United States Department of Defense (DoD) Acquisition Workforce Demonstration Project (AcqDemo)
Contribution-based Compensation and Appraisal System Software (CAS2Net)

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WHS AcqDemo Task Order 01

CMS SPREADSHEET USER GUIDE (CMSUG)
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Prepared for:

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AcqDemo Contribution Management System (CMS)

2023 Spreadsheet Description

The Contribution Management System (CMS) spreadsheet is a Microsoft Excel macro-enabled workbook called **CMS 2023 v1.0.xlsm** consisting of 10 tabbed worksheets.

The workbook may be downloaded from the Pay Pool Notices section of CAS2Net located at *https://cas2net.army.mil.* The workbook must be saved to a folder for the annual CCAS pay pool process. The workbook is initially blank and must be populated with data by importing a file. CAS2Net creates the 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 10 tabbed worksheets are described in this document in the order in which they appear along the bottom of the workbook.

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Changes for 2023

Date of Change	Worksheet	Topic	Remarks
Fall 2023	Parameters	Added ability to select up to 2.4% CRI (2.5% for new organizations) in the Parameters tab	Increase in max CRI funding
Fall 2023	Parameters	Added ability to rollover unspent CRI to CA	**Unspent** CRI funding will be available to distribute as CA
Fall 2023	Data	Added column for EDIPI data	See column (in parenthesis) descriptors in the Data section below for explanation of these fields
Fall 2023	Data	Additional values for Post-Cycle Action	Additional values for this column will come from CAS2Net. For information only
Fall 2023	Data	Added next year's locality code for employees	Will be used to aid in calculating GPI for employees on retained pay
Fall 2023	Data	Added expanded list of time off factors	Increased flexibility in time off percentage column
Fall 2023	Form	Minor edits to Part One form	Minor cosmetic changes for the feedback form

Contents Worksheet

The "Contents" worksheet, shown below, is the first sheet you will see after you open the workbook and activate the macros. It provides a brief description of the workbook, its purpose, and contents. The right side of the sheet helps you import and export files, navigate around the workbook, and generate Part I of the Appraisal Forms. 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.

Pay Pool Data

Clicking on the "Import" link, or on the "Import" button on the custom toolbar located just below the normal Excel toolbar, will allow you to import a data file into the workbook. You will be prompted to select the data file you want to import from the same file folder as the CMS. Once you have selected the file, it will take the workbook up to several minutes (depending on the size of your file) to import the data and run the many 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 will automatically have been named *pp####_to_CMS.csv*, where *####* is the pay pool identifier. See the CAS2Net User Guide for more information on creating an import file.

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 all appraisal score entry and compensation adjustments.

At the end of the pay pool process, clicking on the "Export" link (or the "Export" button on the 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 ***pp####_to_master.csv***. This file is specifically formatted to upload CMS data to CAS2Net. It is also formatted for import into the Pay Pool Analysis Tool (PAT).

Parameters

Clicking on the "Set CRI and CA Parameters" link takes you to the tabbed worksheet called "Parameters," which is described later in this document.

Summary Reports

Clicking on the "Rails and RoR 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.

Clicking on the "Customizable Summary" link takes you to the tabbed worksheet called "Summary" that is described later in this document.

Scatter Plots of OCS Score by Salary

Clicking on the "Current Pay & 2023 SPL" link takes you to the tabbed worksheet called "Cur OCS" that is described later in this document.

Clicking on the "New Pay & 2024 SPL" link takes you to the tabbed worksheet called "New OCS" that is described later in this document.

Part I of the Appraisal Form

Clicking on the "Open Existing Evaluation" link allows you to open a file of appraisal forms that you previously created and saved. You will be prompted to specify the file you wish to open. You can switch back and forth between the forms and the main workbook by using the "Windows" drop-down menu at the top of the Excel tool bar.

Clicking on the "Generate Part I of Appraisal Forms" link will allow you to create a file of appraisal forms, which are described later in this document. Before generating the forms, you can use the filters on the "Data" worksheet to select the set of employees for whom you want forms. You can also use the Sort button on the "Data" worksheet to place the employees in the order you want the

forms generated. You will be asked to specify where you want the file saved. A generic file name is assigned, but you can change it prior to saving.

Forms are generated in batches of up to 200. The first batch is named ***Form_1.xls***, the second batch is named ***Form_201.xls***, etc. Depending on how many employees you have selected, it may take several minutes for Excel to generate the forms. If you receive an "Out of Memory" error during the generation of the forms, close any other applications that are open on your computer and try again. Once the forms are generated, you will be asked if you want to print them immediately. If you say "NO" you will be able to view the forms and print them individually or as a group. The first worksheet in the Forms workbook is a list of the employees and the tab number at which their form is located. You can switch back and forth between the forms and the main workbook by using the "Windows" drop-down menu at the top of the Excel tool bar.

There is a new option to group the forms by supervisor. If this option is selected the visible rows on the Data sheet will be grouped into individual .xlsx files, each file representing a supervisor. Those .xlsx files will be contained in a zip file that is saved in the same folder as the CMS.
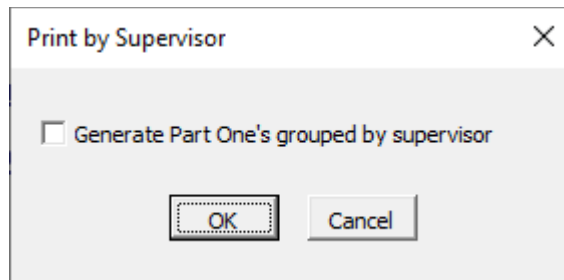
Parameters Worksheet

This worksheet is where the pay pool manager sets the parameters that define the pay adjustment scenario for the pay pool. The first three and the last seven lines in the table (in white) are for information only and are not adjustable by the pay pool manager.

Reset to Default Values

You may set any parameters in Yellow

Scenario Summary

Start with little or no CRI and CA set-aside and increase it gradually. If you reduce the set-aside after allocating your discretionary funds, your remainder will go negative and you will have to delete all or some of your allocations and start over again. Set aside may change if rollover amount changes. The cash award amount is 90% of the total award budget .

		Cash Amount	Plus Unused GPI	
GPI (G)%	4.70			
GS-1/step1 pay (24)	$ 21,986			
GS-1/step1 pay (23)	$ 20,999			
CRI Funding %	2.400%	$0	$0	☐ Check box if this is your organization's first cycle in AcqDemo
CRI Set-Aside ●% ○$	0.000%	$5,657		Max CRI 2.5%
Award Funding %	1.000%	$0	Plus Unused CRI	
Award Spent in CMS (<=90%)	90%	$0	$0	☐ Check this box if you want to add CRI remainder to CA
Non-CCAS Award for Remainder of FY	10%	$0		
Award Set-Aside ●% ○$	0.000%	$500		Beta 2
Beta 1 (CRI)	0		Beta 1	1= Upper Rail
Beta 2 (Award)	0		1= Upper Rail	2% = 2% above SPL
Minimum CRI Dollar Amount	$0		0= SPL	1% = 1% above SPL
Minimum CRI Carryover Amt	$0		−1= Lower Rail	0= SPL
Minimum Award Dollar Amount	$0			−1= Lower Rail

☑ Use Control Points

GPI (G) Carry Over	$ -
CRI Remainder	$ -
Award Remainder	$ -
Alpha 1	1.0000
Alpha 2	1.0000
Minimum CRI Budget %	2.0
Minimum Award Budget %	1.0
Award Proration Plan	Don't spend in CMS (add to non-CCAS)
TOA remainder	Available in CMS (as 2nd Discretionary)

☑ Show ACDP

☑ Show Supervisor Differential

☑ Use Time Off Award

CRI Funding % - The pay pool's overall CRI budget, expressed as a percent of total annual basic pay in the pay pool as of 30 September 2023. This value must be at least 2.0 percent, which is also the default value. The two cells to the right of the percent show the dollar amount of the resulting CRI budget, and the enhanced CRI budget including unspent GPI money. For retained pay employees, the pay band maximum is used in the sum of the basic pay.

Check box if this is your organization first year in AcqDemo – If this box is checked the maximum CRI% increases from 2.4% to 2.5%.

Check box if you want to add CRI remainder to CA – If this box is checked the unspent remaining CRI is added to the CA spending amount.

CRI Set-Aside - The percent of the pay pool's overall CRI budget that is set aside for discretionary allocation by the pay pool manager. The default is 0.0 percent. You have the option of entering this value as a percent or dollar amount. The default algorithm built into the spreadsheet allocates the remaining budget. Pay Pool Managers may set aside up to 20 percent of their available CRI dollars for additional Contribution Rating Increases (CRI).

Award Funding % - The pay pool's overall CA budget, expressed as a percent of total annual

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adjusted basic pay in the pay pool as of 30 September 2023. The minimum value is 1% and the maximum is subject to DoD guidance, which is expected later this fall, The value specified here is automatically multiplied by Award Spent in CMS input value (see next paragraph) The remaining percent of the award funding is reserved for non-CCAS awards throughout the year. The cell to the right of the percent shows the dollar amount of the resulting CMS CA budget. For retained pay employees, the adjusted basic pay band maximum is used in the sum of the adjusted basic pay.

Award Spent in CMS (<=90%) - The amount of the Award Funding budget that is available to be distributed in the CMS to employees as a contribution award.

Non-CCAS Award for Remainder of FY – The remainder of the Award Funding budget available to be spent outside of the CMS for other awards.

Award Set-Aside - The percent of the pay pool's overall CA budget that is set aside for discretionary allocation by the pay pool manager. The default is 0.0 percent. You have the option of entering this value as a percent or dollar amount. The default algorithm built into the spreadsheet allocates the remaining budget.

Beta 1 (CRI) – Establishes target pay for CRI allocation as follows:

$$1 = \text{upper rail}$$
$$0 = \text{SPL (default value)}$$
$$-1 = \text{lower rail}$$

Beta 2 (CA) – Establishes target pay for CA allocation as follows:

$$1 = \text{upper rail}$$
$$2\% = 2\% \text{ above SPL}$$
$$1\% = 1\% \text{ above SPL}$$
$$0 = \text{SPL (default value)}$$
$$-1 = \text{lower rail}$$

Minimum CRI Dollar Amount – Any calculated CRI amounts below this minimum will be set to zero and the money is added to the discretionary CRI remainder for allocation to other employees. The default is $0.

Minimum CRI Carryover Amount – Any calculated CRI carryover award amounts below this minimum will be set to zero. The default is $0.

Minimum Award Dollar Amount – Any calculated CA amounts below this minimum will be set to zero and the money is added to the discretionary CA remainder for allocation to other employees. The default is $0.

Award Proration Plan - Allows the ability to prorate an employee's contribution award if you have business rules that require this. On the parameters tab, there are three options for what to do with those prorated funds that are not given to the individual.

1. **Redistribute in CMS -** Redistributes funds within the CMS using the algorithm
2. **Put into CA Remainder -** Puts funds into the CA remainder for discretionary spending

3. **Don't spend in CMS -** Saves the funds for spending outside the CMS later in the year

TOA Remainder - Employees may be given the option to elect to have some portion (0%, 25%, 50%, 75% or 100%) of their contribution award converted to a Time-Off Award. At the pay pool level there is a choice on what to do with the remaining funds resulting from this conversion.

1. **Spend in the CMS -** Puts funds into the CA remainder for discretionary spending
2. **Don't spend in the CMS -** Saves the funds for spending outside the CMS later in the year

Use Control Points – This checkbox is checked by default. Unchecking it will clear any control points and hide the related columns on the Data sheet. Checking it back will make the columns visible again, but the original values will not be recovered.

Show ACDP – This checkbox is checked by default. Unchecking it will hide the ACDP columns on the Data sheet.

Show Supervisor Differential – This checkbox is checked by default. Unchecking it will hide the Supervisor Differential columns on the Data sheet. Unchecking it will clear any supervisor differential data and hide the related columns on the Data sheet. Checking it back will make the columns visible again but the original supervisor differential values will not be recovered.

Use Time Off Award– This checkbox is checked by default. Unchecking it will clear any TOA data and hide the related columns on the Data sheet. Checking it back will make the columns visible again, but the original TOA values will not be recovered.

Award Spending Summary Per the requirements of the 2017 Federal Register, a maximum of 90% of an organization's award money may be spent on CA. The CMS allows the pay pool to change the default 90% value for a lower percentage (as discussed above). This allows the pay pool to reserve a large amount of funding to be spent outside the CCAS process for spot awards and special act awards.

In order to know how much is available to the pay pool to spend later, a summary is provided similar to the figure below:

Award Spending Summary

Full Award Funding		$24,175		
CCAS Award Amount in CMS	$21,758	Mandated >= 10%	$2,417	
CRI Remainder to Award Funding	$0	CCAS Award Amount not spent in CMS	$516	
Available to Spend in CMS	$21,758	Amount for Non-CCAS	$2,933	
- CCAS Awards Spending	$21,242	Awards	12.1%	of Full Award Funding
CCAS Award Amount not spent in CMS	$516			
CRI Remainder to Award Funding not Spent in CMS	$0			

This pay pool started with $24,175 Full Award Funds. They held 10% or $2,417 for other awards and funded CCAS awards at $21,758. They spent $21,242 in the CMS, which left an additional $516 for later spending. So, now for 2023, they have a total of $2,933 (or 12.1% of the original total

funding) to use outside the CMS.

Note that the parameter settings on this worksheet are included in the export file and make a round trip back to CAS2Net. The parameters are stored in CAS2Net and are exported back to the spreadsheet. Therefore, even if you import the file into an "empty" workbook, it will start off with the parameters you last uploaded to CAS2Net.

Data Worksheet

This is the main worksheet in the workbook. It contains all the data and is where individual contribution factor scores and compensation adjustments are recorded. The worksheet contains 146 visible columns that are each described in the table at the end of this section.

The upper left corner of the worksheet contains links to the Main Menu (Contents), ("Return to Main Menu") and Parameters ("Edit Parameters") tabs, and to the various sections of this worksheet used to enter scores, set GPI, set CRI, and set awards (CA) if applicable. The link "Set View" presents a form that allows setting the views listed in column B of the blue rows below the employee data rows. 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 the "Add-Ins" tab, seventeen buttons on the custom toolbar at the top of this worksheet 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.

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.

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 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 *if 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 <u>all</u> hidden rows.

Each column heading contains a **filter** arrow for the column. Clicking on the filter arrow brings up a list of all the values in the column, plus the following other choices: All, Top 10, Custom, Blanks, and 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 L and "4" in column M. 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.

Output Charts – Brings up a user form that allows output of any/all charts in the CMS spreadsheet either into Excel or PowerPoint format. This is the safest way to output charts from the CMS

spreadsheet, as employee's data is not included with the chart. Charts are copied/pasted as images not as Excel objects.

Grievance – Clicking the Grievance button locks all funding parameters payouts. Scores can be changed but any adjusted payout for employees with a grievance will not affect other employees' payout in the pay pool. Once the CMS is in grievance mode there will be a prompt to save as a different filename.

Temp Promotion – Clicking the Temp Promotion is much like the Grievance button. It locks all funding parameters payouts. Scores can be changed but any adjusted payout for employees with a temp promotion will not affect other employees' payout in the pay pool. Once the CMS is in temp promotion mode there will be a prompt to save as a different filename.

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. Also, a discretionary GPI value that exceeds the maximum allowable amount 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 rows or columns are hidden or filters are set – if you do, you will get a warning message reminding you to unhide all columns and rows 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 the Validate button again to clear the circles and keep any you have missed fixing.

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 or No Fill.

Column Widths – Clicking this button will bring up a form that allows changing the column width of the eight Wildcard column.

Across the top of the spreadsheet are various **totals** to assist users in understanding how the worksheet is allocating the GPI, CRI, and CA budgets. Each total is clearly labeled.

Also, until all employees in the workbook have valid OCS scores, the following warning appears twice above the pay adjustment section of the Data worksheet.

Warning: Pay adjustments are incorrect because some scores are missing!

Once all employees have valid scores, the warning disappears. This is to prevent pay pool managers from thinking their pay adjustments are final while scores are still missing. ***Even one missing factor score invalidates the pay adjustments for ALL employees in the pay pool.***

There are eight open rows colored light blue at the bottom of the worksheet (not visible in the picture

on page 11). These eight open rows are used to hide columns to establish "Views" of the columns on the Data sheet. There are eight preset views starting on the second blue row. Clicking the "Set View" link at the top left of the Data sheet will bring up a form that has a list box allowing selection of the available views. Entering an 'X' in the first row will hide columns when the "Hide Columns" button is clicked on the add-ins tool bar (despite whether or not a view has been selected.)

Above the blue rows is the formula row. In this row the user can enter formulas that will be re-applied each time you import data into the spreadsheet, this user entered formula will make the round trip and apply to every row in the given column.

Data Sheet Column Descriptions

Sources: 1 = Import file (data is locked in spreadsheet, but it 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 EDIPI number
F	1	Employee's CAS2Net ID number
G	1	Employee's Pay pool number
H	1	Employee's Sub Panel indicator
I	1	Employee's office symbol
J	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.** These cells will be uploaded to CAS2Net and included in subsequent imports into the CMS. 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
K	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, 3 = due to circumstances, recertify previous OCS), 4 = due to prolonged absence, compute OCS from SPL)
L	1	Retained pay (0 = no, 1 = yes, no CRI, eligible for CA, GPI = half the dollar increase in maximum pay for the employee's broadband and career path)
M	1	Career path (NH = Business Management and Technical Management Professional, NJ = Technical Management Support, NK = Administrative Support)
N	1	Broadband level (1, 2, 3, or 4)
O	1	Occupational series
P	1	CY 2023 annual basic pay rate
Q	1	"Yes" if employee is on a Ratable Temporary Promotion
R	1	Locality pay area code for 2023
S	2	Locality rate for 2023

Col	Source	Description
T	2	Basic pay equal to column P, except for retained pay employees it will equal the pay band maximum. Used to calculate the CRI funding pot
U	2	Adjusted basic pay that is used to calculate Award Funding Limit on the Parameters sheet
V	1	OCS from the previous cycle
W	1	Rating of Record from the previous cycle
X	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 AcqDemo pay pool
Y	1	Position Start Date
Z	3	CA Proration. If present, this value prorates the Contribution Award (CA) calculated from the algorithm for the individual employee
AA	1	Post-Cycle Activity Category. This column provides information on any post-cycle activity
AB	3	Override the default CRI algorithm (0 = no, 1 = yes). Used to identify employees leaving the demonstration or being promoted after closeout of the appraisal period so they do not receive default CRI. They still receive GPI and are eligible for discretionary CRI
AC	3	Override the default CA algorithm (0 = no, 1 = yes). Used to identify employees leaving the demonstration or being promoted after closeout of the appraisal period so they do not receive default CA. They still receive GPI and are eligible for discretionary CA
AD	3	For employees who hit a pay cap, a value of 0 will not carryover any money to an award, a value of 1 will carryover CRI to an award. A value of 2 will rollover any CRI money to an award regardless of pay caps. In 2022 a new value of 3 was added. Selecting this means any discretionary CRI will be rolled to the carryover award
AE	1	Name of the employee's first level supervisor
AF	1	Sub-Panel meeting identifier. This can be the name of the manager who will chair the managers 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
AG	1	Name of the employee's pay pool manager. This name will appear on Part I of the CMS Salary Appraisal Form given to the employee
AH	3	Text that will appear in the "Remarks" block on Part I of the CMS Salary Appraisal Form given to the employee. Limited to approximately 950 characters
AI	1	**Marks the start of the appraisal score section of the spreadsheet**

Col	Source	Description
AJ	**3**	Category 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 are displayed. If the import file contains this score, it will appear in the spreadsheet. Once category scores are selected, **do not** use the delete key to remove them because this disables the corresponding numerical score drop-down list. If you want to remove a category score, select the first (blank) entry on the drop-down list
AK	**3**	Category score for contribution factor "Communication and/or Teamwork". 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 are displayed. If the import file contains this score, it will appear in the spreadsheet. Once category scores are selected, **do not** use the delete key to remove them because this disables the corresponding numerical score drop-down list. If you want to remove a category score, select the first (blank) entry on the drop-down list
AL	**3**	Category score for contribution factor "Mission Support". 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 are displayed. If the import file contains this score, it will appear in the spreadsheet. Once category scores are selected, **do not** use the delete key to remove them because this disables the corresponding numerical score drop-down list. If you want to remove a category score, select the first (blank) entry on the drop-down list
AM	**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 category are displayed. If no category score was entered, the numerical drop-down list will be blank. A category score is required first. If the import file contains this score, it will appear in the spreadsheet
AN	**3**	Final numerical score for contribution factor "Communication and/or Teamwork". If a category score for this factor was entered, 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 category are displayed. If no category score was entered, the numerical drop-down list will be blank. A category score is required first. If the import file contains this score, it will appear in the spreadsheet
AO	**3**	Final numerical score for contribution factor "Mission Support". If a category score for this factor was entered, 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 category are displayed. If no category score was entered, the numerical drop-down list will be blank. A category score is required first. If the import file contains this score, it will appear in the spreadsheet

Col	Source	Description
AP	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
AQ	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
AR	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
AV	3	Second open (wildcard) column for pay pool use. See column J for full explanation of wildcards
AW	3	Third open (wildcard) column for pay pool use. See column J for full explanation of wildcards
AX	2	Expected OCS, computed from CY2023 basic pay and the formula for the Standard Pay Line (SPL)
AY	2	2023 Expected OCS Range, computed from CY2023 basic pay and the formula for the upper and lower rails
AZ	2	2023 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, 2023 OCS is Calculated as Expected OCS $= \dfrac{LN(Basic\ Pay\ /GS\text{-}1step1pay\,2023)}{LN(1.02004295)*}$ Presumptive status = 3, last year's score is recertified. * This number can vary in the last decimal places by pay year
BA	2	Delta OCS, computed as the difference between Expected OCS (column AX and 2023 OCS (column AZ)
BB	2	Raw average rating, computed as the average of the PAQL ratings (column AP through AR)
BC	2	Rating of record, values are, 1 – Unacceptable, 3 – Fully Successful and 5 – Outstanding and are derived from the raw average rating (column BB)
BD	2	Actual upper rail pay, computed from the employee's OCS and the formula for the upper rail. If OCS is blank, this field will be blank
BE	2	Actual lower rail pay, computed from the employee's OCS and the formula for the lower rail. If OCS is blank, this field will be blank
BF	2	CRI target pay computed from OCS and the formula for the SPL (if Beta 1 = 0), the upper rail (if Beta 1 = 1), or the lower rail (if Beta 1 = -1)

Col	Source	Description
BG	2	CA target pay computed from OCS and the formula for the upper rail (if Beta 2 = 1), 2% above the SPL (if Beta 2=2%), 1% above the SPL (if Beta 2=1%), SPL (if Beta 2 = 0), the, or the lower rail (if Beta 2 = -1)
BH	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 standard pay line but on or below the upper rail C2 = on or below the standard pay line but on or above the lower rail
BJ	2	CRI Delta Y = CRI target pay (col BF minus current basic pay (col T)). This is the dollar amount by which the employee is under or over-compensated for use in adjusting basic pay increase
BK	2	CA Delta Y = CA target pay (col BG minus current basic pay (col T)). This is the dollar amount by which the employee is under or over-compensated for use in assigning awards
BL	2	CRI Positive Delta Y = Maximum of CRI DeltaY (col BJ) and zero. Sets all negative CRI Delta Y values to zero for later computations
BM	2	CA Positive Delta Y = Maximum of CA DeltaY (col BK) and zero. Sets all negative CA Delta Y values to zero for later computations
BN	2	CY2023 maximum basic pay for the employee's broadband and career path. Based on Table 4 in the AcqDemo *Federal Register*, updated to reflect the GS pay table for CY2024
BO	2	**Marks the start of the GPI section of the spreadsheet**
BP	2	GPI Pot = employee's current basic pay (col P) times the GPI % from the parameter worksheet capped at band max. For employees who are on retained pay, this value is one-half or 50% of the dollar increase in maximum adjusted basic pay for the employee's broadband and career path and locality pay area
BQ	2	Mandatory GPI = GPI % from the parameter panel for all employees in zones B and C who are not on retained pay, = blank for all employees in zone A who are not on retained pay. For employees who are on retained pay, regardless of rail position, Mandatory GPI = (one half the dollar increase in maximum pay for the employee's broadband and career path and locality pay area) divided by the employee's current basic pay. For those on retained pay, column BM shows "Ret Rule"
BR	2	Max discretionary GPI Amount = GPI pot (col BP) for all employees with a blank in column BQ, = $0 for everyone else. This is the maximum amount pay pool managers may give employees who are above the upper rail. An employee that is retained rate and falls in Zone A will automatically receive their 50% GPI, but this discretionary amount will be negative thereby signaling the GPI may be reduced all the way to $0
BS	2	Max discretionary GPI Percent = Max discretionary GPI Amount divided by current basic pay (col P), except for retained pay employees

Col	Source	Description
BT	3	Discretionary GPI Amount = for cells highlighted in yellow only, the pay pool manager may enter amounts up to the value in column BR. Amounts must be entered as **whole dollars only** – if the amounts are computed in a wildcard column and then copied and pasted into this column, they must be rounded to whole dollars before being copied. This column is orange when a negative discretionary amount is allowed to reduce the retained employees receipt of GPI when in the A Zone
BU	2	Discretionary GPI Percent = Discretionary GPI Amount divided by current basic pay (col P)
BV	2	G$ = Current basic pay (col P) times (Mandatory GPI% (col BQ) plus Discretionary GPI% (col BU)). This is the total GPI each employee will receive starting in January
BW	3	Fourth open (wildcard) column for pay pool use. See column J for full explanation of wildcards
BX	2	Calculated sum of the 2023 Basic Pay (col P) and the Final GPI amount (col BV)
BY	2	**Marks the start of the CRI section of the spreadsheet**
BZ	2	Default CRI computed by the Alpha1*Delta Y algorithm and parameters specified on the parameter worksheet. See the end of this table for an explanation of the algorithm
CA	3	Discretionary CRI input by the pay pool manager. Only yellow cells are eligible for input. The cell at the top of the column shows the available balance - it is shaded green as long as the balance is positive but turns red when the balance becomes negative. Amounts must be entered as whole dollars only – if the amounts are computed in a wildcard column and then copied and pasted into this column, they must be rounded to whole dollars before being copied. Note that even if you specify zero discretionary set-aside on the parameter worksheet you might have a small positive discretionary CRI balance due to the truncation of cents when computing CRI amounts
CB	2	Computed CRI = sum of Default and Discretionary CRI
CC	3	Split % to Salary allows a portion of column CB to be spent as salary increase and the remainder to be passed to CRI carryover. This is entered as an integer between 0 and 99 and creates an internal pay cap for the individual. A blank value here presumes all CRI funds should be applied to the salary increase
CD	2	Computed CRI % = Computed CRI (col CB) divided by current basic pay (col P)
CE	2	Computed Basic Pay 2024 = Current basic pay (col P) plus G $ (col BV) plus computed CRI (col CB). This will be the employee's new basic pay unless one of many pay caps is reached
CF	2	Max allowable CRI % = 0.0% if employee is in zone A, 6.0% if in zone C, 20.0% if in zone B. There may be a possible pay cap.

Col	Source	Description
CG	3	Allow to Exceed 20% Limit = a value of 0 does not allow the employee's Max Allowable CRI to exceed 20%. A value of 1 allows the employee's basic pay to exceed 20%
CH	**2**	CY2024 Upper Rail Pay = computed from the formula for the CY2024 upper rail and the employee's OCS. There may be a possible pay cap
CI	**2**	CY2024 Lower Rail Pay = computed from the formula for the CY2024 lower rail and the employee's OCS. Six percent above this number is a possible pay cap for employees in zone B
CJ	**1**	On ACDP? = "Yes" indicates employee is assigned to an **Accelerated Compensation for Developmental Position**
CK	**1**	Last ACDP Date = Date the employee last received an ACDP increase to salary
CL	**1**	Last ACDP % = Value of the last ACDP increase
CM	1	Previous Year's Control Point – If a value was used in the previous cycle, it will display here
CN	**3**	OCS Control Point used if pay pool establishes control points by OCS. Gets translated to the equivalent dollar value in column CO. Column is only visible if the CMS if the pay pool has elected to use OCS Control Points. Will be used as a pay cap
CO	**3**	Control Point $. Column is only visible if the pay pool has elected to use dollar-based Control Points. Can be a pay cap
CP	**2**	Control Point Used in Calculations, if the pay pool has selected to use OCS Control Points, the dollar value is calculated based on the OCS Control Point (col CN) for employee and the rail target chosen by the Pay Pool
CQ	**3**	Allow Over Control Point = a value of 0 does not allow the employee's maximum pay to exceed the amount in col CP (Control Point Used in Calculations). A value of 1 allows the employee's basic pay to exceed the calculated amount in col CP
CR	2	Max Basic Pay in 2024 = considering all of the possible pay caps, this is the most the employee can earn (basic pay) in 2024
CS	2	Approved CRI $ = New Basic Pay 2024 (col CT) minus G increase minus 2023 basic pay. Final CRI dollar amount after all pay caps are applied
CT	2	New Basic Pay in 2024 = smaller of computed basic pay 2024 (CE) and max basic pay 2024 (CR). ***This will be the employee's new basic pay rate for 2024***
CU	1	Supv/Team Lead = Indicates employee's supervisor or team lead status. This flag is used to determine max rate in New Supervisory Differential rate (col CT)
CV	1	Supervisory Differential Start Date = Date employee started receiving Supervisory Differential

Col	Source	Description
CW	1	Supervisory Differential Rate = Rate employee is currently getting as Supervisory Differential
CX	2	Supervisory Differential Amount = Calculated amount employee is getting as Supervisory Differential
CY	3	New Supervisory Differential Rate = New rate employee should get as a Supervisor/Team Lead. Maximum value is 10% for Supervisor and 5% for Team Lead
CZ	2	New Supervisory Differential Amount = New calculated amount employee is getting as Supervisor/Team Lead differential
DA	3	Fifth open (wildcard) column for pay pool use. See column J for full explanation of wildcards
DB	2	**Marks the start of the Locality Pay section**
DC	1	Locality Code 2024 = Code from DCPDS that indicates employee's Locality
DD	2	Locality Rate 2024 = New percentage employee receives in Locality Pay
DE	2	Initial Locality Pay Amount = Employee's New Basic Pay * Locality Rate (Note: Retained Pay individuals get $0 locality as it is part of basic pay)
DF	2	New Basic Pay + Locality = New Adjusted Pay before EXIV cap is applied
DG	2	Hit EXIV Cap = Flag that indicates New Basic Pay + Locality exceeds EXIV cap
DH	2	Final Basic Pay + Locality = Employee's Adjusted Pay for 2024
DI	2	New Salary + Supv Differential. Sum of all three components (2024 basic salary + 2024 locality pay + 2024 supervisory differential)
DJ	2	Indicates an employee will no longer have a status of being on retained pay in 2024
DK		**Marks the start of the CA section of the spreadsheet**
DL	2	Carryover award is based upon the value of the Rollover CRI to CA? flag (AD). - If 0, carryover award is zero. - If 1, carryover is equal to the difference between Computed CRI (col CB) and Approved CRI (col CS). - If 2, all CRI is carried over to an award. - If 3 (new value in 2024), then all discretionary CRI is moved to carryover award - Carryover must exceed the pay pool minimum CRI Carryover Amt specified on the parameters tab. Otherwise it will be zero
DM	2	CA Positive DeltaY = a measure of shortfall to the CA Target. Can be affected by proration choice and pay pool distribution plan for unspent proration
DN	2	CA computed by the Alpha2*DeltaY algorithm and parameters specified in the parameter panel. See the end of this table for an explanation of the algorithm

Col	Source	Description
DO	3	Discretionary CA input by the pay pool manager. Only yellow cells are eligible for input. The cell at the top of the column shows the available balance - it is shaded green as long as the balance is positive but turns red when the balance becomes negative. Amounts must be entered as **whole dollars only** – if the amounts are computed in a wildcard column and then copied and pasted into this column, they must be rounded to whole dollars before being copied
DQ	1	Requested % Award to Convert to Time off Award = Percentage of employee's Contribution Award that they request to be converted to Time off Hours
DR	3	Approved % Award to Convert to Time off Award – based on the requested amount, this is the approved % that should be converted to Time off Hours
DS	2	Time off Hours = The number of hours that is a result of the % Award Converted to Time off Award (col DQ) and the employee's computed hourly rate
DT	2	Dollar Value Remain is the remaining number of award dollars after Time off value has reduced computed award
DU	3	Second Discretionary Award = Only yellow cells are eligible for input. The cell at the top of the column shows the available balance - it is shaded green as long as the balance is positive but turns red when the balance becomes negative. Amounts must be entered as **whole dollars only** – if the amounts are computed in a wildcard column and then copied and pasted into this column, they must be rounded to whole dollars before being copied
DV	2	Final CA Award = Dollar amount representing the computed award amount taking into account the Time Off Value and the Second Discretionary (col DU) amount
DW	2	Total Award = sum of carryover award (col DL) and Final CA award (col DW). If the sum of computed and discretionary award is less than the minimum specified on the parameter worksheet, then total award will equal the carryover award
DX	3	Sixth open (wildcard) column for pay pool use. See column J for full explanation of wildcards
DY	2	Award > $10K Flag (= YES) identifying total awards in excess of $10,000. These awards require local commander approval
DZ	2	Rating of record = the Rating of Record that will be transmitted to DCPDS
EA	2	Total New Compensation, computed as New Basic Pay plus Total Award plus Supervisor Differential
EB	3	Seventh open (wildcard) column for pay pool use. See column J for full explanation of wildcards
EC	2	The employee's expected CY2023 OCS based on his or her basic pay for 2023 and the formula for the 2023 SPL
ED	2	If this value = 1, the employee must be considered for a CIP

Col	Source	Description
EE	3	Eighth open (wildcard) column for pay pool use. See column J for full explanation of wildcards
EF*	2	2023 Expected OCS (from column AX)
EG*	2	2023 OCS (from column AZ)
EH*	2	Delta OCS (from column BA)
EI*	2	Rail Position (from column BH)
EJ*	2	CY2023 Basic Pay (from column P)
EK*	2	GPI $ (from column BV)
EL*	2	Approved CRI (from column CS)
EM*	2	New Basic Pay 2024 (from column CT)
EN*	3	New Basic Pay + Locality 2024 (from column DH)
EO*	2	Total Award (from column DW)
EP*	2	Approved CRI + Total Award (column EL + column EO)

* The last 10 columns are repeats of earlier columns. They are placed at the end of the spreadsheet to summarize the key appraisal and compensation values.

Default CRI Algorithm (Alpha1*CRI DeltaY): The spreadsheet adds up all of the current basic pay rates (using top of the pay band for retained pay employees) in the pay pool and multiplies the sum by the CRI% to establish the pay pool's total CRI dollar budget. It then adds to the budget any GPI carryover. It then multiplies the total budget by the CRI Set-Aside% to establish the amount of money the pay pool manager will have for discretionary salary adjustments. The default algorithm allocates the remaining money. To execute the default algorithm, the spreadsheet adds up all of the positive CRI DeltaY values. This is the amount of money that would have to be in the remaining CRI budget to bring everyone who is currently undercompensated up to his or her CRI target pay. The spreadsheet then computes Alpha1 by dividing the remaining CRI budget by the sum of the positive CRI DeltaY's. Alpha1 is thus the proportion of each undercompensated employee's "salary deficit" that can be paid off by the default algorithm (Alpha1 is capped at 1.0). The spreadsheet then multiplies each employee's positive CRI DeltaY value by Alpha1 and rounds down to the nearest dollar to compute the employee's default CRI value.

Default CA Algorithm (Alpha2*CA DeltaY): The spreadsheet adds up all of the current adjusted basic pay rates (using top of the pay band for retained pay employees) in the pay pool and multiplies the sum by the input Award Spent in CMS value times the CA% to establish the pay pool's CMS award budget[1]. It then multiplies the total budget by the CA Set-Aside % to establish the amount of money the pay pool manager will have for discretionary awards. The default algorithm allocates the remaining money. To execute the default algorithm, the spreadsheet adds up all of the positive CA DeltaY values. This is the amount of award money that would have to be in the remaining CA budget to bring everyone who is currently undercompensated up to his or her CA target pay. The spreadsheet then computes Alpha2 by dividing the remaining CA budget by the sum of the positive CA DeltaY's. Alpha2 is thus the proportion of each undercompensated employee's "salary deficit" that can be paid off by the default algorithm (Alpha2 is capped at 1.0). The spreadsheet then multiplies each employee's positive CA DeltaY value by Alpha2 and rounds down to nearest dollar to compute the employee's default CA value.

Explanation of pay caps applied in the CMS
- Employees in Region C have a cap of 6% on their CRI increase.
- Employees in region B have two caps:

- Cap 1: 20%
- Cap 2: 1.06* Lower Rail Pay (LR)
- Without the second cap there would be a huge discontinuity
  - An employee who plots on the LR rail would be capped at a CRI increase of 6%
  - An employee who plots $1 below the LR would be capped at a CRI increase of 20%
  - This sudden change is not defendable, so the designers of AcqDemo constructed a second cap
- With the second cap
  - An employee who plots $1 below the LR has a CRI cap of 6% of the LR pay plus $1
  - An employee who plots $2 below has a cap of 6% of the LR pay plus $2
  - This is a nice smooth transition from Region C to Region B
  - Eventually employees who plot further and further below the LR hit the 20% cap

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[1] The AcqDemo *Federal Register* announcement from 2017 says at least 10% of the pay pool's award budget should be available for non-CMS awards throughout the year.

Matrix Worksheet

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").

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 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. 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 Worksheet

This worksheet provides counts and percentages of employees by rail position. The table shows rail position by career path based on **final, numerical** OCS. It shows the modal rating of record by career path towards the bottom of the sheet. 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 by printed by clicking on the printer icon in the Excel toolbar.

	NH		NJ		NK		Total		
Rail Zone	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Definition of Rail Zone
A (Above the UR)	1	3.0%	1	16.7%	0	0.0%	2	4.3%	Inappropriately compensated above the rails
C1 (UR to SPL)	0	0.0%	1	16.7%	0	0.0%	1	2.1%	Appropriately compensated between the rails > SPL
C2 (SPL to LR)	12	36.4%	1	16.7%	3	37.5%	16	34.0%	Appropriately compensated between the rails <= SPL
B (Below the LR)	20	60.6%	3	50.0%	5	62.5%	28	59.6%	Inappropriately compensated below the rails
Total	33	100.0%	6	100.0%	8	100.0%	47	100.0%	

Note: Only visible rows are included in tabulation

Performance Rating of Record

	NH		NJ		NK		Total		
Rating of Record	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Definition of Rating Record
1 (Unacceptable)	4	12.9%	1	16.7%	2	25.0%	7	15.6%	Unacceptable
3 (Fully Successful)	21	67.7%	4	66.7%	6	75.0%	31	68.9%	Fully Successful
5 (Outstanding)	6	19.4%	1	16.7%	0	0.0%	7	15.6%	Outstanding
Total	31	100.0%	6	100.0%	8	100.0%	45	100.0%	
Modal	3		3		3		3		

Note: Only visible rows are included in tabulation

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.

Upper and Lower Rails

	GS-1 Step 1	SPL base		OCS	Upper Rail	Lower Rail	SPL
2023	$20,999	1.0200429	min	0.00	$22,679	$19,319	$20,999
			max	115.00	$222,199	$189,280	$205,739
2024	$21,986	1.0200428	min	0.00	$23,745	$20,227	$21,986
			max	115.00	$232,640	$198,175	$215,407

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Two new tables have been added to the 2023 version of this tool. In the image below see the first new table provides the distribution of raw average PAQL by office symbol. Both counts and percentage of the group are shown.

The second new table provides counts of the Delta OCS by Supervisor. Values of Delta OCS greater than 4 or less than -4 are grouped together since these values are relatively rare.

Raw Average Rating of Record by Office Symbol

Includes only records with an Office Symbol

	1.0 #	1.0 %	3.0 #	3.0 %	3.7 #	3.7 %	4.3 #	4.3 %	5 #	5 %	Total
All Rated	1	5.9%	12	70.6%	2	11.8%	1	5.9%	1	5.9%	17
Div 1			3	75.0%					1	25.0%	4
Div 2			4	100.0%							4
Div 3	1	20.0%	1	20.0%	2	40.0%	1	20.0%			5
HQ			4	100.0%							4

Delta OCS Distribution by Supervisor

Includes only records with a 1st Level Supervisor

	<= -5	-4	-3	-2	-1	0	1	2	3	4	>= 5	Total
All Rated	3	1	1	1	1	11	3	2	1	1	3	28
ACDP SUPERVISOR						2			1			3
AMERICAN ROBIN	1				1	4	1				1	8
DEWEY WOODPECKER				1		4				1	1	7
JERRY LEE			1								1	2
PAY POOL MANAGER						1	2	1				4
SUPER USER	2	1						1				4

Delta Statistics Worksheet

This worksheet displays Delta OCS averages and standard deviations. 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. Added in 2022 is a cleaner single picklist for group selection at the top.

Return to Main Menu

View Delta OCS Distribution

Delta Plot Grouping

Wildcard 1 | Refresh | Show All | Hide with only one employee

Current Grouping: Wildcard 1

Statistics do not include employees with missing value of selected group

Office Symbol ▼
- Supervisor
- **Office Symbol**
- Subpanel
- Wildcard 1
- Wildcard 2
- Wildcard 3

Summary Statistics of Delta OCS Score

	Average Delta OCS Score	Standard Deviation	Rating of Record Count 1	3	5
Overall	0.18	3.04	3	22	2
NH	0.78	2.41	1	16	1
NJ	-3.25	3.59	1	3	0
NK	0.67	3.39	1	3	1

			1	3	5	Total
NH						
2	1.00	5.66	1	1	0	2
3	1.10	2.47	0	9	1	10
4	0.17	1.33	0	6	0	6
NJ						
2	-4.00	N/A	1	0	0	1
3	-3.00	4.36	0	3	0	3
NK						
1	1.00	N/A	0	1	0	1
2	2.00	2.45	0	2	1	3
3	-5.00	N/A	1	0	0	1
Overall						
1	1.00	N/A	0	1	0	1
2	0.86	3.63	2	3	1	6
3	-0.21	3.47	1	12	1	14
4	0.17	1.33	0	6	0	6

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 selection allows for using any of the following columns: Supervisor (column AD), Office Symbol (column H), Sub-Panel (column G) and any Wildcard column that contains data.

Note that the example shown above uses broadband level to define the groups. To make this happen, the data from column M (Broadband Level) on the main data worksheet was first copied into Wildcard #1, and then the Wildcard #1 radio button was selected in the Delta Plot Grouping box at the top of this worksheet. If you change the groupings in Wildcard #1, be sure to click 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 Worksheet

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.
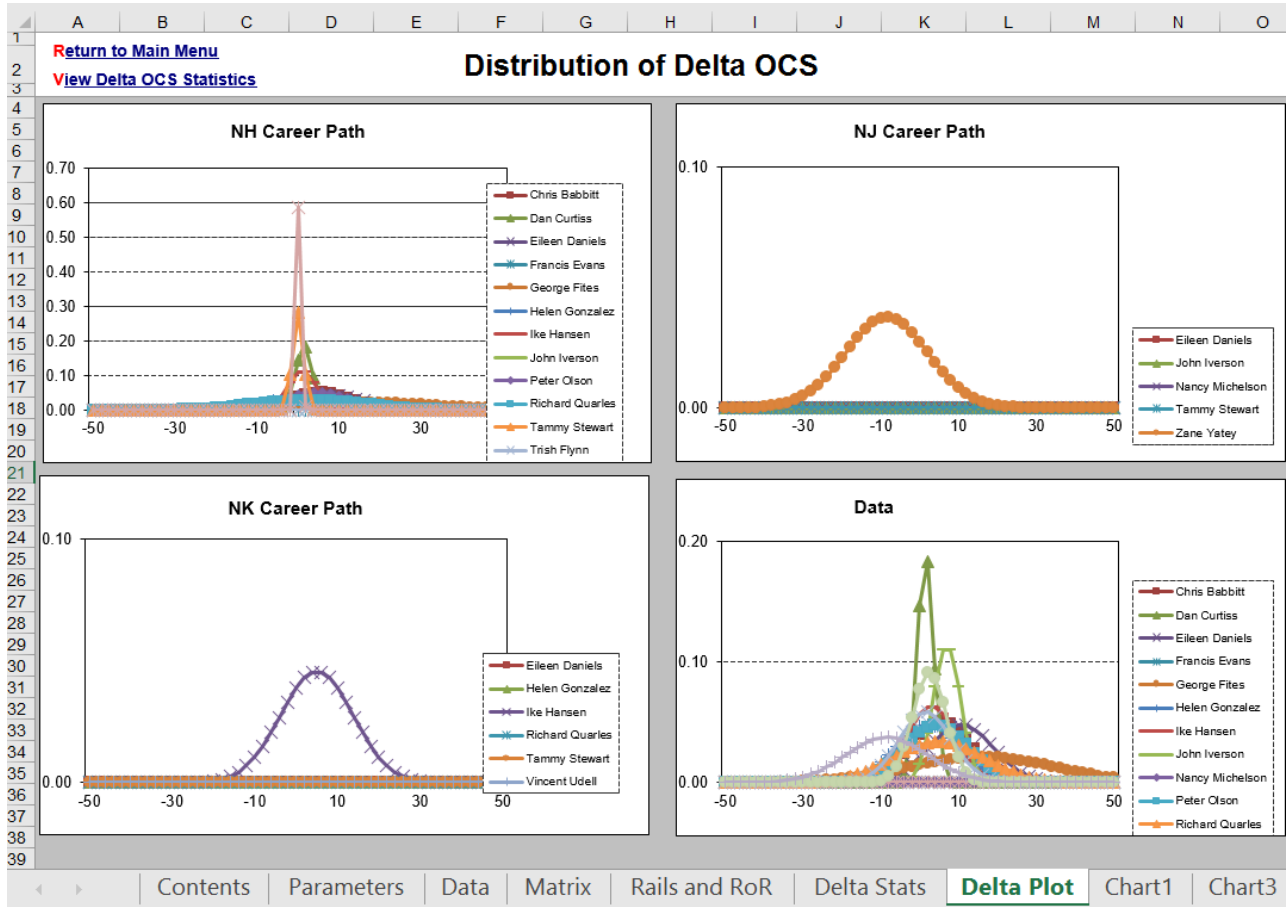

Each career path is shown on a separate graph, and each group in a career path is labeled with a different color/style of line. The plots are standard, normal, bell-shaped curves reflecting the mean and standard deviation values from the previous worksheet. The "peak" of each curve occurs at the average 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.

The worksheet can be printed by clicking on the printer icon on the Excel tool bar.

Current OCS Scatter Plot Worksheet

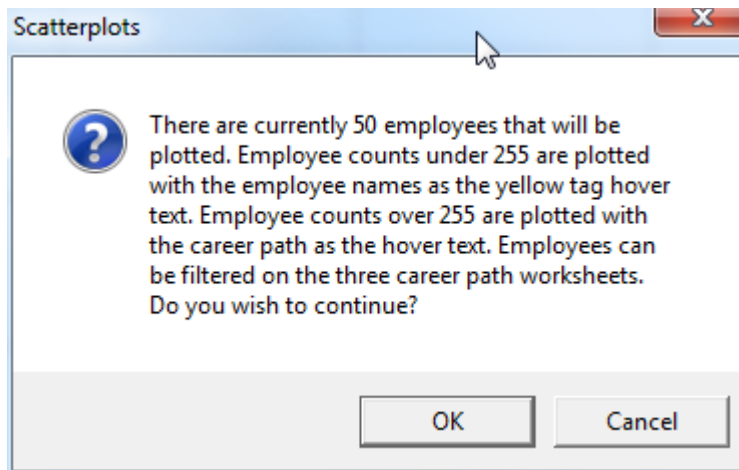**OCS Results: Current Pay and 2023 SPL**
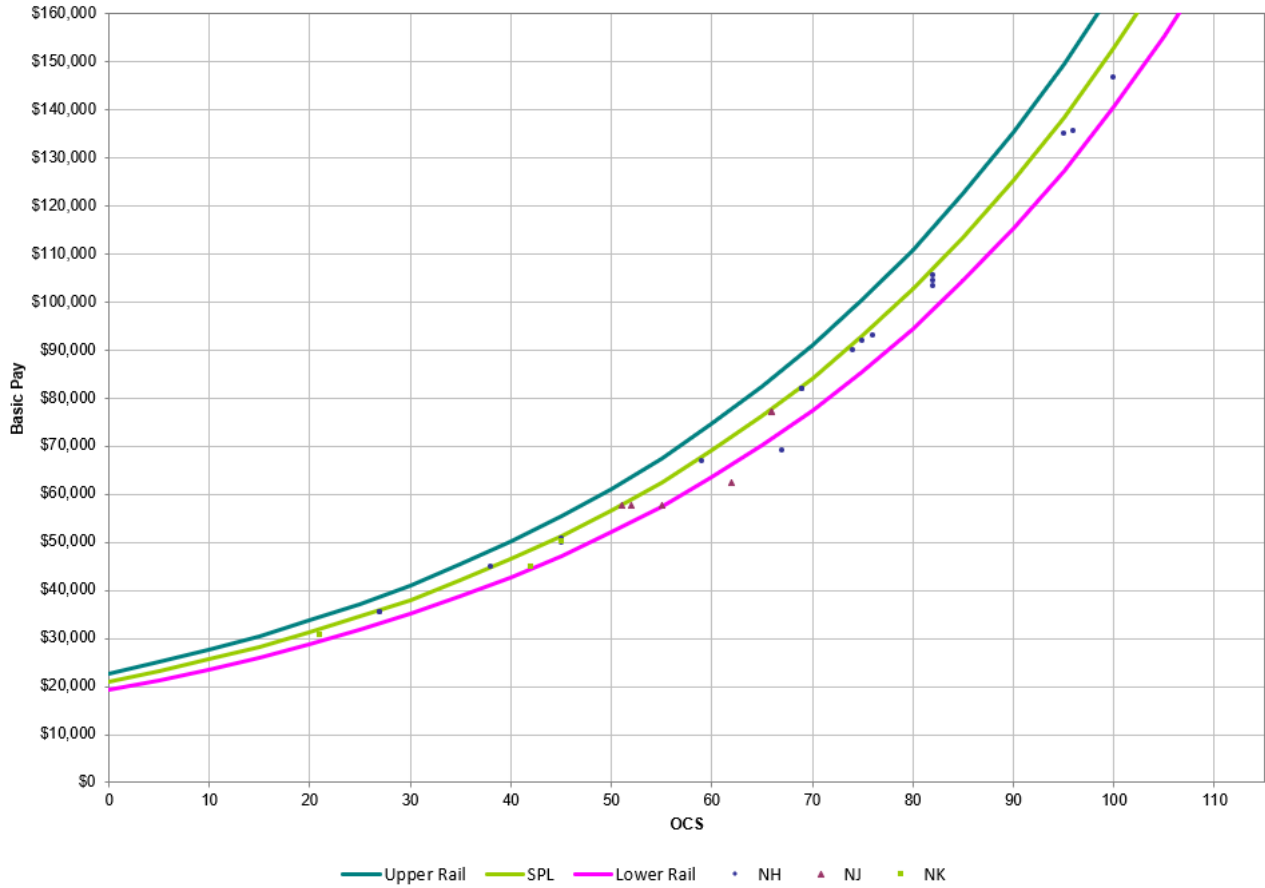
Scatter plots of OCS vs. basic pay, displayed on top of the SPL and rails, have proven to be excellent tools for visualizing the overall outcome of the appraisal and pay setting process. The workbook contains two such plots, the first of which is OCS vs. current year pay on top of the CY2023 SPL and rails (example above). The second is the OCS vs. new year pay scatterplot. In both plots, employees on retained pay are plotted using the band maximum for their basic salary value.

This plot shows, for each career path, how employee pay and contribution during 2023 compared to the SPL and rails for that year. You can filter employees as well as hide rows on the Data tab. This will preclude those employees from appearing on both scatterplots. If you have set a filter or hidden rows the following message box will appear.
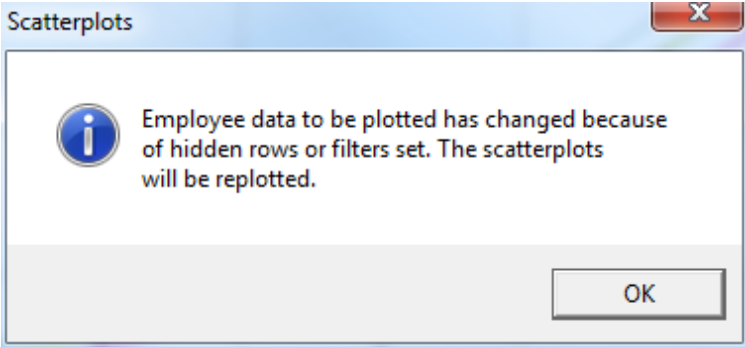
After you click OK both scatterplots will be replotted with only those employees visible who are on the Data tab. A replot can also be accomplished by click the Replot button on the custom toolbar.

On the worksheet you can identify the specific values associated with a dot on the graph by placing the mouse pointer on the dot. The values will appear in a yellow 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 a limitation in Excel. 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.

Scatterplots

There are currently 50 employees that will be plotted. Employee counts under 255 are plotted with the employee names as the yellow tag hover text. Employee counts over 255 are plotted with the career path as the hover text. Employees can be filtered on the three career path worksheets. Do you wish to continue?

OK   Cancel

You can adjust the size of the symbols on the plot by clicking on the 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.

Format Chart

Chart Marker Size   3

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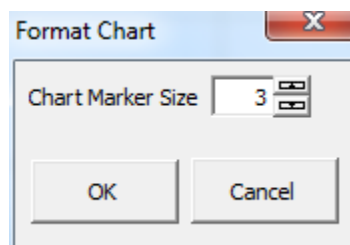
The plot may be printed by clicking on the printer icon on the Excel tool bar.

New OCS Scatter Plot Worksheet

This worksheet is identical to the previous one, except that OCS is plotted with new year basic pay against the 2024 SPL and rails. This plot provides an estimate of what the contribution vs. pay relationship in the pay pool might look like next year if each employee contributes at the same level they did in 2023. Comparing this plot with the current OCS/pay scatter plot shows the effect of the pay adjustments – hopefully, movement of employees toward the appropriately compensated zone (between the rails).

You can also use the Data tab to select the set of employees you want displayed on this plot, and you can adjust the marker size using the "Format" icon on the custom toolbar.

OCS Results: New Pay and 2024 SPL
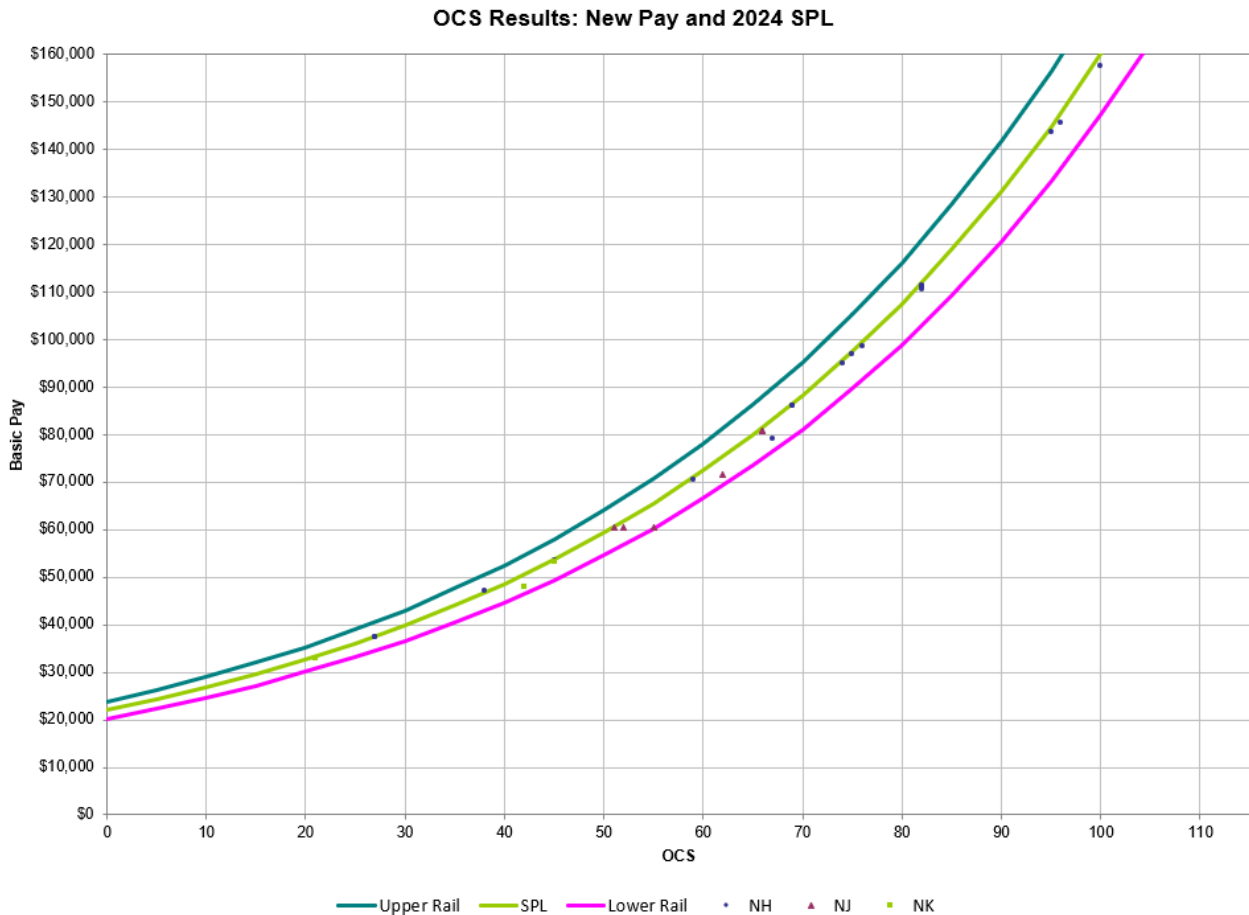
Summary Worksheet

This worksheet is a compilation of eighteen key columns from the data sheet. The layout is suitable for printing all columns in landscape format. Select *Fit All Columns on One Page* in the print options if it needs to be adjusted slightly for your printer.

Reset Columns — To change column data click the title and make a selection from picklist on each column title.

Last Name	First Name	CAS2Net ID	Career Path	Broadband Level	Occ Series	Locality Rate	CY2022 Basic Pay	1st Level Sup Name	Rating of Record	2022 OCS	Delta OCS	G ($)	Approved CRI $	New Basic Pay 2023	Final Basic Pay + Locality	Total Award	CY2023 Expected OCS
BIRD	BLU	232657	NH	4	0301	16.20%	$95,973	AMERICAN ROBIN	3	79	-	$3,935	$2,322	$102,230	$118,791	$1,328	80
BUNTING	INDIGO	242859	NK	3	0119	16.20%	$58,000	AMERICAN ROBIN	1	48	-5	$0	$0	$58,000	$67,396	$0	51
CARDINAL	NORTHERN	240471	NJ	3	0332	16.20%	$94,001	SUPER USER	3	61	-5	$1,765	$0	$95,766	$95,766	$0	66
CHICKADEE	CAPPED	232658	NH	3	1102	16.20%	$105,579	DEWEY WOODPECKER	3	83	-	$4,329	$0	$109,908	$127,713	$4,341	83
DOVE	MOURNING	232660	NH	3	0301	16.20%	$91,980	ACDP SUPERVISOR	3	76	-	$3,772	$1,763	$97,515	$113,312	$1,960	77
EMPLOYEE	ACDP	232662	NH	2	1102	16.20%	$49,855	JERRY LEE	3	51	5	$2,045	$2,752	$54,652	$63,506	$3,059	48
EMPLOYEE	ACDP 2	232664	NH	2	0343	16.20%	$50,692	JERRY LEE	1	43	-3	$2,079	$122	$52,893	$61,462	$135	47
FALCON	PEREGRINE	224914	NH	4	0854	16.20%	$96,532	DEWEY WOODPECKER	3	77	-2	$3,958	$1,059	$101,549	$118,000	$1,177	79
FINCH	GOLD	232654	NH	3	0301	16.20%	$98,517	AMERICAN ROBIN	5	80	-	$4,040	$2,199	$104,756	$121,726	$1,277	81
GRACKLE	COMMON	236535	NH	3	0854	27.86%	$105,579	AMERICAN ROBIN	3	83	-	$4,329	$0	$109,908	$140,528	$4,341	83
JUNCO	DARKEYED	240705	NH	3	0028	16.20%	$81,760	DEWEY WOODPECKER	3	78	7	$3,353	$5,641	$90,754	$105,456	$6,270	74
KINGLET	RUBY-CROWNED	242861	NJ	3	0802	16.20%	$90,000	SUPER USER	3	60	-6	$1,765	$0	$91,765	$91,765	$0	66
MACAW	HARLEQUIN	243486	NK	2	0303	16.20%	$35,000	AMERICAN ROBIN		28	-	$1,435	$0	$36,435	$42,337	$0	28
MARTIN	PURPLE	232661	NH	3	0301	16.20%	$105,579	ACDP SUPERVISOR	3	83	-	$4,329	$0	$109,908	$127,713	$3,239	83
PLOVER	SNOWY	242862	NK	1	0318	16.20%	$30,600	PAY POOL MANAGER	3	22	1	$1,255	$849	$32,704	$38,002	$943	22
ROBIN	AMERICAN	232648	NH	4	0301	16.20%	$146,757	PAY POOL MANAGER	3	100	-	$6,014	$0	$152,771	$177,520	$6,766	100
SPARROW	CHIPPING	232659	NH	3	1102	16.20%	$92,937	DEWEY WOODPECKER	3	81	4	$3,811	$4,305	$101,053	$117,424	$4,785	79
SPARROW	SONG	240473	NJ	3	0342	16.20%	$62,342	SUPER USER	3	59	2	$2,557	$2,159	$67,058	$77,921	$1,200	59
STARLING	EUROPEAN	240474	NK	2	0335	16.20%	$43,946	ACDP SUPERVISOR	5	42	3	$1,802	$1,689	$47,437	$55,122	$1,877	41
STRATOR	ADMIN	232647	NH	4	0403	16.20%	$102,643	DEWEY WOODPECKER	3	82	-	$4,209	$2,250	$109,102	$126,777	$2,501	83
SUPERVISOR	ACDP	232652	NH	4	0343	16.20%	$135,105	PAY POOL MANAGER	3	98	2	$5,540	$4,701	$145,346	$168,892	$5,226	97
SWAN	MUTE	242864	NK	2	0203	16.20%	$50,050	DEWEY WOODPECKER	3	46	-	$2,053	$3	$52,106	$60,547	$2,433	46
THRUSH	HERMIT	240704	NH	3	0408	16.20%	$81,760	DEWEY WOODPECKER	3	71	-	$3,353	$2,015	$87,128	$101,243	$2,239	72
TOWHEE	CANYON	242860	NJ	2	1521	16.20%	$65,000	SUPER USER	1	47	-4	$2,058	$0	$67,058	$67,058	$0	51
USER	SUPER	232646	NK	2	0119	16.20%	$45,000	AMERICAN ROBIN	3	45	5	$1,845	$2,241	$49,086	$57,038	$2,491	43
WARBLER	RUMPED	232655	NH	3	0301	16.20%	$94,761	AMERICAN ROBIN	3	79	1	$3,886	$2,653	$101,300	$117,711	$2,948	79
WOODPECKER	DEWEY	232651	NH	4	1102	16.20%	$135,497	PAY POOL MANAGER	3	97	1	$5,556	$3,777	$144,830	$168,292	$4,198	97
WREN	CAROLINA	232656	NH	3	0301	16.20%	$105,579	AMERICAN ROBIN	3	82	-1	$4,329	$0	$109,908	$127,713	$3,060	83

The column definitions on the Summary tab are customizable. Clicking the header cell in row 2 in columns D through R pops up a list of available columns from the Data sheet. Select the column desired and data from that column on the Data sheet will populate the selected column on the Summary sheet.

Part I of the Appraisal Form

A sample of Part I is shown on the next page. The format and content of this page is standard for all employees. Significant changes have been made for the 2023 cycle. These include an expanded comments section that displays pre-defined comments about the use of various capabilities of the tool such as: Time-off Award, Control Points, Supervisor Differential and retained pay explanations.

Name:	BUNTING INDIGO	Series:	0017	Appraisal Period:	
CAS2Net ID:	242859	Broadband Level:	II	From:	1-Oct-22
Organization:		Retained Pay:	No	To:	30-Sep-23
Career Path:	NH	Presumptive:	None		

Approved By: PAY POOL MANAGER, Pay Pool Manager   **Effective Date of Appraisal:** January 1, 2024

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

Supervisor Print / Sign _____   **Date** _____

Employee Print / Sign _____   **Date** _____

2023 Performance Details	PAQL	2023 Contribution Detail	Cat Score	Num Score
Job Achievement and/or Innovation	3	Job Achievement and/or Innovation	3L	61
Communication and/or Teamwork	3	Communication and/or Teamwork	2MH	56
Mission Support	3	Mission Support	2MH	61
		Overall Contribution Score		59
Average Raw Score	3.0	Expected Contribution Score		58
Performance Rating of Record	3	Expected Contribution Range		55-62

Compensation Detail

	$67,000	Current Rate of Basic Pay as of 30 Sep 2023	
+ $	3,149	General Pay Increase	4.7%
+ $	477	CRI (Salary Increase)	0.71%
=	$70,626	New Rate of Basic Pay	
+	$15,093	Locality Pay	@ 21.37%
=	$85,719	New Total Salary	
$	568	Contribution Award	
+ $	-	Carryover from CRI	
= $	568	Total Award	

Employee Compensation Region Chart

The graph plots the employee's current basic pay versus the final OCS relative to the rails and standard pay line (SPL); relating contribution to compensation. The top and bottom lines are the Upper and Lower Rails, respectively. The middle line is the SPL. Above the Upper Rail is the Overcompensated (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.

2024 Expected Contribution Level

Expected Overall Contribution Score	59
Expected Contribution Range	55-63

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

Privacy Act Statement (552a of 5 U.S.C.)
1. AUTHORITY: Section ILD, Federal Register Notice dated November 9, 2017.
2. PURPOSE: This form summarizes the annual evaluation of an employee's contribution and performance through the CCAS assessment.
3. ROUTINE USE: This form is a computer-generated form that is produced for each employee and contains the overall contribution score, performance rating of record and space for the signature of the PPM, supervisor, and the employee. The original of this form will be maintained in CAS2Net for no more than 4 years IAW 5 CFR Section 293.402 and in accordance with agency procedures.
4. DISCLOSURE: The information contained within this form is personal in nature and is restricted to those with appropriate permissions. Information collected on this form may be used for statistical and impact analysis.

Procedure for Using the Workbook

Step 1: Workbook Download – Each Pay Pool Administrator will download the workbook (***CMS 2023 v1.0.xls***) from the Pay Pool Notices section of CAS2Net at ***https://cas2net.army.mil/*** -- this should occur sometime in October. By this time, all AcqDemo employees should have completed their self-assessments and all supervisors should have completed Part II of the Appraisal Form containing category scores on each of the three factors, along with supporting narrative comments, for each employee.

Step 2: Data download and import – To begin the process, download the entire pay pool file from CAS2Net offline interface and import it into the workbook. CAS2Net will automatically name the file pp####_to_CMS.csv, where #### is the name of the pay pool. Use the import function in the CMS to bring all the employee records into the offline CMS.

Step 3: Score Normalization – All scores or the vast majority of scores should have already been entered by the time your pay pool begins using the CMS. At this point, the pay pool manager can use the CMS workbook to compare score distributions across his or her subordinate organizations to look for anomalies and scoring scale differences. The pay pool manager will be able to change scores directly in the workbook and at this point the pay pool manager will be able to see the preliminary pay adjustment results with the workbook, even though the official CY 2024 "GPI" value and associated GS pay and locality tables may not yet be known. The workbook will come loaded with a best estimate of GPI percent, and the pay pool manager will be able to set the following parameters:

How to make a "Round Trip"

Throughout the CMS process you will be making round trips between the spreadsheet and CAS2Net to keep the data in the two applications in sync. Here are the steps in a round trip:

1. Click the "Export" button on the custom "Add-ins" toolbar in the spreadsheet to automatically create an export file named **pp####_to_Master.csv**. The spreadsheet will default to saving this file in the same directory as the CMS file.
2. Log on to CAS2Net, go to Offline Interface, select the appropriate pay pool, and then click on "Upload Employee Data". Use the "Browse" button to locate the file you just exported from the spreadsheet. Then click "Upload File"
3. CAS2Net will give an indication of successful upload. Or if warranted will provide warnings or errors. **Do not ignore the error messages.**
4. You can now modify personnel data of your employees in User Profile and Post Cycle activity and add, delete, or modify employees.
5. When you are finished with data maintenance, go to Offline Interface in CAS2Net and click "Download Employee Data". When prompted, locate the folder on your computer where you store the CMS and all the upload and download files.
6. CAS2Net will then create a file called **pp####_to_CMS.csv** and save it on your computer.
7. Finally, open the spreadsheet and click the "Import" button on the custom toolbar. When prompted, select the file you just downloaded from CAS2Net and the spreadsheet will import it, replacing all of the information already in the spreadsheet with the updated information from CAS2Net.

Make round trips often to be sure your data is consistent between CAS2Net and the spreadsheet. Remember, always start the round trip with an export from the spreadsheet!

- CRI percent, CRI target, CRI set-aside percent, minimum CRI dollar amount, minimum CRI to carryover award amount
- Option to add CRI Remainder to CA
- CA percent, CA target, CA set-aside percent, minimum CA dollar amount
- Usage plan for monies remaining from Prorated Awards and Time-off Awards
- Carry capped CRI over to CA? (yes/no for each employee)

Within the limits of their budgets, pay pool managers will also be able to assign discretionary GPI, CRI, and CA to eligible employees. Note that even if you specify zero discretionary CRI and/or CA set-asides on the parameter worksheet, you might still have small positive discretionary CRI and CA balances due to the truncation of cents when computing CRI and CA amounts. The balances could be even larger if you set CRI, CRI carryover and/or CA dollar minimums because any CRI or CA amounts truncated to zero because they fall below the minimums will be added to the appropriate discretionary balance. Prorated awards and time-off awards may also add to the available discretionary funds available.

Step 4: User Profile and Post Cycle Activity – Throughout the appraisal and pay adjustment cycle, all additions, deletions, and modifications to **personnel** data must be accomplished in CAS2Net. CAS2Net is accessed via the internet/NIPERNET using a standard browser. All columns in the workbook except data entry columns (e.g., appraisal scores, discretionary CRI), and a few "wildcard" columns, are locked. This means that every time a record is added, deleted, or modified in CAS2Net, a new data file must be downloaded and imported into the workbook. *To preserve work already accomplished in the workbook, the user must first export a file from the workbook and upload it to CAS2Net before changing any information in the file.* That way, when the modified data file is downloaded from CAS2Net and imported back into the workbook, the pay pool can proceed from where it left off without having to manually re-enter any data. Only values entered in the wildcard columns will be preserved, formulas entered in this column will not be preserved through subsequent export-upload-download-import cycles unless the formula is also entered in the yellow cell immediately below the wide gray line after the last person's record.[2] Included in the data maintenance responsibilities during this period will be monitoring and recording in CAS2Net any gains, losses, and promotions (temporary or permanent) called "Post-Cycle" data. The bi-weekly discretionary reports will assist in this effort.

> **WARNING!!**
> **Once you have exported a file back to CAS2Net for personnel data correction, DO NOT CHANGE ANY DATA IN THE SPREADSHEET!! If you do, you will lose the changes when you import the previously uploaded data back into the spreadsheet.**

Step 5: Data Verification – Bi-weekly the AcqDemo Program Management Office (PMO) will produce discrepancy reports that provides several lists of information that can help the pay pool in keeping the CAS2Net data up to date with the data feed of Defense Civilian Personnel Data System (DCPDS) extracts. It can help to identify omissions and errors and make appropriate changes to CA2Net database. The PMO will provide users with error reports through Pay Pool Notices.

Step 6: Final "GPI" Setting – Once the President signs the Executive Order officially setting GPI and locality rates for CY2024, the PMO will update the information in CAS2Net. This generally happens in late December, depending on congressional and presidential actions. All pay pools will be notified when this has occurred and will be instructed to make a "round trip" between the CMS workbook and CAS2Net. This will automatically update GPI, the maximum CY2024

salaries for each broadband and career path, the base parameter for the SPL and rails equations, and the new locality pay rates for all AcqDemo locations. These updates will not disturb any of the other parameter settings in the workbook, so the pay pool manager's preliminary pay scenario will remain intact.

Step 7: Final Compensation Setting – After the GPI update, the pay pool manager can finalize the pay adjustments and awards for his or her pay pool. This should be a fairly simple and straightforward process since none of the preliminary adjustments are lost when GPI is updated. Some "fine-tuning" may be required due to small changes in dollar values and pots of money that are affected by GPI.

Step 8: Data Upload – Once GPI has been set, the PMO will set a deadline for pay pool managers to finalize all appraisals and pay adjustments. At that point, the Pay Pool Administrator will export a final file from the workbook and upload it to CAS2Net. RGG/GDIT will then perform data validity and consistency checks on all the files and will provide users with error reports, if necessary.

Step 9: Generate Part I – Once the pay pools have corrected any problems encountered in the final data upload, the workbook can be used to generate Part I of the Salary Appraisal Form for each employee. The preferred method for generating reports for employee distribution will be in CAS2Net. This should take place in early January so feedback can be provided to employees before their new pay rates and awards take effect.

Step 10: DCPDS Upload – Once all pay pools have uploaded their final results and all errors have been corrected, RGG/GDIT will generate the Personnel Transaction Indicator (PTI) files necessary to update each employee's master personnel and finance record. These files will be provided to the appropriate service points of contact for entry into DCPDS.

Step 11: Results Analyses – RGG/GDIT will then use the files for all analyses and statistical summaries of the 2023 cycle results.

[2] The formula is only saved if you import back into the same spreadsheet you used to do the export.