

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



Subcontract Number GDIT-LB-05202020  
WHS AcqDemo Task Order 01

**SUB-PANEL SPREADSHEET USER GUIDE**

Version V1.0  
Updated September 2024

Prepared for:

United States Department of Defense (DoD)  
Acquisition Workforce Demonstration Project (AcqDemo)

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## AcqDemo Sub-Panel Spreadsheet (2024) Description September 2024

The Sub-Panel Meeting spreadsheet is a Microsoft Excel macro-enabled workbook called *Sub-Panel Meeting 2024 v1.xlsm* consisting of seven 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 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.

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## Table of Changes for 2024

Date of Change	Worksheet	Topic	Remarks
Fall 2024	Data	Increased OCS Control point to 4 significant digits	Increase precision computing Control Point amounts

# Contents Worksheet

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 yellow Enable Content button below the Excel ribbon 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.

 **SECURITY WARNING** [Some active content has been disabled. Click for more details.](#)

## Sub-Panel Meeting Spreadsheet

Cycle: 2024

Version: 1

*The purpose of this spreadsheet is to assign preliminary and final contribution scores to employees.*

**Data/Spreadsheet Download** -- Download the offline managers meeting data file from CAS2Net and save it to your hard drive, then click on Import to load the file into this spreadsheet.

**Appraisal Score Entry** -- Once the file has been loaded, click *View* to go directly to the Data tab to enter preliminary and final scores. To assign scores using an interface that is similar to the on-line Managers Meeting, click the *Group into Categories* link. This form filters employees by Career Path, Factor, and Score Level. For each score level (1 through 4) selected there will be between four and seven list boxes representing the available preliminary scores for that level plus boxes representing the upper and lower limits of the preceding and next levels, respectively. Employees without a preliminary score will show up in the *Unrated* listbox. Employees can be moved around in listboxes (left, right, up and down) and to/from the *Unrated* listbox using the buttons on the form. To assign a final score, double-click the employee's name.

**Data Maintenance** -- All additions, deletions, and modifications must be done in CAS2Net. All columns except for data entry and "wild-card" are locked. To preserve your work, export the data from this spreadsheet and upload to CAS2Net before changing any information in the database.

**Data Upload** -- Use Export to create a file for uploading the results from your pay pool to CAS2Net.

**Paypool Data**  
[Import](#)   [View](#)   [Export](#)   Last Import: 8/15/2024 (2:23:48 PM)(CDT)  
Last Export:  
Last Modified:

**Scores**  
[Group into Categories](#)

**Summary Reports**  
[Rails and RoR Report](#)  
[Career Path Factor Matrices ranked by Final Score](#)  
[Summary Statistics of Delta OCS](#)  
[Distribution of Delta OCS](#)

**Scatter-plots of OCS Score by Salary**  
[Current Pay & 2024 SPL](#)

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 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 & 2024 SPL” link takes you to the tabbed worksheet called “Cur OCS” that is described later in this document.

## Data Worksheet

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

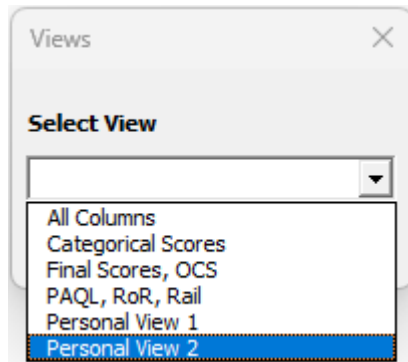
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	<a href="#">Return to Main Menu</a>	<a href="#">Set View</a>													
2															
3															
4	<b>Goto</b>														
5	<a href="#">Scores</a>														
6															
7	Blue arrows indicate fields set to filter the data.														
8															
	<b>Last Name</b>	<b>First Name</b>	<b>Middle Initial</b>	<b>Suffix</b>	<b>EDIPI</b>	<b>CAS2Net ID</b>	<b>Paypool</b>	<b>Office Symbol</b>	<b>Wildcard 1</b>	<b>Presumptive Status?</b>	<b>Retained Pay?</b>	<b>Career Path</b>	<b>Broadband Level</b>	<b>Occ Series</b>	<b>CY2024 Basic Pay</b>
9															
10															
11	ALAS	KA			9000900049	249942	9000	SP-1-Monday		0	0	NH	3	0023	\$115,079
12	FINCH	GOLD			9999999006	232654	9000	SP-1-Monday		0	1	NH	3	0301	\$145,079
13	GRACKLE	COMMON			9999999988	236535	9000	SP-1-Monday		4	0	NH	3	0854	\$115,079
14	HAWA	PI			9000900050	249943	9000	SP-1-Monday		0	0	NH	3	0025	\$115,079
15	MON	TANA			9000900041	249951	9000	SP-1-Monday		0	0	NH	2	0020	\$80,737
16	ORE	GON			9000900033	249945	9000	SP-1-Monday		0	0	NH	2	0028	\$62,168
17	U	TAH			9000900045	249950	9000	SP-1-Monday		0	0	NH	2	0025	\$65,028
18	WASHING	TON			9000900042	249944	9000	SP-1-Monday		0	0	NH	2	0028	\$49,430
19	IDA	HO			9000900043	249947	9000	SP-1-Monday		0	1	NJ	3	0021	\$139,229
20	NEV	ADA			9000900036	249948	9000	SP-1-Monday		0	0	NJ	3	0102	\$66,555
21	ARI	ZONA			9000900048	249949	9000	SP-1-Monday		2	0	NK	2	0029	\$54,557
22															

Headings for wildcards can be edited to more meaningful title.

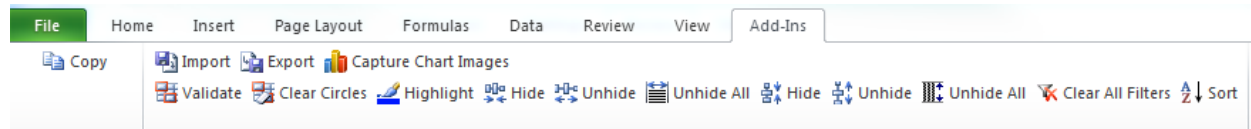
Total CY 24 Basic Pay = \$919,528

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>. The link titled “Set View” pops up a list box that determines which columns are visible on the data sheet.

These views are customizable by putting and X in the blue rows in the columns to be hidden.



From the “Add-Ins” menu at the top of excel, there are fourteen buttons on the 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 spreadsheet as employee data is not included with the chart. Charts are copied/pasted as images not as Excel objects. Do not do a copy and paste from anywhere other than add-ins because that will capture personally identifiable data such as name and base pay.

**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 or No Fill.

**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 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.

**Clear All Filters** – This button clears all filters you have set (see the filtering section below) 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.

### **Additional Functionalities on the Data Tab:**

**Filtering Records:** 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, 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 and the row numbers at the left will turn blue as well. 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. Note: sorting is not allowed from the filter function.



**Retained Column Formulas:** 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 2024 basic pay, you would enter the following formula in cell O59: =AVERAGE(O10:O58), which includes all data rows and one row above and below. Now, each time you import a file into the workbook, this formula will be applied to the data in column O, no matter how many records are included in the import. If you only include the data rows in the formula range (O11:O57 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 – unlike the CMS, the sub-panel tool does not pass formulas in the open rows through the import and export routines.

**Customizing Views:** As described above the Set View link at the top left allows the user to select from various custom views. Three of these views come preloaded for Categorical Scores; Final Scores and OCS; and PAQL, RoR, Rail. The setting for these views is visible in the blue rows directly below the data rows. An X in a column means that the column will be hidden when the View Name is selected. The All Columns view hides no column, and the Personal View is set by default to show all columns as well. Enter X’s in this row to make your own desired view. Additionally, the preloaded views are also freely open for editing and renaming.

Open Rows	View Name	Enter an X in this row to hide columns					
	All Columns						
	Categorical Scores	X	X	X	X	X	X
	Final Scores, OCS	X	X	X	X	X	X
	PAQL, RoR, Rail	X	X	X	X	X	X
	Personal View 1						
	Personal View 2						

## Assigning Scores on the Data Sheet:

Column Z “Set Scores” on the Data Sheet marks the beginning of the score matrix for the sub-panel. The next three columns show the categorical factor scores, followed by three columns that 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 Employee ACDP a Categorical score of 2MH for Mission Support by clicking the appropriate cell and then clicking the desired score.

	A	B	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI
1	<a href="#">Return to Main Menu</a>	<a href="#">Set View</a>		Set Scores									
2													
3													
4	<a href="#">Goto Scores</a>												
5													
6													
7													
8													
9	Last Name	First Name	Pay Pool Manager Name		Categorical			Final			PAQL		
					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
10													
11	EAGLE	CREATED	PAY POOL MANAGER		4L	4L	4L	79	79	79	3	3	3
12	EMPLOYEE	ACDP	PAY POOL MANAGER		2MH	2MH	2MH	51	51	51	3	3	3
13	EMPLOYEE	ACDP 2	PAY POOL MANAGER		2H	2H	2H	66	66	66	3	3	3
14	MARTIN	PURPLE	PAY POOL MANAGER		4L	4L	4L	82	82	82	3	3	3
15	CARDINAL	NORTHERN	PAY POOL MANAGER		3H	3H	3H	66	66	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 51. This is accomplished by clicking the appropriate cell and choosing the desired score. See below.

	A	B	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI
1	<a href="#">Return to Main Menu</a>	<a href="#">Set View</a>		Set Scores									
2													
3													
4	<a href="#">Goto Scores</a>												
5													
6													
7													
8													
9	Last Name	First Name	Pay Pool Manager Name		Categorical			Final			PAQL		
					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
10													
11	EAGLE	CREATED	PAY POOL MANAGER		4L	4L	4L	79	79	79	3	3	3
12	EMPLOYEE	ACDP	PAY POOL MANAGER		2MH	2MH	2MH	51	51	51	3	3	3
13	EMPLOYEE	ACDP 2	PAY POOL MANAGER		2H	2H	2H	66	66	66	3	3	3
14	MARTIN	PURPLE	PAY POOL MANAGER		4L	4L	4L	82	82	82	3	3	3
15	CARDINAL	NORTHERN	PAY POOL MANAGER		3H	3H	3H	66	66	66	3	3	3
16	SPARROW	SONG	PAY POOL MANAGER		3M	3M	3M	58	58	58	3	3	3
17													
18													
19	<a href="#">Open Rows</a>	<a href="#">View Name</a>											

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 and comparing 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 (data is locked in spreadsheet, but 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 office symbol
I	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 <b>unless the formula is also entered in the yellow cell immediately below the wide gray line after the last person's record</b> . 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.
J	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)
K	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)
L	1	Career path (NH = Business Management and Technical Management Professional, NJ = Technical Management Support, NK = Administrative Support)
M	1	Broadband level (1, 2, 3, or 4)
N	1	Occupational series
O	1	CY 2024 annual basic pay rate
P	2	Reflects max of band for employees on retained pay instead of basic pay. Used for calculating columns such as expected OCS.
Q	1	Ratable Temp Promotion. Indicator if the person is on a Ratable Temp Promotion. Data in the spreadsheet will reflect the promotion information.
R	1	Locality pay area code
S	1	OCS from the previous cycle

Col	Source	Description
T	1	Previous Rating of Record
U	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.
V	1	Position Start Date
W	1	Name of the employee's first level supervisor
X	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.
Y	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.
Z		<b>Marks the start of the appraisal score section of the spreadsheet</b>
AA	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 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	Category 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.
AC	3	Category 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.

Col	Source	Description
AD	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 category score are displayed. If no category 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	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 category score are displayed. If no category 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.
AF	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 category score are displayed. If no category 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.
AG	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.
AH	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.
AL	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.
AM	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 <b>unless the formula is also entered in the yellow cell immediately below the wide gray line after the last person's record</b> . 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.

Col	Source	Description
AN	3	Third open (wildcard) column for pay pool use. Values entered or computed in this column will be saved in any export back to the Oracle application 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 <b>unless the formula is also entered in the yellow cell immediately below the wide gray line after the last person's record.</b> 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.
AO	3	Fourth open (wildcard) column for pay pool use. Values entered or computed in this column will be saved in any export back to the Oracle application 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 <b>unless the formula is also entered in the yellow cell immediately below the wide gray line after the last person's record.</b> 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.
AP	1	On ACDP? An indicator that the employee is on an ACDP position.
AQ	1	Last ACDP Date.
AR	1	Last ACDP %. Displayed as a number rather than % (8 means 8%)
AS	1	Previous Control Point (expressed in dollars)
AT/ AU	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. New this year: Increased OCS Control point to 4 significant digits
AV	2	Control Point \$ used. Will not be visible if the pay pool is using dollar-based control points. If the pay pool utilizes an OCS based control point, then this column is visible and shows the value of the Control Point.
AW	1	Employee Requested Time-Off Award as % of Award dollars
AX	3	Sub-Panel Approved Time-Off Award as % of Award dollars for review and approval by the manager in the CMS
AY	2	Expected OCS, computed from CY2024 basic pay and the formula for the Standard Pay Line (SPL).
AZ	2	Expected OCS Range, computed from the 2024 lower rail and upper rail pay and the Standard Pay Line (SPL).

Col	Source	Description
<b>BA</b>	<b>2</b>	<p>2024 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, 2024 OCS is</p> <p>Calculated as Expected OCS = <math>\frac{\text{LN}(\text{Basic Pay} / \text{GS-1step 1pay2024})}{\text{LN}(1.0200429)^*}</math></p> <p>Presumptive status = 3, last year's score is recertified.  * This number can vary depending on the GS pay tables.</p>
<b>BB</b>	<b>2</b>	Delta OCS, computed as the difference between Expected OCS (column AY and 2024 OCS (column BA)
<b>BC</b>	<b>2</b>	Raw average rating, computed as the average of the PAQL ratings (column AG through AI).
<b>BD</b>	<b>2</b>	Rating of record, values are, 1 – Unacceptable, 3 – Fully Successful and 5 – Outstanding and are derived from the raw average rating (column BC).
<b>BE</b>	<b>2</b>	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 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”).

	A	B	C	D	E	G	H	I	J	K	M	N	O	P	R	S	T	U	W	X																																																																																																																																																																														
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7	<i>Each list gives the name and integer score on the factor. Use the buttons to rank order the lists by integer score.</i>																																																																																																																																																																																																	
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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 third and fourth 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. 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 Rating of Record (RoR) Report Worksheet

This worksheet provides a number of tables that provide counts and percentages of many of the key evaluation data.

The first table provides counts and percentages of employees by rail position. This 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		Definition of Rail Zone
	Number	Percent	Number	Percent	Number	Percent	Number	Percent	
A (Above the UR)	4	12.1%	3	50.0%	0	0.0%	7	14.9%	Inappropriately compensated above the rails
C1 (UR to SPL)	6	18.2%	1	16.7%	2	25.0%	9	19.1%	Appropriately compensated between the rails > SPL
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%	Inappropriately compensated below the rails
<b>Total</b>	<b>33</b>	<b>100.0%</b>	<b>6</b>	<b>100.0%</b>	<b>8</b>	<b>100.0%</b>	<b>47</b>	<b>100.0%</b>	
Note: Only visible rows are included in tabulation									
Performance Rating of Record									
Rating of Record	NH		NJ		NK		Total		Definition of Rating Record
	Number	Percent	Number	Percent	Number	Percent	Number	Percent	
1 (Unacceptable)	4	12.5%	1	16.7%	1	12.5%	6	13.0%	Unacceptable
3 (Fully Successful)	23	71.9%	4	66.7%	7	87.5%	34	73.9%	Fully Successful
5 (Outstanding)	5	15.6%	1	16.7%	0	0.0%	6	13.0%	Outstanding
<b>Total</b>	<b>32</b>	<b>100.0%</b>	<b>6</b>	<b>100.0%</b>	<b>8</b>	<b>100.0%</b>	<b>46</b>	<b>100.0%</b>	
<b>Modal</b>	<b>3</b>		<b>3</b>		<b>3</b>		<b>3</b>		
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
<b>2024</b>	\$21,986	1.0200428	<b>min</b>	0.00	\$23,745	\$20,227	\$21,986
				115.00	\$232,640	\$198,175	\$215,407
<b>2025</b>	\$22,316	1.02004297	<b>max</b>	0.00	\$24,101	\$20,531	\$22,316
				115.00	\$236,137	\$201,154	\$218,645

In the tables below, the first one provides the distribution of raw average PAQL by office symbol. Both counts and percentage by group is shown.

The second 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 Avg PAQL by Office Symbol**

	1.0		3.0		3.7		4.3		5.0		Total
	#	%	#	%	#	%	#	%	#	%	
All Rated	1	9%	9	82%	1	9%		0%		0%	11
Div 1			2	66.7%	1	33.3%					3
Div 2			3	100.0%							3
Div 3			2	100.0%							2
Div 4	1	33.3%	2	66.7%							3

**Delta OCS Distribution by Supervisor**

	<= -5	-4	-3	-2	-1	0	1	2	3	4	>= 5	Total
All Rated				2	1	5				1	2	11
AMERICAN ROBIN					1						1	2
DEWEY WOODPECKER				1		4				1	1	7
SUPER USER				1		1						2

## Delta Statistics Worksheet

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

Current Grouping: Supervisor  
*Statistics do not include employees with missing value of selected group*

**Summary Statistics of Delta OCS Score**

	Average Delta OCS Score	Standard Deviation	Rating of Record Count		
			1	3	5
<b>Overall</b>	1.00	2.97	1	10	0
<b>NH</b>	1.50	3.33	0	6	0
<b>NJ</b>	-1.00	1.41	1	1	0
<b>NK</b>	1.33	3.21	0	3	0

	Average Delta OCS Score	Standard Deviation	1	3	5	Total
<b>NH</b>						
DEWEY WOODPECKER	1.50	3.33	0	6	0	6
<b>NJ</b>						
SUPER USER	-1.00	1.41	1	1	0	2
<b>NK</b>						
AMERICAN ROBIN	2.00	4.24	0	2	0	2
DEWEY WOODPECKER	0.00	n/a	0	1	0	1
<b>Overall</b>						
AMERICAN ROBIN	2.00	4.24	0	2	0	2
DEWEY WOODPECKER	1.29	3.09	0	7	0	7
SUPER USER	-1.00	1.41	1	1	0	2

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.

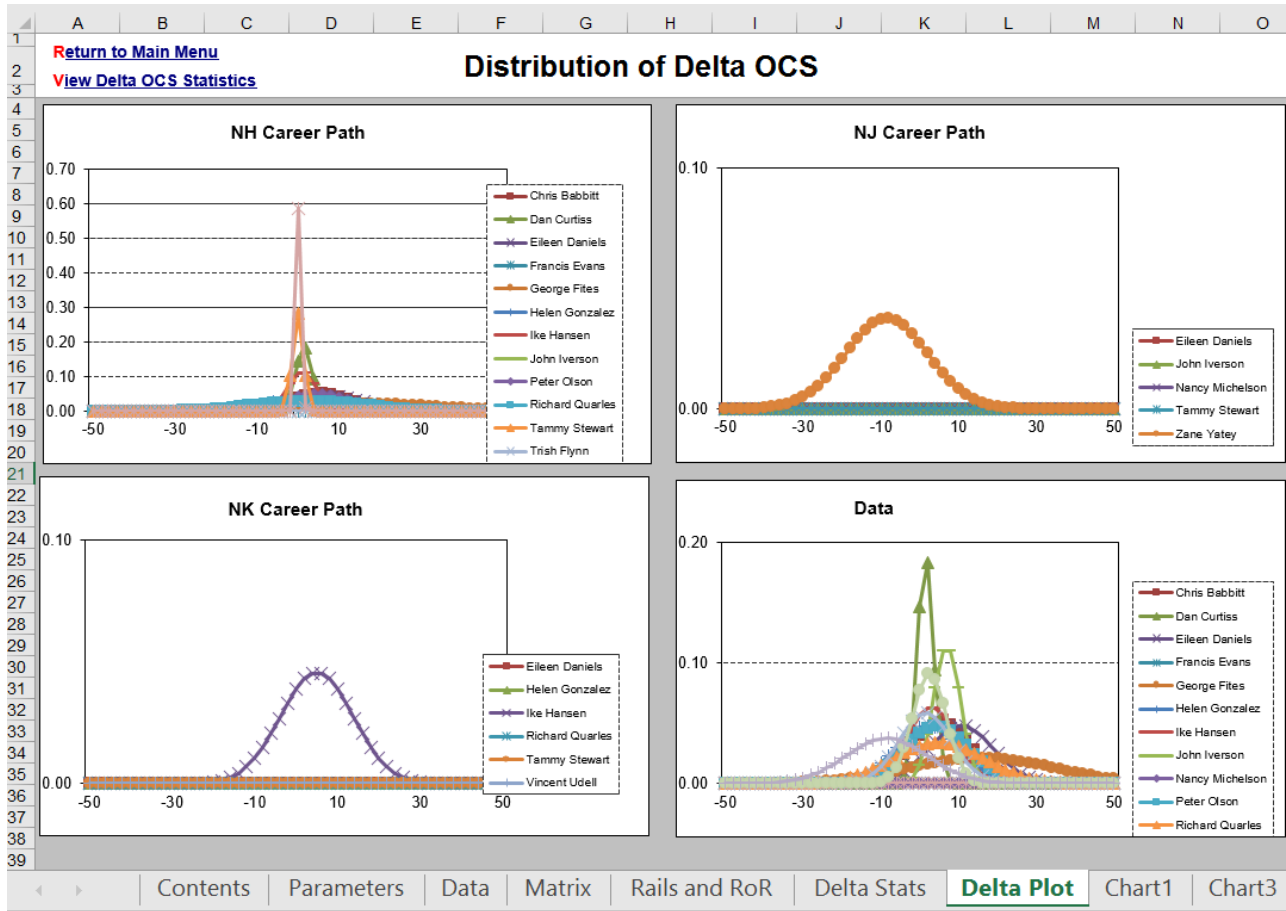
The groups can be defined by either first level supervisor (column W on the data sheet) or one of the four Wildcard columns (NOTE: Wildcard column must contain data to be in the list). The “Delta Plot Grouping” box at the top provides a single picklist of all available fields that can be utilized for grouping data. Upon making a picklist selection, the data in the tables below will be re-computed based on selection.

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

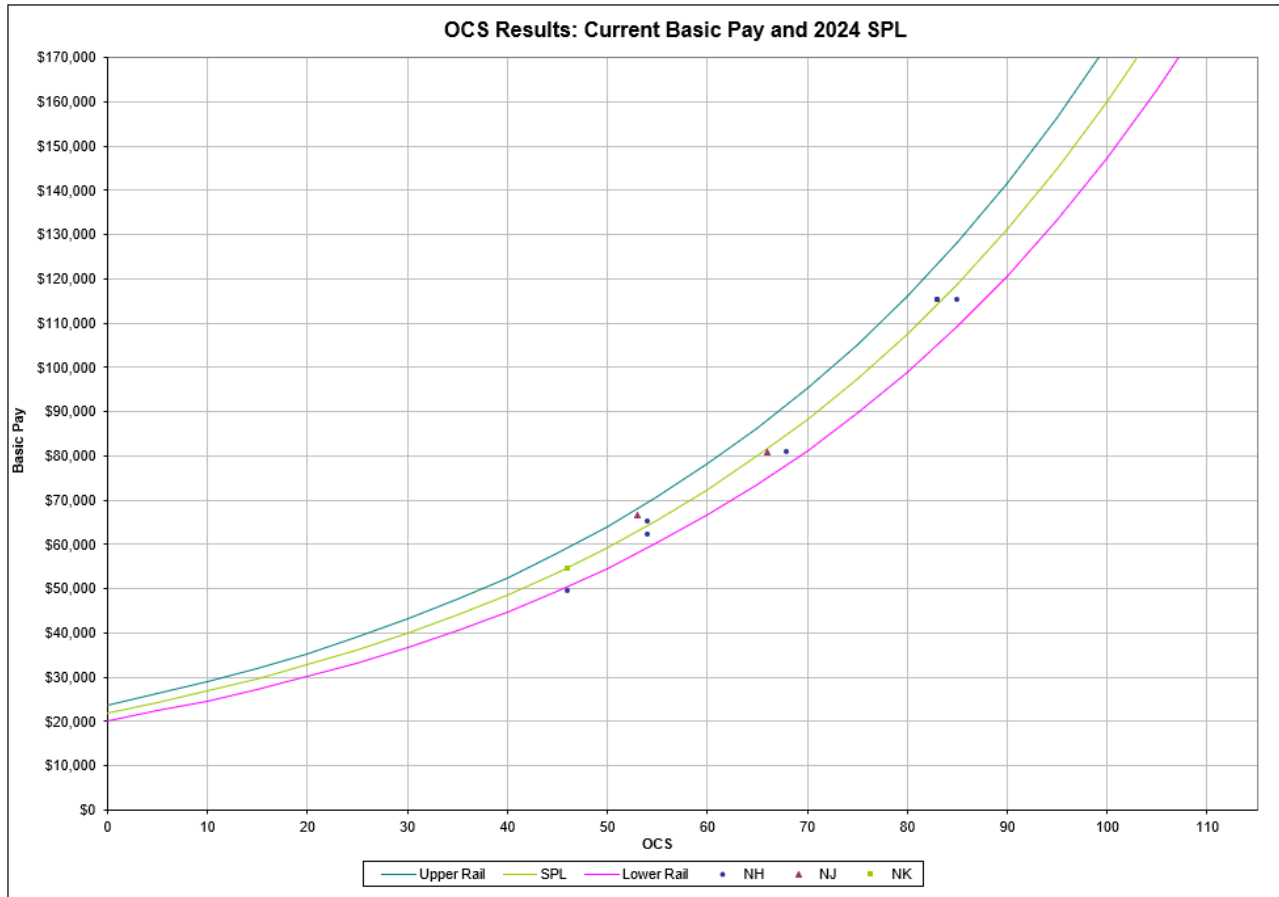
This worksheet, shown below, displays the data from the previous tab in graphical form. The top left corner of the sheet contains links back to the Main Menu (Contents), (“Return to Main Menu”) and the Delta OCS Statistics (“View Delta OCS Statistics”) worksheets.



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.

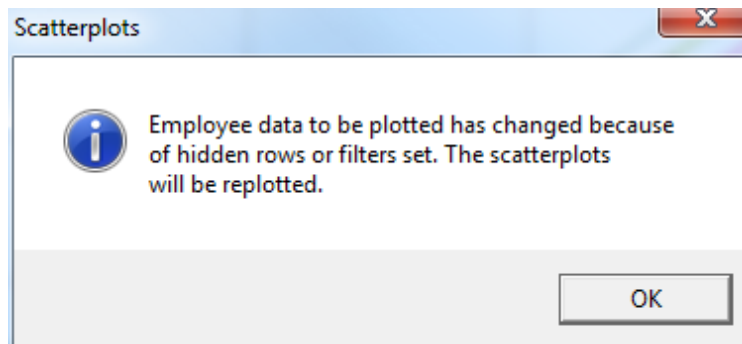
These graphs serve only one purpose – to help pay pool managers spot unusual scoring behavior by their subordinate supervisors. The colors and line styles are difficult to differentiate on the computer screen; however, you can place the arrow pointer on a section of a curve and the name of the group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

## Current OCS Scatter Plot Worksheet



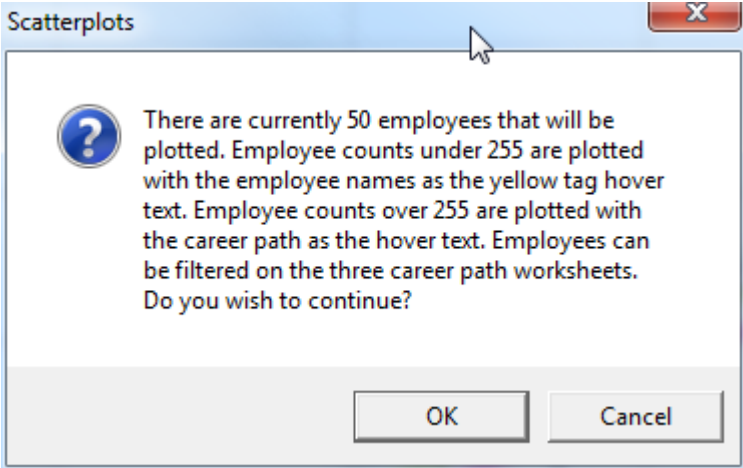
Scatter plots of OCS vs. basic pay, displayed on top of the SPL and rails, have proven to be excellent tools for visualizing the overall outcome of the appraisal and pay setting process. This plots OCS vs. starting 2024 basic pay on top of the CY2024 SPL and rails (example above).

This plot shows, for each career path, how employee pay and contribution during 2024 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.

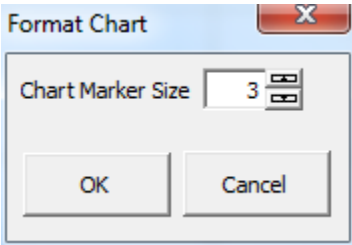


After the OK button is clicked the scatterplot will be replotted with only those employees visible who are on the Data tab. A replot can also be accomplished by click the Replot button on the custom toolbar.

On the 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 custom toolbar icon labeled Format or Add-Ins then 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]

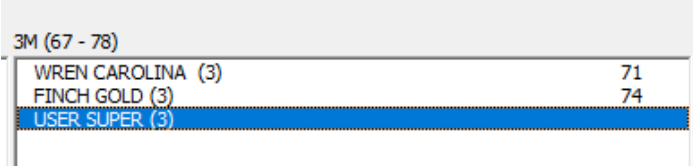
Apply

2H  
3L  
3M  
3H  
4L

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.

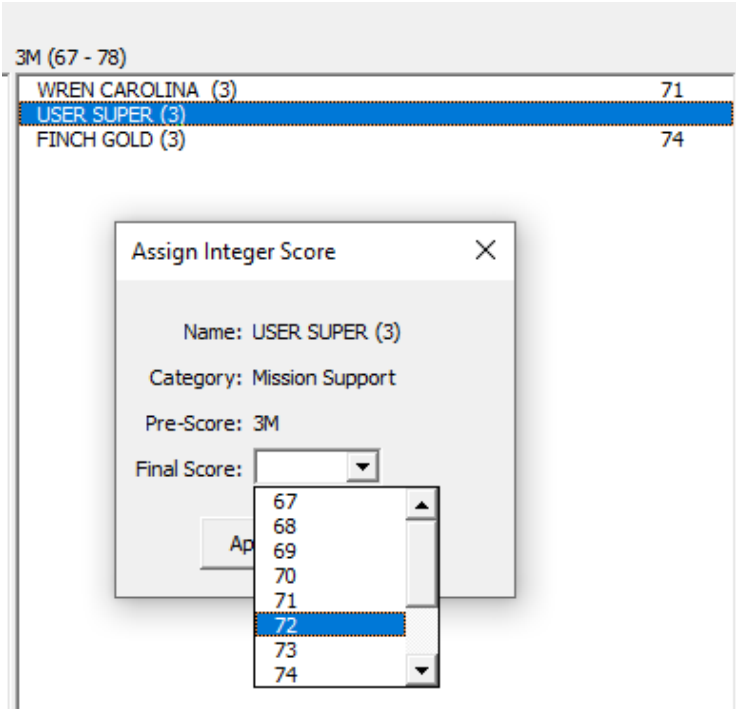
In this case, we have assigned USER SUPER a category 3M score for Mission Support. After applying the choice her record will show up in the 3M list.



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.



The screenshot shows the 'Assign Integer Score' dialog box overlaid on the 3M list. The dialog box contains the following information:

- Name: USER SUPER (3)
- Category: Mission Support
- Pre-Score: 3M
- Final Score: [Dropdown menu]

The dropdown menu for 'Final Score' is open, showing a list of scores from 67 to 74. The score 72 is currently selected and highlighted in blue.

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.