

United States Department of Defense (DoD)

Civilian Acquisition Workforce Personnel Demonstration Project (AcqDemo)



CMS SPREADSHEET USER GUIDE

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AcqDemo Contribution Management System (CMS) Spreadsheet (2020) Description

2 September 2020

The Contribution Management System (CMS) spreadsheet is a Microsoft Excel macro-enabled workbook called *CMS 2020 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 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 2020

- Added the capability to hide columns A and B in the Data worksheet
- Added ability to pro-rate contribution awards
- Added ability to convert contribution award dollars to time-off award
- Added ability to modify OCS Control Points
- Added new editable column to specify a new supervisor differential rate as well as a column that calculates the new differential amount
- Separated carryover award from total award on Part One
- Message added to Part One to indicate if an employee is coming off retained pay in the new year
- Added to Part One Remark for employees approved for Time Off Award hours in lieu of Contribution Award
- Added a “Set Views” link on the Data sheet, which allows setting five user-defined views based on the blue rows below the employee data. Four pre-defined views have been established using rows two through five
- Added capability for the eight wildcard formulas to be uploaded in the export file to CAS2Net and downloaded into a new CMS

Use of the Subpanel Spreadsheet with the CMS

The CMS and the Subpanel Spreadsheet support the offline pay pool process. The CMS is used to support pay pool meetings and will be detailed in this User Guide. The Subpanel Spreadsheet is used to support sub panel meetings. Just like the CMS, the Subpanel Spreadsheet is an Excel Spreadsheet with built-in macros that support data management.

Use the Subpanel Spreadsheet to support the sub panel discussions, normalize supervisors’ recommended ratings, and assign an integer rating for each of the three factors as well as a PAQL score, but without compensation adjustment. You must first download the latest of the Subpanel Spreadsheet from CAS2Net Pay Pool Notices and save it in a folder on your computer. You must also download an import file from CAS2Net Offline Interface for your Subpanel Spreadsheet and save it in the same folder. Import the data file into the Subpanel Spreadsheet, using the file naming convention to identify the correct file (Refer to Spreadsheet training available on the AcqDemo Website for more information).

It is important to remember that the Sub Panel meeting is expected to normalize scores. You can use the “Group into Categories” functionality to achieve the normalization of your sub panel’s employees scores. It does not discuss any salary or award decisions. Export the results of your sub panel meeting back to CAS2Net Offline Interface using the “Export” function.

Contents

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.

Compensation Management Spreadsheet

Cycle: 2020 Version: 1

The purpose of this spreadsheet is to record appraisal scores and set basic pay rates and contribution-based financial awards.

Data/Spreadsheet Download -- Download the data file from the CAS²Net, then click on Import to load the file into this spreadsheet.

Appraisal Score Entry -- Once the file has been loaded, assign categorical and final scores for each factor, and view reports and graphs.

Score Normalization -- Compare score distributions to look for anomalies and scale differences. Run preliminary pay adjustment scenarios. Set CRI and CA parameters and assign pay outs to employees.

Data Maintenance -- All additions, deletions, and modifications must be done in the central database. 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 CAS²Net.

Final "G" Setting -- This spreadsheet comes with a best estimate of "G." Once you have been notified that "G" is set, make a final round trip to CAS²Net. The final "G" value and related parameters will be included in the download of your payroll data.

Final Compensation Setting -- After the final round trip to update "G", finalize the pay adjustments and awards for your pay pool.

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

Generate Part 1's -- First use the filters to select employees; sort data by preferred order; then click on the Generate Part I to generate Part I of the Appraisal Form for each selected employee.

Pay Pool Data Last Import: Last Export: Last Modified: Use Today

[Import](#) [View](#) [Export](#)

Parameters

[Set CRI and CA Parameters](#)

Summary Reports

[Rails and RoR Report](#)

[Career Path Factor Matrices ranked by Final Score](#)

[Summary Statistics of Delta OCS](#)

[Distribution of Delta OCS](#)

[Customizable Summary](#)

Scatter-plots of OCS Score by Salary

[Current Pay & 2020 SPL](#) [New Pay & 2021 SPL](#)

Part 1 of Appraisal Forms

[Open Existing Evaluation](#)

Validate Data, then use the filters to select individuals and use sort to put the data in preferred order.

[Generate Part 1 of Appraisal Forms](#)

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 *ppName_to_CMS.csv*, where Name is the name of your pay Pool. 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 *ppName_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 & 2020 SPL” link takes you to the tabbed worksheet called “Cur OCS” that is described later in this document.

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

Part I of Appraisal Forms

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.

Parameters

Return to Reset to Default Values

Return to Data You may set any parameters in Yellow

Scenario Summary

GPI (G)%	1.00		
GS-1/step1 pay (Z1)	\$ 19,739		
GS-1/step1 pay (Z0)	\$ 19,543	Cash Amount	Plus Unused GPI
CRI Funding %	2.400%	\$33,076	\$35,514
CRI Set-Aside	1.689%	\$600	
Award Funding %	1.000%	\$15,980	
Award Spent in CMS (<=90%)	90%	\$14,382	
Non-CCAS Award for Remainder of FY	10%	\$1,598	
Award Set-Aside	2.086%	\$300	
Beta 1 (CRI)	0		
Beta 2 (Award)	1		
Minimum CRI Dollar Amount	\$0		
Minimum CRI Carryover Amt	\$0		
Minimum Award Dollar Amount	\$0		

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.

Check box if this is your organization's first cycle in AcqDemo

Beta 1	Beta 2
1= Upper Rail	1= Upper Rail
0= SPL	2% = 2% above SPL
-1= Lower Rail	1% = 1% above SPL
	0= SPL
	-1= Lower Rail

Use Control Points

GPI (G) Carry Over	\$ 2,438
CRI Remainder	\$ 4,672
Award Remainder	\$ 2,302
Alpha 1	1.0000
Alpha 2	0.1247
Minimum CRI Budget %	2.0
Minimum Award Budget %	1.000000
Award Proration Plan	Redistribute in CMS
TOA remainder	Spend in CMS

Award Spending Summary

Full Award Funding	\$15,980	Mandated >= 10%	\$1,598
CCAS Award Amount in CMS	\$14,382	Unspent Award in CMS	\$2,602
- CCAS Awards Spending	\$11,780	Amount for Non-CCAS Awards	\$4,200
Award \$ not spent in CMS	\$2,602		26.3%

Contents Parameters Data Matrix Rails and RoR Delta Stats Delta Plot Cur OCS ...

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.

CRI Funding % - The pay pool's overall CRI budget, expressed as a percent of total annual base pay in the pay pool as of 30 September 2020. 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 base pay.

Check box if this is your organization first year in AcqDemo – If this box is checked the maximum CRI% increases from 2.26% to 2.4%.

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.

Award Funding % - The pay pool's overall CA budget, expressed as a percent of total annual adjusted base pay in the pay pool as of 30 September 2020. The minimum value is 1% and the maximum is awaiting 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-CMS awards throughout the year. The cell to the right of the percent show the dollar amount of the resulting CMS CA budget. For retained pay employees, the adjusted base pay band maximum is used in the sum of the base 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 = upper rail
- 0 = SPL (default value)
- 1 = lower rail

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

- 1 = upper rail
- 2% = 2% above SPL
- 1% = 1% above SPL
- 0 = SPL (default value)
- 1 = lower rail

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

Use Control Points – The import file determines the status of this checkbox. If the pay pool is using control points, this box will be checked and columns on the Data sheet regarding control points will be visible. Otherwise, this checkbox will be unchecked and the appropriate columns hidden. It is not possible to change this status within the CMS – to do so, use the Organization Maintenance Module in CAS2Net.

Award Proration Plan - New for 2020, is 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. **Available in CMS (as Discretionary)** - Redistributes funds within the CMS using the algorithm
2. **Automatic Redistribution in CMS** - Puts funds into the CA remainder for discretionary spending
3. **Don’t spend in CMS (add to non-CCAS)** - Saves the funds for spending outside the CMS later in the year

TOA Remainder - New for 2020, employees may be given the option to elect to have some portion (0%, 50% 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. **Available in CMS (as Discretionary)**- Puts funds into the CA remainder for discretionary spending
2. **Don’t spend in CMS (add to non-CCAS)** - Saves the funds for spending outside the CMS later in the year - Saves the funds for spending outside the CMS later in the year

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. In 2020, 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	\$15,980		
CCAS Award Amount in CMS	\$14,382	Mandated >= 10%	\$1,598
- CCAS Awards Spending	\$11,493	Unspent Award in CMS	\$2,889
Award \$ not spent in CMS	\$2,889	Amount for Non-CCAS Awards	\$4,487
			28.1% of Full Award Funding

This pay pool started with \$15,980 Full Award Funds. They chose to spend \$14,382 in the CMS and reserve \$1,598 for later spending. Within the CMS, they actually only spent \$11,493, so this left them and additional \$2,889 that could be added to their future spending reserve. So, now for 2021, they have a total of \$4,487 (or 28.1% of the original total funding) to use outside the system.

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

This is the main worksheet in the workbook. It contains all of the data and is where individual contribution factor scores and compensation adjustments are recorded. The worksheet contains 119 visible columns that are each described in the table at the end of this section.

Last Name	First Name	Middle Initial	Suffix	CAS2Net ID	Pay Pool	Office Symbol	Wildcard 1	Presumptive Status?	Retained Pay?	Career Path	Broadband Level	Occ Series	CY2020 Base Pay	Ratable Temp Promotion	Locality Code	Locality Rate	CY2020 Pay Used in CRI Calculations
Reid	Richard			2631	AMC/LH	AMC/LHXTA	b	0	0	NH	2	0361	\$63,614		WA	28.22%	\$63,614
Tarman	Timothy			37	AMC/LH	AMC/LHXSA	a	0	0	NJ	3	0340	\$67,098	Yes	LA	30.57%	\$67,098
Hansen	Ike			18	AMC/LH	AMC/LHXTB	a	0	1	NJ	4	0802	\$128,700		LA	30.57%	\$99,691
Yatey	Zane			14	AMC/LH	AMC/LHADC	a	0	0	NJ	4	0802	\$89,370		LA	30.57%	\$89,370
O'Connor	Olive			33	AMC/LH	AMC/LHADC	b	0	0	NJ	4	0802	\$89,370		LA	30.57%	\$89,370
Rhone	Ronald			35	AMC/LH	AMC/LHADC	b	0	0	NJ	3	0856	\$63,600		LA	30.57%	\$63,600
Hoang	Eric			2574	AMC/LH	AMC/LH	b	0	0	NJ	1	0332	\$22,307		WA	28.22%	\$22,307
Arndt	Aaron			43	AMC/LH	AMC/LHXTA	a	3	0	NK	2	0322	\$42,854		LA	30.57%	\$42,854
Curtiss	Dan			4	AMC/LH	AMC/LHA	a	0	0	NK	3	0318	\$61,355		LA	30.57%	\$61,355
Irnski	Ivan			27	AMC/LH	AMC/LHADA	a	0	0	NK	3	0085	\$49,745		LA	30.57%	\$49,745
Freeman	Francis			2	AMC/LH	AMC/LH	a	0	0	NK	2	0318	\$33,364		LA	30.57%	\$33,364
Donaldson	Dennis			22	AMC/LH	AMC/LHACB	a	0	0	NK	2	0318	\$37,999		LA	30.57%	\$37,999
Karnes	Keith			29	AMC/LH	AMC/LHADB	b	0	0	NK	2	0085	\$37,321		LA	30.57%	\$37,321
Williams	Wilson			40	AMC/LH	AMC/LHXSB	b	0	0	NK	2	0086	\$31,891		LA	30.57%	\$31,891
Dancy	Dyanne			46	AMC/LH	AMC/LHXTB	b	0	0	NK	1	0322	\$26,544		LA	30.57%	\$26,544

The upper left corner of the worksheet contains links to the 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, fifteen 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 *as long as you have not moved the cursor*. You can also unhide a specific row or range of rows by highlighting cells in the rows on either side of the hidden rows or range of rows, and then clicking this button.

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

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

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

Sort – Allows the user to sort the rows in the worksheet by any combination of up to three columns. Sorts may be in either ascending or descending order. The sorts are specified using the standard Excel sort function.

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 and Team Promotion – Switches the CMS to a special mode that opens up columns on the Data sheet that are normally locked. Grievance mode allows adjusting scores and payout for an employee without changing payouts for any other of the other employee. Grievance data can be exported to CAS2net as long as the data sheet is filtered to one employee.

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.

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 five open rows colored light blue at the bottom of the worksheet (not visible in the picture on page 9). These rows, which are below all of the data records, provide cells in which the user can enter formulas to compute column statistics (sums, means, counts, etc.). If you want the formulas to be re-applied each time you import data into the spreadsheet, you must include in the formula’s range the row immediately above and below the data range. In other words, if you have 50 records in your spreadsheet, the first record is in row 11 and the last record is in row 60. If you want to compute the average CY 2020 base pay, you would enter the following formula in cell N59: AVERAGE(N10:N58). Now, each time you import a file into the workbook, this formula will be applied to the data in column N, no matter how many records are included in the import. If you only include the data rows in the formula range (N11:N57 in the example), the formula will return a reference error after each import. **The formulas in the open rows are not included in the import and export routines.**

The five open rows can also be used to hide columns to establish “Views” of the columns on the Data sheet. There are four preset views starting on the second 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.

Data Sheet Column Descriptions

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

Col	Source	Description
A	1	Employee's last name – column can be hidden
B	1	Employee's first name – column can be hidden
C	1	Employee's middle initial
D	1	Employee's suffix (e.g., Jr, II)
E	1	Employee's CAS2Net ID number
F	1	Employee's Pay pool number
G	1	Employee's office symbol
H	3	First open (wildcard) column for pay pool use. Values entered or computed in this column will be saved in any export back to CAS2Net, and will be returned to this worksheet in subsequent imports. However, formulas entered in this column will not be preserved through subsequent export-import cycles unless the formula is also entered in the yellow cell immediately below the wide gray line after the last person's record . 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.
I	1	Employee's presumptive status (0 = none, 1 = due to time, compute OCS from SPL and current pay, 2 = due to circumstances, compute OCS from SPL and current pay, 3 = due to circumstances, recertify previous OCS)
J	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)
K	1	Career path (NH = Business Management and Technical Management Professional, NJ = Technical Management Support, NK = Administrative Support)
L	1	Broadband level (1, 2, 3, or 4)
M	1	Occupational series
N	1	CY 2020 annual basic pay rate
O	1	"Yes" if employee is on a Ratable Temporary Promotion
P	1	Locality pay area code
Q	2	Locality rate
R	2	Base pay equal to column O, except for retained pay employees it will equal the pay band maximum. Used to calculate the CRI funding pot.
S	2	Adjusted base pay that is used to calculate Award Funding Limit on the Parameters sheet.
T	1	OCS from the previous cycle
U	1	Rating of Record from the previous cycle
V	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.

Col	Source	Description
W	1	CA Proration. If present, this value prorates the Contribution Award (CA) calculated from the algorithm for the individual employee. This is done by multiplying the CA Positive Delta Y amount in column BJ by the CA Proration when computing Alpha2 (Alpha2 increases), thus increasing the CA paid to other employees in the pay pool.
X	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.
Y	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.
Z	3	For employees who are at 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
AA	3	Name of the employee's first level supervisor
AB	1	Managers 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.
AC	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.
AD	1	Optional Name/title that will appear under the first signature line below the pay pool manager's name on Part I of the CMS Salary Appraisal Form given to the employee.
AE	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.
AF	1	Marks the start of the appraisal score section of the spreadsheet
AG	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.

Col	Source	Description
AH	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.
AI	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.
AJ	3	Final numerical score for contribution factor "Job Achievement and/or Innovation". 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 entire range of numerical scores for the employee's career path is displayed in the drop-down list. If the import file contains this score, it will appear in the spreadsheet.
AK	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 entire range of numerical scores for the employee's career path is displayed in the drop-down list. If the import file contains this score, it will appear in the spreadsheet.
AL	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 entire range of numerical scores for the employee's career path is displayed in the drop-down list. If the import file contains this score, it will appear in the spreadsheet.
AM	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.
AN	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.

Col	Source	Description
AO	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.
AS	3	Second 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 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 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.
AT	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 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.
AU	2	Expected OCS, computed from CY2020 basic pay and the formula for the Standard Pay Line (SPL).
AV	2	2020 Expected OCS Range, computed from CY2020 basic pay and the formula for the upper and lower rails.
AW	2	2020 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 #N/A. For presumptive status = 1 or 2, 2020 OCS is Calculated as Expected OCS = $\frac{\text{LN}(\text{Base Pay} / \text{GS-1step1pay2020})}{\text{LN}(1.0200425)*}$ Presumptive status = 3, last year's score is recertified. * This number can vary in the last decimal place depending on the GS pay tables.
AX	2	Delta OCS, computed as the difference between Expected OCS (column AU and 2020 OCS (column AW).
AY	2	Raw average rating, computed as the average of the PAQL ratings (column AM through AO).
AZ	2	Rating of record, values are, 1 – Unacceptable, 3 – Fully Successful and 5 – Outstanding and are derived from the raw average rating (column AY).
BA	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.
BB	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.

Col	Source	Description
BC	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).
BD	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).
BE	2	Rail position based on final numerical OCS and current basic pay (A = above the upper rail, B = below the lower rail, C1 = above the SPL but below the upper rail, C2 = on or below the SPL and on or above the lower rail)
BG	2	CRI Delta Y = CRI target pay (col BC minus current base pay (col N)). This is the dollar amount by which the employee is under or over compensated for use in adjusting base pay increase.
BH	2	CA Delta Y = CA target pay (col BD minus current base pay (col N)). This is the dollar amount by which the employee is under or over compensated for use in assigning awards.
BI	2	CRI Positive Delta Y = Maximum of CRI Target Pay (col BC) and zero. Sets all negative CA Delta Y values to zero for later computations.
BJ	2	CA Positive Delta Y = Maximum of CA Target Pay (col BD) and zero. Sets all negative CA Delta Y values to zero for later computations.
BK	2	CY2021 maximum base pay for the employee's broadband and career path. Based on Table 4 in the AcqDemo <i>Federal Register</i> , updated to reflect the GS pay table for CY2021.
BL	2	Marks the start of the GPI section of the spreadsheet
BM	2	GPI Pot = employee's current base pay (col N) times the GPI % on the parameter worksheet. For employees who are on retained pay, this value is one-half or 50% of the dollar increase in maximum adjusted base pay for the employee's broadband and career path and locality pay area.
BN	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 BN shows "Ret Rule"
BO	2	Max discretionary GPI Amount = GPI pot (col BM) for all employees with a blank in column BM, = \$0 for everyone else. This is the maximum amount pay pool managers may give employees who are above the upper rail.
BP	2	Max discretionary GPI Percent = Max discretionary GPI Amount divided by current base pay (col N), except for retained pay employees.
BQ	2	Discretionary GPI Amount = for cells highlighted in yellow only, the pay pool manager may enter amounts up to the value in column BM. 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.
BR	3	Discretionary GPI Percent = Discretionary GPI Amount divided by current base pay (col N).

Col	Source	Description
BS	2	GPI\$ = Current base pay (col N) times (Mandatory GPI% (col BM) plus Discretionary GPI% (col BO)). This is the total GPI each employee will receive starting in January 2021.
BT	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 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.
BU	2	Calculated sum of the 2020 Base Pay (col N) and the Final GPI amount (col BS).
BV	2	Marks the start of the CRI section of the spreadsheet.
BW	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.
BX	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. The balance could be even larger if you set a CRI dollar minimum because any CRI amounts truncated to zero because they fall below the minimum will be added to the discretionary CRI balance.
BY	2	Computed CRI = sum of Default and Discretionary CRI.
BZ	2	Computed CRI % = Computed CRI (col BL) divided by current base pay (col N).
CA	2	Computed Base Pay 2021 = Current base pay (col N) plus G \$ (col BS) plus computed CRI (col BY). This will be the employee's new base pay unless one or more of the following pay caps are exceeded.
CB	2	Max allowable CRI % = 0.0% if employee is in zone A, 6.0% if in zone C, 20.0% if in zone B. A possible pay cap. (Note: CRI above 20% requires a waiver that must be processed through service channels outside of the CMS software and data flow system).
CC	2	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 base pay to exceed 20%.

Col	Source	Description
CD	2	CY2021 Upper Rail Pay = computed from the formula for the CY2021 upper rail and the employee's OCS. A possible pay cap.
CE	2	CY2021 Lower Rail Pay = computed from the formula for the CY2021 lower rail and the employee's OCS. Six percent above this number is a possible pay cap for employees in zone B.
CF	1	On ACDP? = "Yes" indicates employee is assigned to an Accelerated Compensation for Developmental Position .
CG	1	Last ACDP Date = Date the employee last received an ACDP increase to salary.
CH	1	Last ACDP % = Value of the last ACDP increase.
CI	3	OCS Control Point, used to establish a computed Control Point in dollars col CG). Column is only visible if the CMS if the pay pool has elected to use OCS Control Points.
CJ	3	Control Point = A possible pay cap. Column is only visible if the CMS if the pay pool has elected to use Base Pay Control Points
CK	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 CI) for employee and the rail target chosen by the Pay Pool.
CL	3	Allow Over Control Point = a value of 0 does not allow the employee's maximum pay to exceed the amount in col CK (Control Point Used in Calculations). A value of 1 allows the employee's base pay to exceed the calculated amount in col CK.
CM	2	Max Base Pay in 2021 = considering all of the possible pay caps, this is the most the employee can earn (base pay) in 2021. For Retained Pay = 0, the maximum base pay allowed equals the minimum of <ul style="list-style-type: none"> • Current base pay (col N) plus GPI \$ (col BS) plus max allowable CRI • CY2021 maximum base pay (col BK) • CY2021 Upper Rail Pay (col CD) (except for Category 3 and 8 which uses $1.06 * \text{CY2021 Lower Rail Pay (col CE)}$) • Control Point amount in column CK For Retained Pay = 1, the maximum base pay allowed equals current base pay (col N) plus GPI \$ (col BS).
CN	2	Approved CRI \$ = New Base Pay 2021 minus G increase minus 2021 base pay. Final CRI dollar amount after all pay caps are applied.
CO	2	New Base Pay in 2021 = smaller of computed base pay 2021 and max base pay 2021. <i>This will be the employee's new base pay rate for 2021.</i>
CP	1	Supv/Team Lead = Indicates employees supervisor or team lead status. This flag is used to determine max rate in New Supervisor Differential rate (col CT).
CQ	1	Supervisor Differential Start Date = Date employee started receiving Supervisor Differential.
CR	1	Supervisor Differential Rate = Rate employee is getting as Supervisor Differential.
CS	2	Supervisor Differential Amount = Calculated amount employee is getting as Supervisor Differential.

Col	Source	Description
CT	3	New Supervisor Differential Rate = New rate employee should get as a Supervisor/Team Lead. Maximum value is 10% for Supervisor and 5% for Team Lead.
CU	2	New Supervisor Differential Amount = New calculated amount employee is getting as Supervisor/Team Lead differential.
CV	3	Fifth 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 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.
CW	2	Marks the start of the Locality Pay section
CX	1	Locality Code = Code from DCPDS that indicates employee's Locality Code
CY	2	Locality Rate = Percentage employee receives in Locality Pay
CZ	2	Initial Locality Pay Amount = Employee's New Base Pay * Locality Rate
DA	2	New Base Pay + Locality = New Adjusted Pay before EXIV cap is applied
DB	2	Hit EXIV Cap = Flag that indicates New Base Pay + Locality exceeds EXIV cap
DC	2	Final Base Pay + Locality = Employee's Adjusted Pay for 2021
DD	2	Indicated an employee will no longer have a status of being on retained pay in 2021.
DE		Marks the start of the CA section of the spreadsheet
DF	2	Carryover award = if Col Y is set to 1, this column contains automatic awards
DG	2	CA Positive DeltaY = a repeat of column BJ
DH	2	CA computed by the $\text{Alpha2} * \text{DeltaY}$ algorithm and parameters specified in the parameter panel. See the end of this table for an explanation of the algorithm.

Col	Source	Description
DI	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. Note that even if you specify zero discretionary set-aside on the parameter worksheet you might have a small positive discretionary CA balance due to the truncation of cents when computing CA amounts. The balance could be even larger if you set a CA dollar minimum because any CA amounts truncated to zero because they fall below the minimum will be added to the discretionary CA balance.
DK	1	% Award to Convert to Time off Award = Percentage of employee's Contribution Award that is converted to Time off Hours.
DL	2	Time off Hours = The number of hours that is a result of the % Award Converted to Time off Award (col DK) and the employee's computed hourly rate.
DN	3	Second Discretionary = 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.
DO	2	Final CA Award = Dollar amount representing the computed award amount taking into account the Second Discretionary (col DN) amount.
DP	2	Total Award = Sum of carryover award (col DT) and Final CA award (col DO). 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.
DQ	3	Sixth 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 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.
DR	2	Flag (= YES) identifying total awards in excess of \$10,000. These awards require local commander approval.

Col	Source	Description
DS	2	Rating of record = the Rating of Record that will be transmitted to DCPDS
DT	2	Total New Compensation, computed as New Base Pay plus Total Award.
DU	3	Seventh 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 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.
DV	2	The employee's expected CY2021 OCS based on his or her base pay for 2021 and the formula for the 2021 SPL.
DX	2	If this value = 1, the employee must be placed on a CIP.
DY	3	Eighth 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 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.
DZ*	2	2021 Expected OCS (from column AU)
EA*	2	2021 OCS (from column AW)
EB*	2	Delta OCS (from column AX)
EC*	2	CY2020 Base Pay (from column N)
ED*	2	GPI \$ (from column BS)
EE*	2	Approved CRI (from column CN)
EF*	2	New Base Pay 2021 (from column CO)
EG*	2	Total Award (from column DP)
EH*	2	Approved CRI + Total Award (column EE + column EG)

* The last nine 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 ($\text{Alpha1} * \text{CRI DeltaY}$): The spreadsheet adds up all of the current base 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 ($\text{Alpha2} * \text{CA DeltaY}$): The spreadsheet adds up all of the current adjusted base 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 budget¹. 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.

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

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

Return to Main Menu
Return to Data
Factor Matrix
All NH NJ NK

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

All Career Paths				NH Career Path																											
				Final Scores																											
2018 OCS				Lvl		Scr		Job Achievement and/or Innovation		Lvl		Scr		Communication and/or Teamwork		Lvl		Scr		Mission Support		Lvl		Scr		2018 OCS		Lvl		Scr	
NK	Arndt	Aaron	2	41	Burns	Barry	2	62	Burns	Barry	2	65	Burns	Barry	2	66	Burns	Barry	2	65	Burns	Barry	2	66	Burns	Barry	2	64			
NK	Curtiss	Dan	3	61	Michelson	Nancy	4	99	Michelson	Nancy	4	99	Michelson	Nancy	4	99	Michelson	Nancy	4	99	Michelson	Nancy	4	99	Michelson	Nancy	4	99			
NK	Irinski	Ivan	3	60	Harris	Henry	2	65	Harris	Henry	2	65	Harris	Henry	2	65	Harris	Henry	2	65	Harris	Henry	2	65	Harris	Henry	2	65			
NK	Freeman	Francis	2	44	Martinez	Mary	3		Martinez	Mary	3		Martinez	Mary	3		Martinez	Mary	3		Martinez	Mary	3		Martinez	Mary	3	77			
NK	Donaldson	Dennis	2	46	Artis	Amy	2	28	Artis	Amy	2	28	Artis	Amy	2	36	Artis	Amy	2	36	Artis	Amy	2	31							
NK	Karnes	Keith	2	44	Sorenson	Sarah	3	77	Sorenson	Sarah	3	77	Sorenson	Sarah	3	77	Sorenson	Sarah	3	77	Sorenson	Sarah	3	77							
NK	Williams	Wilson	2	45	Zurbriggen	Zack	2		Zurbriggen	Zack	2		Zurbriggen	Zack	2		Zurbriggen	Zack	2		Zurbriggen	Zack	2	61							
NK	Dancy	Dyanne	1	16	Udell	Vincent	3	82	Udell	Vincent	3	82	Udell	Vincent	3	82	Udell	Vincent	3	82	Udell	Vincent	3	82							
NJ	Tarman	Timothy	3	59	Babbitt	Chris	3	74	Babbitt	Chris	3	77	Babbitt	Chris	3	73	Babbitt	Chris	3	75	Babbitt	Chris	3	75							
NJ	Hansen	Ike	4	65	Celon	Connie	3	82	Celon	Connie	3	82	Celon	Connie	3	82	Celon	Connie	3	82	Celon	Connie	3	82							
NJ	Yatey	Zane	4	82	Evans	Francis	4	99	Evans	Francis	4	99	Evans	Francis	4	99	Evans	Francis	4	99	Evans	Francis	4	99							
NJ	O'Connor	Olive	4	63	Gonzalez	Helen	4	99	Gonzalez	Helen	4	99	Gonzalez	Helen	4	99	Gonzalez	Helen	4	99	Gonzalez	Helen	4	99							
NJ	Rhone	Ronald	3	60	Iverson	John	4	99	Iverson	John	4	99	Iverson	John	4	99	Iverson	John	4	99	Iverson	John	4	99							
NJ	Hoang	Eric	1	22	Quarles	Richard	3	82	Quarles	Richard	3	82	Quarles	Richard	3	82	Quarles	Richard	3	82	Quarles	Richard	3	82							
NH	Burns	Barry	2	64	Stewart	Tammy	3	73	Stewart	Tammy	3	73	Stewart	Tammy	3	73	Stewart	Tammy	3	73	Stewart	Tammy	3	73							
NH	Michelson	Nancy	4	99	Evans	Erin	3	82	Evans	Erin	3	82	Evans	Erin	3	82	Evans	Erin	3	82	Evans	Erin	3	82							

Rank Order Lowest to Highest
Rank Order Highest to Lowest
Rank Order Lowest to Highest by Broadband
Rank Order Highest to Lowest by Broadband

Contents Parameters Data Matrix Rails and RoR Delta Stats Delta Plot Chart1 Chart3 Summary

The first matrix orders all employees in all career paths based on their OCS. The second matrix orders all employees in the NH career path according to each of the 3 final numerical factor scores, and by OCS. The second and third matrices (off the screen to the right in the figure above) order all of the NJ and NK employees. The career path links in the upper left corner of the worksheet are for quick navigation among the matrices – you can also browse through the worksheet using the scroll bars at the bottom and right of the screen. The data can be printed by clicking on the printer icon on the Excel toolbar. The all career path matrix is printed on one page, and each career path matrix is printed on a separate page.

Rails and RoR Report

This worksheet provides counts and percentages of employees by rail position. The table shows rail position by career path based on **final, numerical** OCS. 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
Total	33	100.0%	6	100.0%	8	100.0%	47	100.0%	
<i>Note: Only visible rows are included in tabulation</i>									
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
Total	32	100.0%	6	100.0%	8	100.0%	46	100.0%	
Modal	3		3		3		3		
<i>Note: Only visible rows are included in tabulation</i>									

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

Delta Statistics

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

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

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

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

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

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

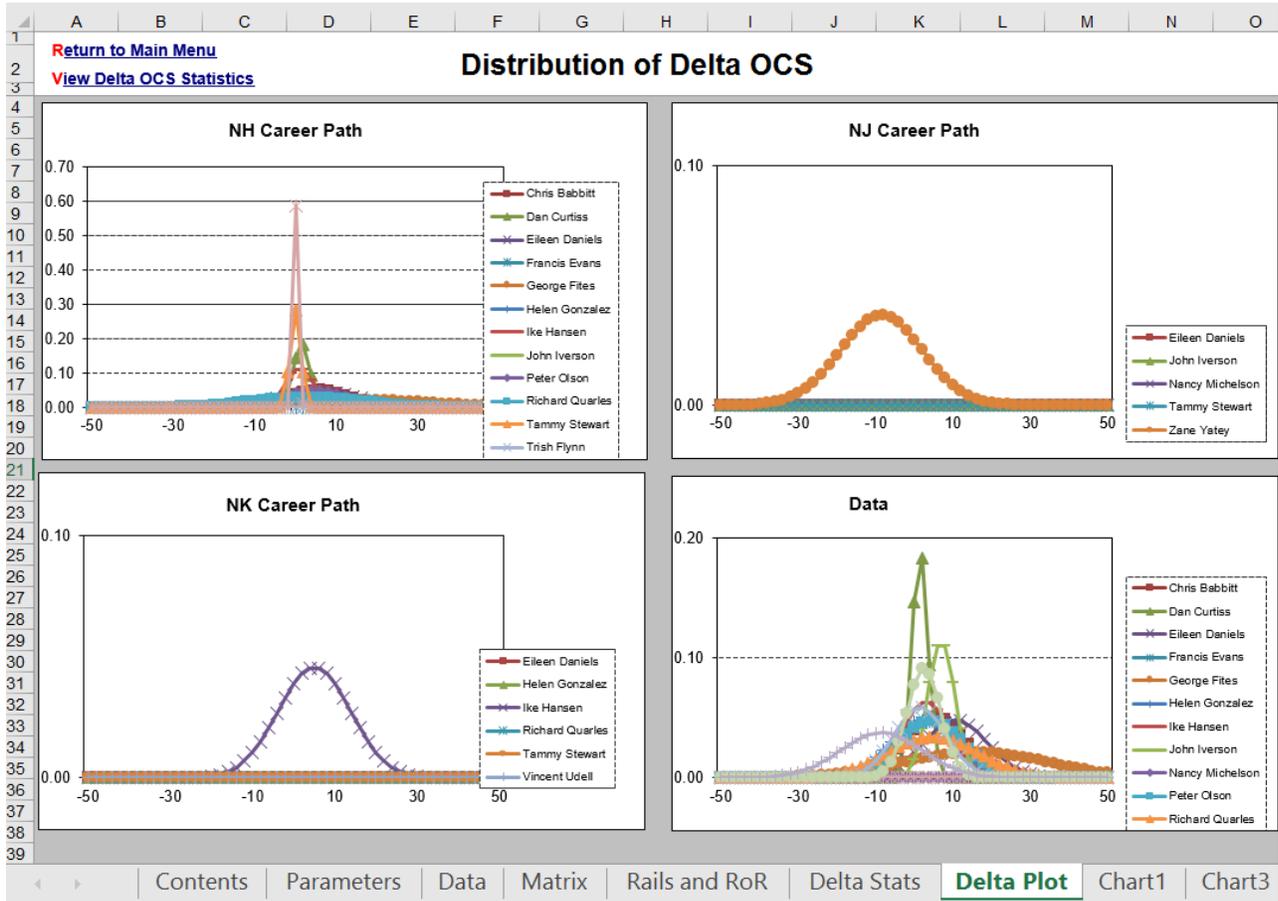
The groups can be defined by either first level supervisor (column Z on the main data sheet), Office Symbol (column G on the Data tab), or any other grouping scheme entered into any of the Wildcard columns on the main data sheet. The “Delta Plot Grouping” box at the top of this worksheet contains radio buttons that allows you to switch groupings between first level supervisor, office symbol, 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 L (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

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 Contents (“Return to Main Menu”) and the Delta OCS Statistics (“View Delta OCS Statistics”) worksheets.

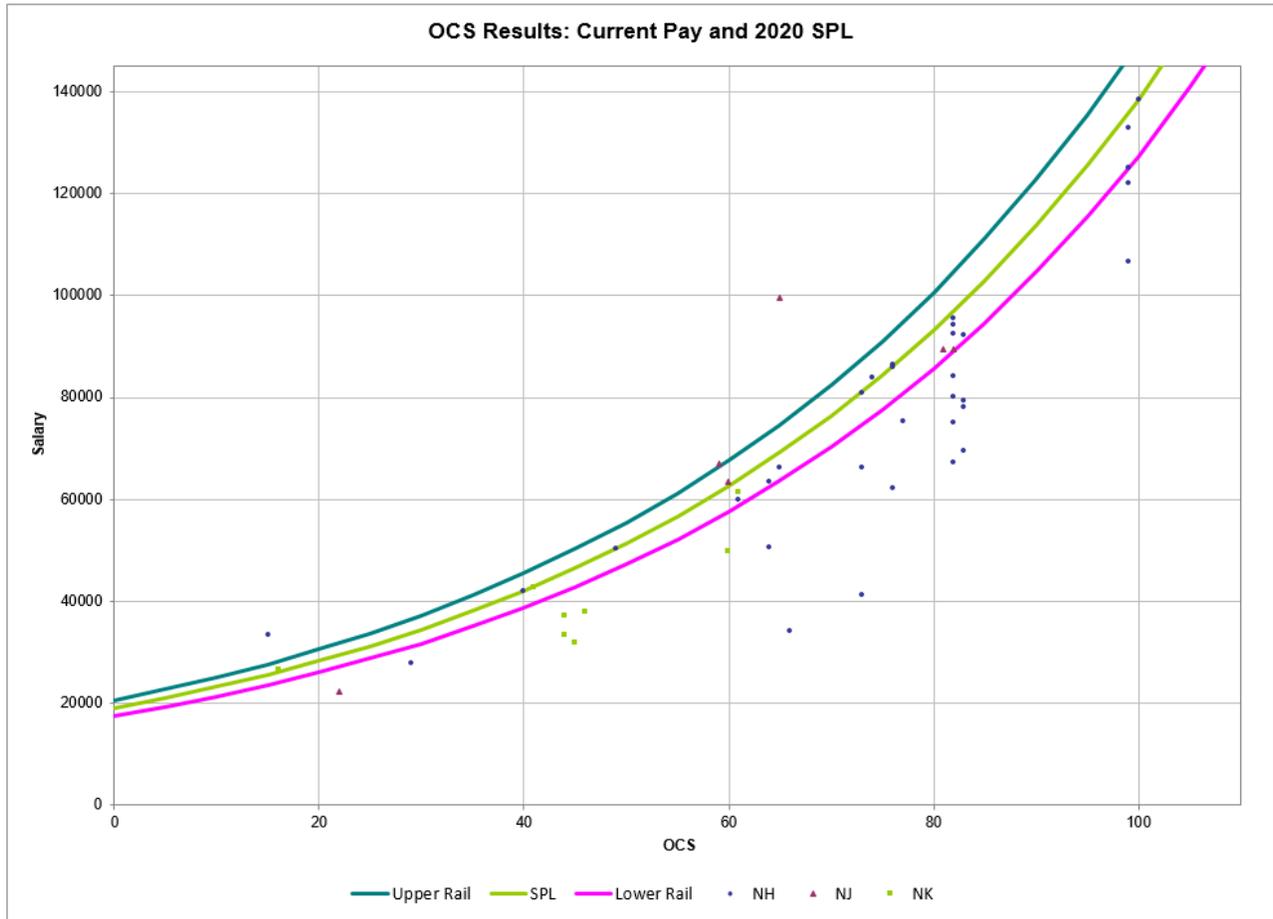


Each career path is shown on a separate graph, and each group in a career path is labeled with a different color/style of line. The plots are standard, normal, bell-shaped curves reflecting the mean and standard deviation values from the previous worksheet. The “peak” of each curve occurs at the average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

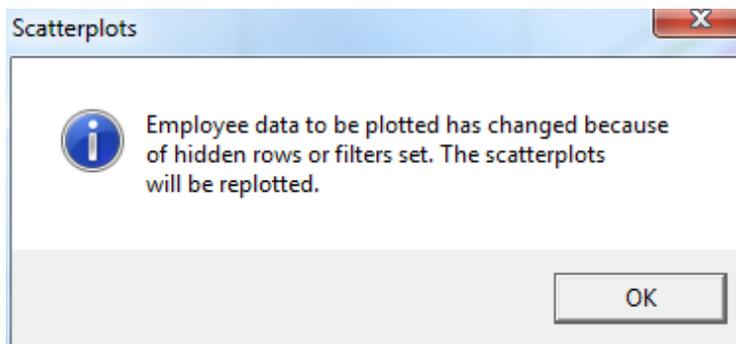
The worksheet can be printed by clicking on the printer icon on the Excel tool bar.

Current OCS Scatter Plot



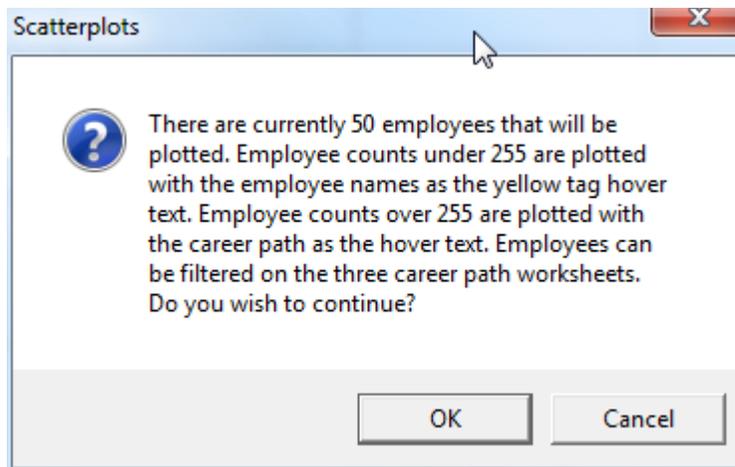
Scatter plots of OCS vs. base pay, displayed on top of the SPL and rails, have proven to be excellent tools for visualizing the overall outcome of the appraisal and pay setting process. The workbook contains two such plots, the first of which is OCS vs. current (unadjusted) pay on top of the CY2020 SPL and rails (example above). The second is the OCS vs. new pay scatterplot.

This plot shows, for each career path, how employee pay and contribution during 2020 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.

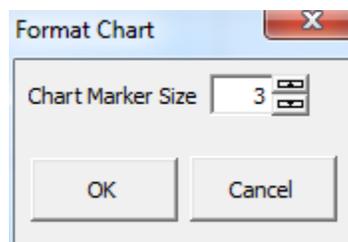


After you click OK both scatterplots will be replotted with only those employees visible who are on the Data tab. A replot can also be accomplished by clicking the Replot button on the custom toolbar.

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.



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.

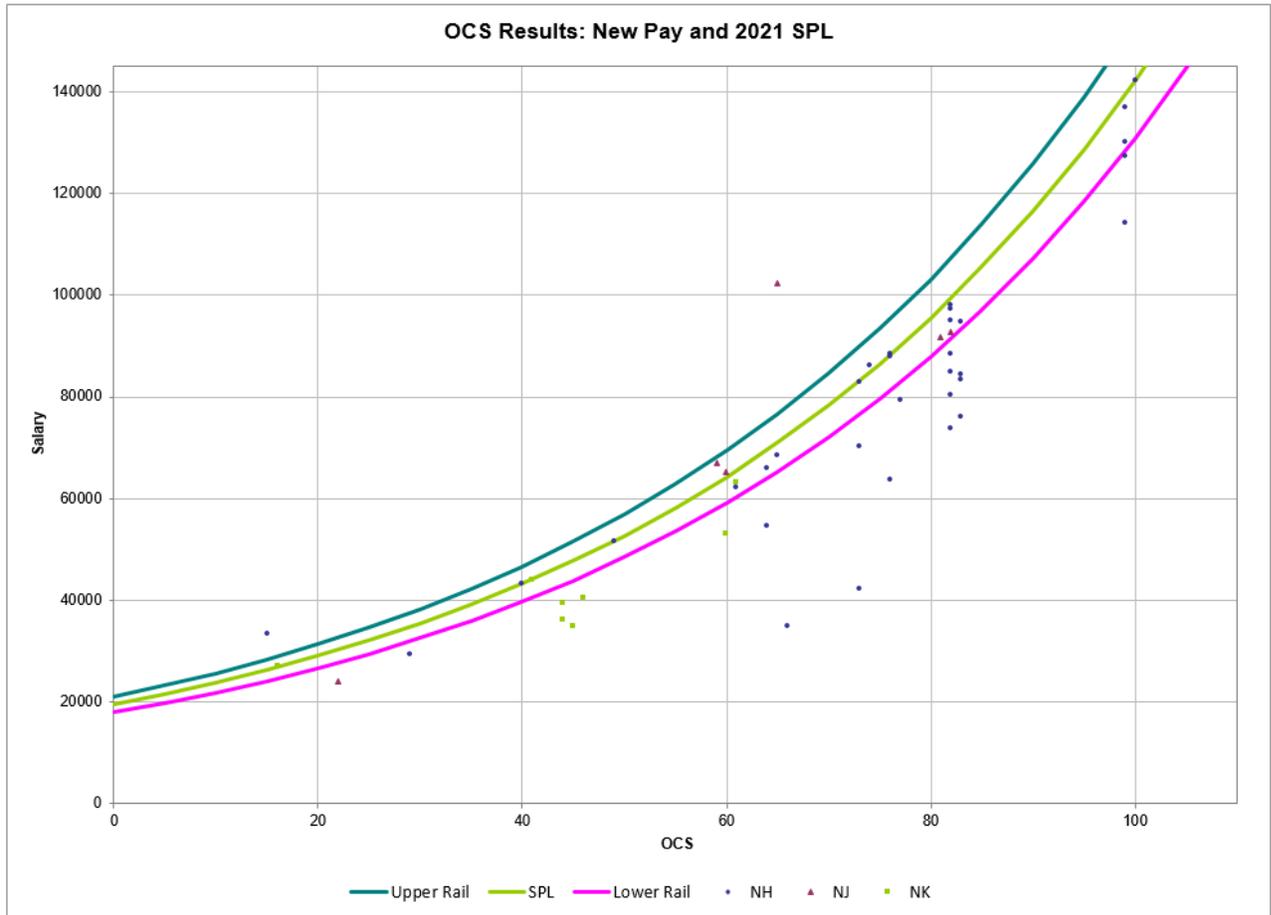


The plot may be printed by clicking on the printer icon on the Excel tool bar.

New OCS Scatter Plot

This worksheet is identical to the previous one, except that OCS is plotted with new base pay against the 2021 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 2020. 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.



Summary

This worksheet is a compilation of seventeen 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	CY2016 Base Pay	1st Level Sup Name	Rating of Record	2018 OCS	Data OCS	GS	Approved CRI \$	New Base Pay 2019	Final Base Pay + Locality	Total Award	CY2016 Expected OCS																
Burns Barry		1843	NH	2	1515	30.57%	\$50,568	Helen Gonzalez	3	64	14	\$708	\$3,748	\$55,024	\$72,015	\$1,408	53																
Michelson Nancy		1472	NH	4	0830	30.57%	\$106,788	Francis Evans	5	99	11	\$1,496	\$6,241	\$114,525	\$149,890	\$2,463	90																
Harris Henry		26	NH	2	0830	30.57%	\$66,309	Tammy Stewart	3	65	1	\$929	\$441	\$67,679	\$88,578	\$479	64																
Tarman Timothy		37	NJ	3	0340	30.57%	\$67,098	Tammy Stewart	3	59	-5	\$0	\$0	\$67,098	\$87,818	\$0	63																
Arndt Aaron		43	NK	2	0322	30.57%	\$42,854	Helen Gonzalez	3	41	-1	\$600	\$0	\$43,454	\$56,873	\$189	42																
Curtiss Dan		4	NK	3	0318	30.57%	\$61,355	Ike Hansen	3	61	1	\$859	\$383	\$62,597	\$81,927	\$436	60																
Hansen Ike		18	NJ	4	0802	30.57%	\$128,700	Nancy Michelson	3	65	-18	\$1,776	\$0	\$130,476	\$130,476	\$0	83																
Martinez Mary		31	NH	3	0830	30.57%	\$86,340	Vincent Udell		77	-	\$1,209	\$0	\$87,549	\$114,584	\$0	77																
Artis Amy		19	NH	2	0318	15.37%	\$62,237	Trish Flynn	1	31	-29	\$0	\$0	\$62,237	\$71,896	\$0	60																
Sorenson Sarah		36	NH	3	1515	15.37%	\$75,392	Eileen Daniels	3	77	7	\$1,056	\$2,568	\$79,016	\$91,279	\$1,177	72																
Irnski Ivan		27	NK	3	0085	30.57%	\$49,745	Tammy Stewart	3	60	11	\$697	\$2,765	\$53,207	\$69,637	\$1,103	52																
Zurbriggen Zack		42	NH	2	0346	30.57%	\$60,015	George Fites	3	61	2	\$841	\$691	\$61,547	\$80,553	\$523	59																
Udell Vincent		13	NH	3	0850	15.37%	\$80,257	John Iverson	3	82	9	\$1,124	\$3,525	\$84,906	\$98,083	\$1,494	75																
Yatey Zane		14	NJ	4	0802	30.57%	\$89,370	John Iverson	5	82	3	\$1,252	\$1,432	\$92,054	\$120,480	\$902	79																
Babbitt Chris		15	NH	3	0803	30.57%	\$92,387	Helen Gonzalez	3	75	-5	\$0	\$0	\$92,387	\$120,916	\$0	80																
Celon Connie		21	NH	3	0334	30.57%	\$75,000	Peter Olson	3	82	12	\$1,050	\$4,732	\$80,782	\$105,727	\$1,836	73																
Freeman Francis		2	NK	2	0318	30.57%	\$33,364	Ike Hansen	3	44	15	\$468	\$2,666	\$36,498	\$47,769	\$988	33																
Evans Francis		5	NH	4	0830	30.57%	\$122,065	Ike Hansen	5	99	5	\$1,709	\$2,734	\$126,508	\$165,574	\$1,470	95																
Gonzalez Helen		6	NH	4	0340	30.57%	\$125,108	Dan Curtiss	5	99	3	\$1,752	\$2,035	\$128,895	\$168,500	\$1,272	96																
Iverson John		7	NH	4	0830	30.57%	\$133,009	Dan Curtiss	5	99	-	\$1,863	\$221	\$135,093	\$168,500	\$759	99																
Quaries Richard		11	NH	3	0830	30.57%	\$95,482	Helen Gonzalez	3	82	-	\$1,337	\$29	\$96,848	\$128,755	\$505	82																
Stewart Tammy		12	NH	3	0830	30.57%	\$66,270	John Iverson	3	73	9	\$926	\$3,146	\$70,344	\$92,066	\$1,306	66																
Donaldson Dennis		22	NK	2	0318	30.57%	\$37,999	Richard Quarles	1	46	10	\$532	\$2,020	\$40,551	\$53,073	\$815	38																
Evans Erin		23	NH	3	0830	30.57%	\$67,290	Richard Quarles	3	82	18	\$943	\$6,502	\$74,735	\$97,813	\$2,337	69																
Farnsworth Fred		24	NH	1	0830	15.37%	\$41,000	Richard Quarles	1	29	-	\$297	\$0	\$41,297	\$41,297	\$158	29																
Grimes Garth		25	NH	2	0850	30.57%	\$41,172	Richard Quarles	1	31	-9	\$0	\$0	\$41,172	\$53,886	\$0	39																

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 below. The format and content of this page is standard for all employees.

Part I: CCAS Salary Appraisal Form

Name: Artis Amy	Series: 0318	Appraisal Period:																																													
CAS2Net ID: 19	Broadband Level: II	From: 1-Oct-19																																													
Organization: AMC/LHXTA	Retained Pay: No	To: 30-Sep-20																																													
Career Path: NH	Presumptive: None																																														
Approved By: Trish Flynn, Pay Pool Manager		Effective Date of Appraisal: January 1, 2021																																													
Discuss evaluation with employee and obtain signature confirming discussion. Signature of employee does not constitute agreement with CCAS appraisal.																																															
_____		Date																																													
_____		Date																																													
_____		Date																																													
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 10%; text-align: center;">PAQL</th> <th style="width: 30%;"></th> <th style="width: 10%; text-align: center;">Cat Score</th> <th style="width: 10%; text-align: center;">Num Score</th> </tr> </thead> <tbody> <tr> <td>2020 Performance Details</td> <td></td> <td>2020 Contribution Detail</td> <td></td> <td></td> </tr> <tr> <td>Factors</td> <td></td> <td>Factors</td> <td></td> <td></td> </tr> <tr> <td>Job Achievement and/or Innovation</td> <td style="text-align: center;">1</td> <td>Job Achievement and/or Innovation</td> <td style="text-align: center;">3L</td> <td style="text-align: center;">66</td> </tr> <tr> <td>Communication and/or Teamwork</td> <td style="text-align: center;">3</td> <td>Communication and/or Teamwork</td> <td style="text-align: center;">3H</td> <td style="text-align: center;">82</td> </tr> <tr> <td>Mission Support</td> <td style="text-align: center;">3</td> <td>Mission Support</td> <td style="text-align: center;">4L</td> <td style="text-align: center;">81</td> </tr> <tr> <td>Average Raw Score</td> <td style="text-align: center;">2.3</td> <td>Overall Contribution Score</td> <td></td> <td style="text-align: center;">76</td> </tr> <tr> <td>Performance Rating of Record</td> <td style="text-align: center;">1</td> <td>Expected Contribution Score</td> <td></td> <td style="text-align: center;">60</td> </tr> <tr> <td></td> <td></td> <td>Expected Contribution Range</td> <td></td> <td style="text-align: center;">56-63</td> </tr> </tbody> </table>				PAQL		Cat Score	Num Score	2020 Performance Details		2020 Contribution Detail			Factors		Factors			Job Achievement and/or Innovation	1	Job Achievement and/or Innovation	3L	66	Communication and/or Teamwork	3	Communication and/or Teamwork	3H	82	Mission Support	3	Mission Support	4L	81	Average Raw Score	2.3	Overall Contribution Score		76	Performance Rating of Record	1	Expected Contribution Score		60			Expected Contribution Range		56-63
	PAQL		Cat Score	Num Score																																											
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Compensation Detail <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 45%;">\$62,237 Current Rate of Base Pay</td> <td style="width: 15%;"></td> <td style="width: 25%;"></td> </tr> <tr> <td>+ \$</td> <td>1,619 General Pay Increase</td> <td style="text-align: right;">2.6%</td> <td></td> </tr> <tr> <td>+ \$</td> <td>- CRI (Salary Increase)</td> <td style="text-align: right;">0.00%</td> <td></td> </tr> <tr> <td>=</td> <td>\$63,856 New Rate of Basic Pay</td> <td></td> <td></td> </tr> <tr> <td>+ \$</td> <td>9,910 Locality Pay</td> <td style="text-align: right;">@ 15.52%</td> <td></td> </tr> <tr> <td>=</td> <td>\$73,766 New Total Salary</td> <td></td> <td></td> </tr> <tr> <td>\$</td> <td>1,163 Contribution Award</td> <td></td> <td></td> </tr> <tr> <td>+ \$</td> <td>3,802 Carryover from CRI</td> <td></td> <td></td> </tr> <tr> <td>= \$</td> <td>4,965 Total Award</td> <td></td> <td></td> </tr> </table>			\$62,237 Current Rate of Base Pay			+ \$	1,619 General Pay Increase	2.6%		+ \$	- CRI (Salary Increase)	0.00%		=	\$63,856 New Rate of Basic Pay			+ \$	9,910 Locality Pay	@ 15.52%		=	\$73,766 New Total Salary			\$	1,163 Contribution Award			+ \$	3,802 Carryover from CRI			= \$	4,965 Total Award			Employee Compensation Region Chart <p>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.</p>									
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Expected Contribution Range	55-62																																														
<small>Privacy Act Statement (552a of 5 U.S.C.) 1. AUTHORITY: Section II.D, 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.</small>																																															
Remarks																																															

Procedure for Using the Workbook

Step 1: Workbook Download – Each Pay Pool Administrator will download the workbook (*CMS 2020 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: Appraisal Score Entry – By early to mid-November the pay pools should be ready to conduct their pay pool meetings, during which numerical appraisal scores are assigned to each employee on each factor. The Pay Pool Administrator in each pay pool will use the workbook to record the scores and generate reports. The pay pools will have two options on how to use the workbook to support their pay pool meetings. One option will be to download the entire pay pool file from CAS2Net and import it into the workbook. CAS2Net will automatically name the file *ppName_to_CMS.csv*, where **Name** is the name of the pay pool. That workbook can then be used sequentially by all of the pay pool meetings in the pay pool to record preliminary and final assessment scores. The records in the workbook can be filtered to display only the employees being discussed at each meeting. Or, the pay pool meetings could record their scores on paper or some other media, and then the Pay Pool Administrator could enter all of the scores into the workbook outside of the meetings. The second option will allow the pay pools to download from CAS2Net separate files for each of their sub-panel meetings (automatically named *ppName_to_SubPanel_Name.csv*, where the first **Name** identifies the pay pool and the second **Name** identifies the manager who convenes the sub-panel meeting). Each file would then be imported into the sub-panel workbook. The workbooks would then be distributed to the sub-panel meetings for use in recording preliminary and numeric assessment scores.

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 toolbar in the spreadsheet to automatically create an export file named **ppName_to_Master.csv**. The spreadsheet will ask you where to save the file. You should set up a folder for these files on your computer and always save them to that folder -- that way you will automatically replace old files with the latest information.
2. Log on to CAS2Net, go to Offline Interface, and 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 should then give you a list of all the employees in your pay pool and an indication that the upload was successful for each. If you get errors, contact SRA immediately. **Do not ignore the error messages.**
4. You can now modify personnel data on your employees in CAS2Net Previous Cycle Data and delete employees, and add employees in User Management > Assigned.
5. When you are finished with data maintenance, go to Offline Interface in CAS2Net and click “Download Employee Data”. Follow the instructions on your screen for selecting the file you want to download. When prompted, locate the folder on your computer where you store all of the upload and download files.
6. CAS2Net will then create a file called **ppName_to_CMS.csv** and save it on your computer. Have it replace the previous file with the same name.
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!

The sub-panels will be able to enter both category and numerical scores, or just numerical scores. If both scores are entered, the spreadsheet will check the consistency between them. The reports will include distributions by zone for each career path, ordered lists of employees by career path and factor, Delta OCS statistics and distributions by career path and supervisor, and scatter plots of OCS vs. basic pay.

Step 3: Score Normalization – By the end of November all of the meetings should have been conducted and all scores entered into a workbook. 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. If the pay pool chose the second option above for capturing scores (i.e., each managers meeting used a separate workbook), the Pay Pool Administrator will have to consolidate scores before turning the spreadsheet over to the pay pool manager. This will be accomplished by exporting a file from each of the sub-panel workbooks (automatically named *ppName_to_Master_Name.csv*), uploading the files to CAS2Net, downloading a single pay pool file from CAS2Net, and importing it into the workbook. The pay pool manager will be able to change scores directly in the workbook without having to cycle back through another spreadsheet. At this point the pay pool manager will be able to run preliminary pay adjustment scenarios with the workbook, even though the official CY 2021 “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:

- CRI percent, CRI target, CRI set-aside percent, minimum CRI dollar amount, minimum CRI to carryover award amount
- CA percent, CA target, CA set-aside percent, minimum CA dollar amount

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.

Step 4: Data Maintenance during the Cycle – 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 recording in CAS2Net any gains, losses, and promotions (temporary or permanent) called "Post-Cycle" data.

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 corrected file back into the spreadsheet.

Step 5: Data Verification – Periodically during the cycle the AcqDemo Program Management Office (PMO) will monitor the information in the pay pool files and compare it with Modern Defense Civilian Personnel Data System (DCPDS) extracts to identify omissions and errors. 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 for CY2021, ALTESS will update the information in CAS2Net. This can happen any time from mid-November through 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 CY2021 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. PMO will then perform data validity and consistency checks on all of 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 will be used to generate Part I of the Appraisal Form for each

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

employee. 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, PMO 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 – PMO will then use the files for all analyses and statistical summaries of the 2020 cycle results.