet, shown below, displays the data from the previous tab in graphical form. The top left corner of the sheet contains links back to the Main Menu (Contents), (“Return to Main Menu”) and the Delta OCS Statistics (“View Delta OCS Statistics”) worksheets.



Each career path is shown on a separate graph, and each group in a career path is labeled with a different color/style of line. The plots are standard, normal, bell-shaped curves reflecting the mean and standard deviation values from the previous worksheet. The “peak” of each curve occurs at the average Delta OCS value for that group, and the width of the curve reflects the group’s standard deviation. The height of the curves has no meaning – it varies to keep the area under all curves the same.

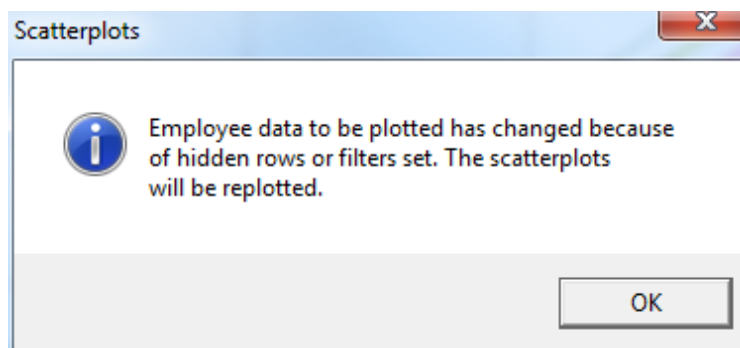
These graphs serve only one purpose – to help pay pool managers spot unusual scoring behavior by their subordinate supervisors. The colors and line styles are difficult to differentiate on the computer screen; however, you can place the arrow pointer on a section of a curve and the name of the group will appear in a text box.

Current OCS Scatter Plot



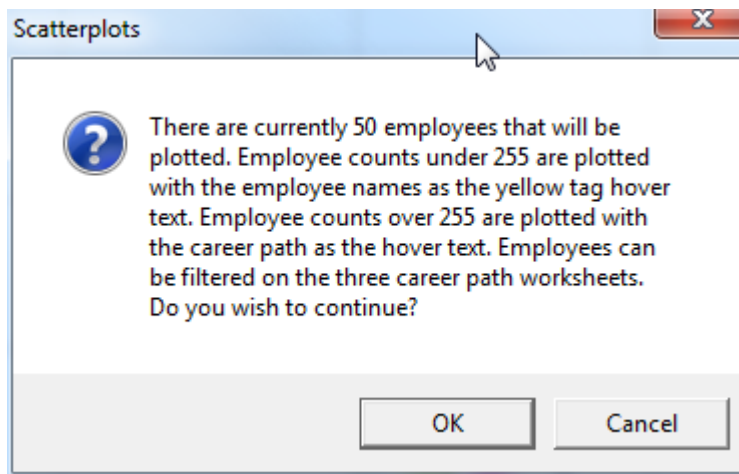
Scatter plots of OCS vs. base pay, displayed on top of the SPL and rails, have proven to be excellent tools for visualizing the overall outcome of the appraisal and pay setting process. This plots OCS vs. starting 2021 base pay on top of the CY2021 SPL and rails (example above).

This plot shows, for each career path, how employee pay and contribution during 2021 compared to the SPL and rails for the year. You can filter employees as well as hide rows on the Data tab. This will preclude those employees from appearing on this scatterplot. If you have set a filter or hidden rows on the Data tab, the following message box will appear when you next visit the Cur OCS tab.

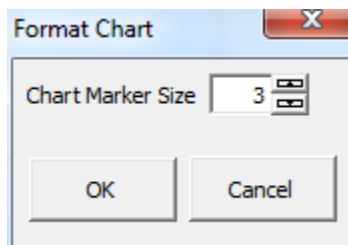


After you click OK the scatterplot will be replotted with only those employees visible who are on the Data tab. A replot can also be accomplished by clicking the Replot button on the Add-Ins custom toolbar.

On the scatterplot it is possible to hover over a dot on the graph to gain more information on who that dot represents. The values will appear in a small pop-up text box. These values differ depending on how many employees are charted. If there are 255 employees or more, the career path, along with the salary and OCS, of the employee appears in the text box. If there are less than 255, the name of the employee, along with salary and OCS, are visible. This is a result of an Excel limitation. Employees can be filtered on the Data sheet to bring the employee counts below 255 and then return to one of the scatterplot tabs and click the *Replot* button. A message appears like the one below.



You can adjust the size of the symbols on the plot by clicking on the Add-Ins custom toolbar icon labeled "Format". This will give you a pop-up like the one shown below in which you can increase or decrease the default font size of the markers.



The plot may be printed by clicking on the printer icon on the Excel tool bar.

Group into Categories

One of the more useful features of the sub-panel spreadsheet is the ability to assign employee ratings via a user form. Click the *Group into Categories* link on the *Contents* sheet to see the partial form below.

Group into Categories

Career Path
 NH NJ NK

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

Level
 1
 2
 3
 4

Employee Movement
Up
Down
Left
Right
Move to Unrated
Move from Unrated

Unrated
USER SUPER (3)

2H (62 - 66)
WARBLER RUMPED (3)

3L (61 - 66)

3M (67 - 78)
WREN CAROLINA (3)
FINCH GOLD (3)

Because available scores vary by career path, each career path must be addressed separately. You begin by selecting a career path, a factor, and the contribution level to be scored. If there are individuals in the career path who have not yet been assigned a category score for the selected factor, that employee's name will appear in the "Unrated" box. Employees who have already been assigned a categorical score for the factor are listed in the appropriate category score box. Note that the broadband of each employee is listed in parentheses after the employee's name.

If there are employees in the *Unrated* box, they will need to be moved to the appropriate score category box. This can be accomplished by clicking on the name in the Unrated box and then clicking the *Move from Unrated* button. A pop-up box will present a drop down list box for choosing the categorical score.

Assign Categorical S... X

Name: USER SUPER (3)

Score: [dropdown arrow]

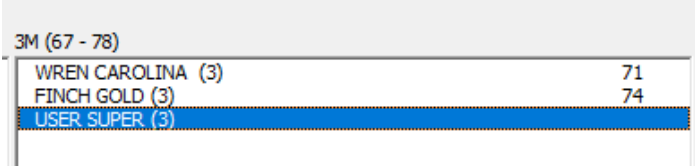
2H
3L
3M
3H
4L

Apply

The drop down list includes the allowable scores for that level as well as the scores one above and one below that range. You can either enter an allowable score directly into the *Score:* box or click on the down arrow to select a score from the list

Once the sub-panel selects a score, click the “Apply” button. The selected employee’s name will then be moved to the bottom of the list in the appropriate categorical score box.

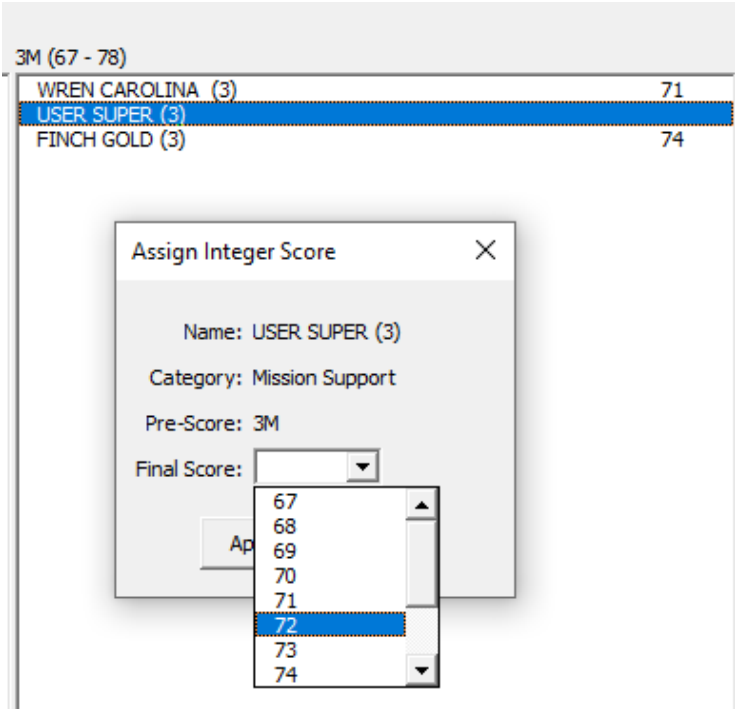
In this case, we have assigned USER SUPER a category 3M score for Mission Support. After applying the choice her record will show up in the 3M list.



3M (67 - 78)	
WREN CAROLINA (3)	71
FINCH GOLD (3)	74
USER SUPER (3)	

Now that User Super has been placed in the 3M category for mission support, you might want to move her to a position in the list to indicate her contribution relative to others in the same category. The sub-panel decides that her contribution is greater than that of Wren Carolina but less than that of Finch Gold. To move her to this position, you highlight her name in the 3M category box and click the *Up* button in the “Employee Movement” area at the top center of the screen. The first click moves her to between the two records above her.

Continuing with User Super, you double click on her name in the 3M category box. The *Assign Integer Score* box now appears, with a drop down list of allowable scores from which to select 72.



3M (67 - 78)	
WREN CAROLINA (3)	71
USER SUPER (3)	
FINCH GOLD (3)	74

Assign Integer Score

Name: USER SUPER (3)

Category: Mission Support

Pre-Score: 3M

Final Score:

Apply

- 67
- 68
- 69
- 70
- 71
- 72
- 73
- 74

Clicking the *Apply* button will save any scores assigned, categorical or integer, to the Data tab of the spreadsheet as well as sort the list box descending by integer score.

Clicking the *Close* button closes the form and returns the user to the sub-panel spreadsheet.