United States Department of Defense (DoD)

Acquisition Workforce Demonstration Project (AcqDemo)

Contribution-based Compensation and Appraisal System Software (CAS2Net)

Subcontract Number HQ003415A0020

Task Order HQ003420F0792 – AcqDemo Analytics

CMS SPREADSHEET USER GUIDE (CMSUG)

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Prepared for:

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Acquisition Workforce Demonstration Project (AcqDemo)

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AcqDemo Contribution Management System (CMS) Spreadsheet (2021) Description

August 2021

The Contribution Management System (CMS) spreadsheet is a Microsoft Excel macro-enabled workbook called ***CMS 2021 v1.0.xlsm*** consisting of 10 tabbed worksheets. The spreadsheet is updated each year, available 1 October and, if necessary, additional versions are released due to administrative revisions.

The workbook may be downloaded from the Pay Pool Notices section of CAS2Net located at https://cas2net.army.mil. The workbook 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.

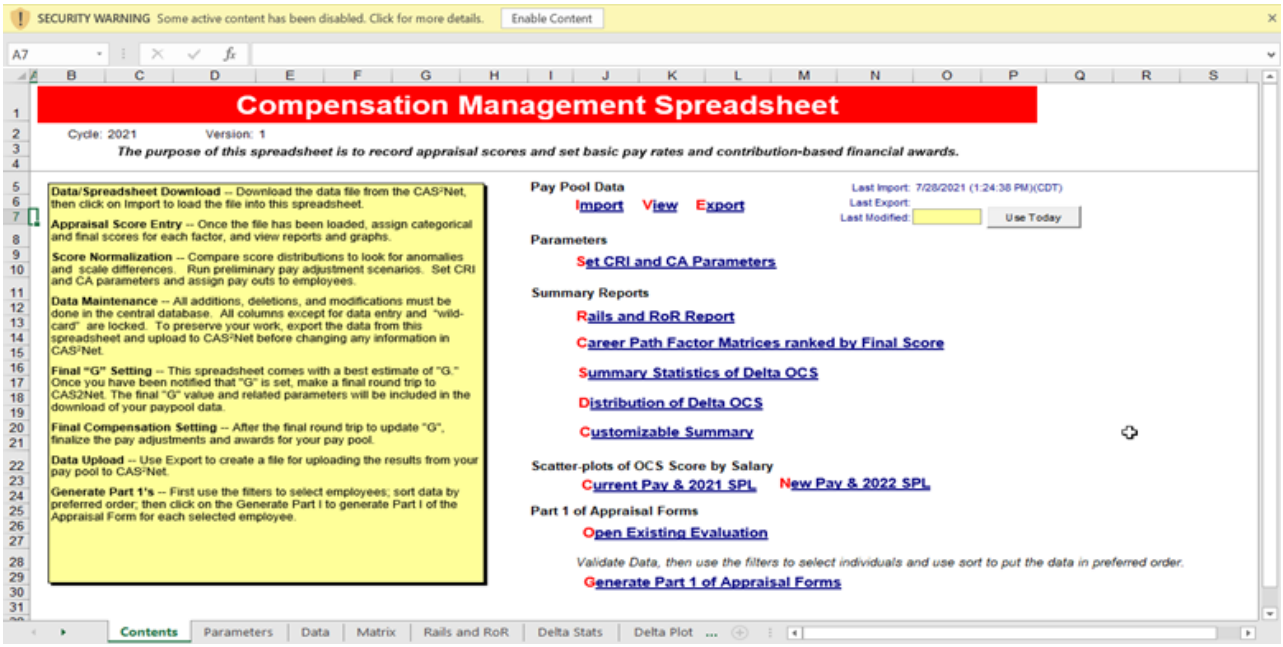
Contents

Changes for 2021

Date of Change	Sheet	Topic	Remarks
Fall 2021	Parameters	Added capability to hide/show sections for ACDP, Supervisor Differential and Time off Award via check boxes	
Fall 2021	Data	Added capability for Pay Pool Manager to change/approve TOA requested by employee.	Values are 0%, 50% and 100%
Fall 2021	Data	Added three rows to the blue open rows to allow three new views.	All views and view names are editable
Fall 2021	Data	Removed the *Copy to Opt Sig* button.	Also remove the *Part 1: Optional Signature* column.
Fall 2021	Data	Added a column that allows the pay pool to split the CRI money received between salary increase and award. The remainder will flow to the award provided rollover flag is set to 1.	Valid values are in the 0-99% range and represents the proportion of CRI that should be allowed towards the salary increase.
Fall 2021	Data	Added a column in the Locality Pay section that shows the New Salary plus the Supervisor Differential.	
Fall 2021	Data	Removed the CIP trigger column.	
Fall 2021	Matrix	Hide career path sections for the career paths that do not exist in the CMS.	
Fall 2021	Part One	Added ability to generate part one's by supervisor and contain those files in a zip file	

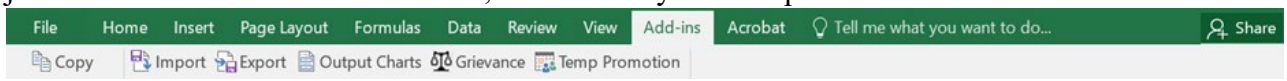
Contents

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



Pay Pool Data

Clicking on the "Import" link, or on the "Import" button on the custom toolbar (Add-Ins) 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 ***ppXXXX_to_CMS.csv***, where XXXX is your pay pool number. 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 Add-Ins toolbar) will allow you to export a data file from the workbook. You will be prompted to

confirm the export and to select the location where you want the exported file saved. The workbook will automatically assign the file name ppXXXX_to_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 & 2021 SPL" link takes you to the tabbed worksheet called "Cur OCS" that is described later in this document.

Clicking on the "New Pay & 2022 SPL" link takes you to the tabbed worksheet called "New OCS" that is described later in this document.

Part I of Appraisal Forms

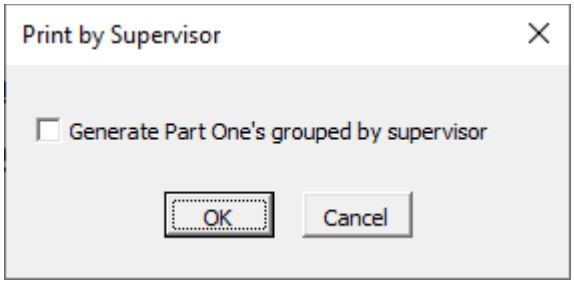
Clicking on the "Open Existing Evaluation" link allows you to open a file of appraisal forms that you previously created and saved. You will be prompted to specify the file you wish to open. You can switch back and forth between the forms and the main workbook by using the "Windows" drop-down menu at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

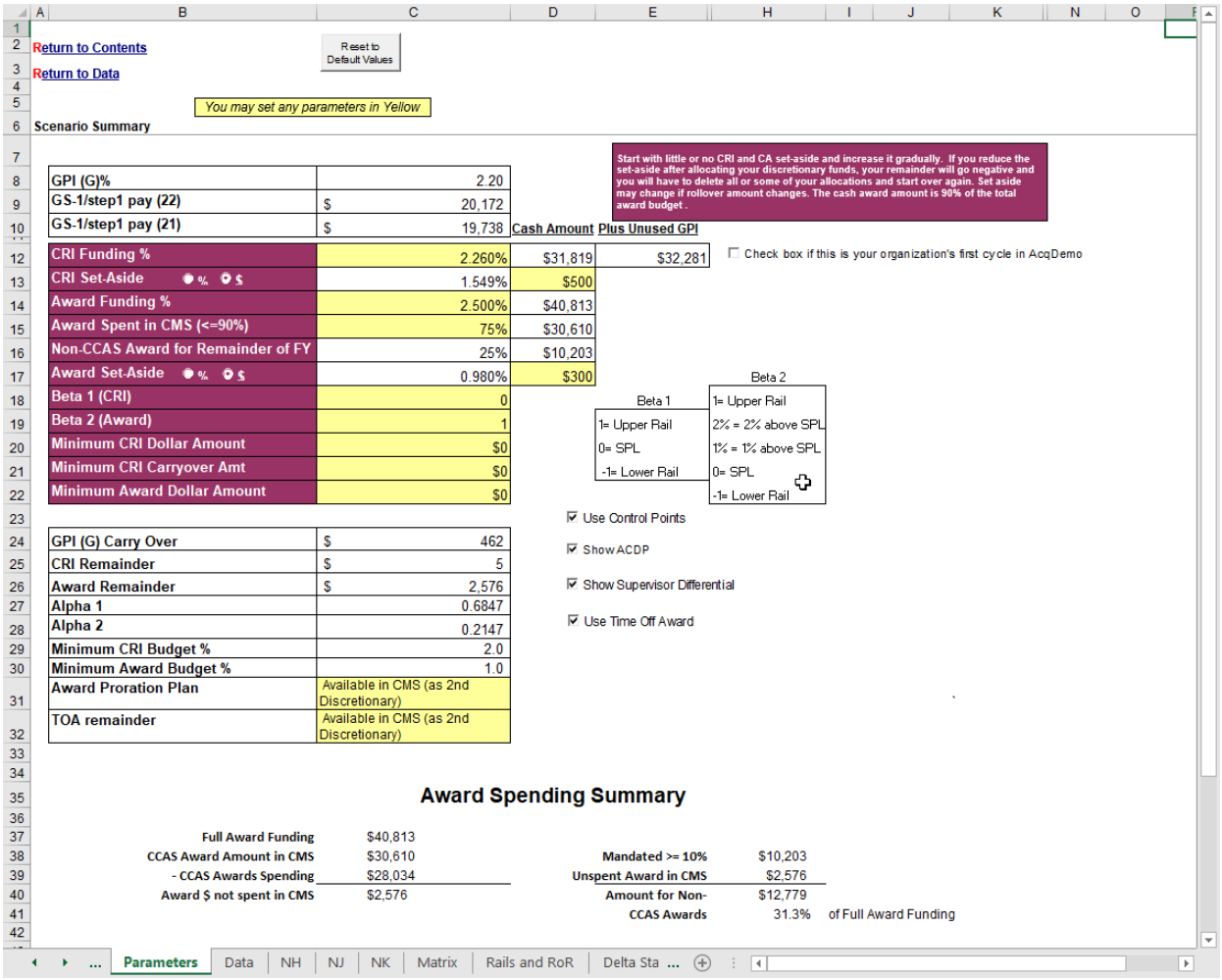
forms generated. You will be asked to specify where you want the file saved. A generic file name is assigned, but you can change it prior to saving.

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.

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



Parameters



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 2021. 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% can be changed from 2.26% to 2.4% (and the minimum CA award percentage the first year can be changed from 1.0% to 1.3%). The CMS lets you enter the values you choose, within the approved ranges.

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 2021. 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-CCAS awards throughout the year. The cell to the right of the percent shows the dollar amount of the resulting CMS CA budget. For retained pay employees, the adjusted 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.

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

1. **Redistribute in CMS -** Redistributes funds within the CMS using the algorithm

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

TOA Remainder - Employees may be given the option to elect to have some portion (0%, 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. **Spend in the CMS -** Puts funds into the CA remainder for discretionary spending
2. **Don't spend in the CMS -** Saves the funds for spending outside the CMS later in the year

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

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

Show Supervisor Differential – This checkbox is checked by default. Unchecking it will hide the Supervisor Differential columns on the Data worksheet.

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

Award Spending Summary Per the requirements of the 2017 Federal Register, a maximum of 90% of an organization's award money may be spent on CA. In 2021, 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 larger 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	$40,813
CCAS Award Amount in CMS	$30,610
- CCAS Awards Spending	$28,034
Award $ not spent in CMS	$2,576

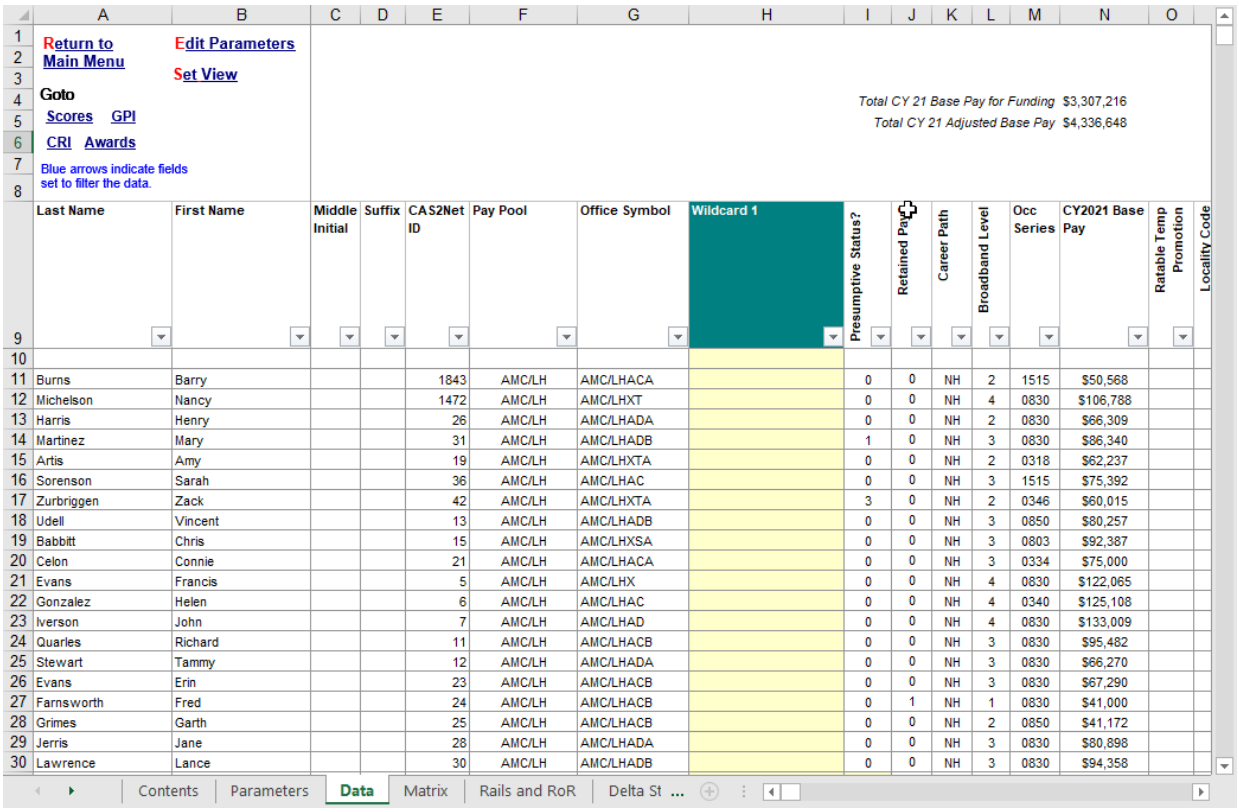
Mandated >= 10%	$10,203	
Unspent Award in CMS	$2,576	
Amount for Non-CCAS Awards	$12,779	
	31.3%	of Full Award Funding

This pay pool started with $40,813 Full Award Funds. They chose to spend $30,610 in the CMS and reserve $10,203 for later spending. Within the CMS, they actually only spent $28,034, so this left them an additional $2,576 that could be added to their future spending reserve. So, now for 2022, they have a total of $12,779 (or 31.1% of the original total funding) to use outside the CMS.

Note that the parameter settings on this worksheet are included in the export file and uploaded to CAS2Net. The parameters are stored in CAS2Net and are downloaded and imported 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 several visible columns that are each described in the table at the end of this section.



Return to Main Menu | Edit Parameters | Set View

Goto: Scores GPI CRI Awards

Blue arrows indicate fields set to filter the data.

Total CY 21 Base Pay for Funding $3,307,216
Total CY 21 Adjusted Base Pay $4,336,648

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	CY2021 Base Pay	Ratable Temp Promotion	Locality Code
Burns	Barry			1843	AMC/LH	AMC/LHACA		0	0	NH	2	1515	$50,568		
Michelson	Nancy			1472	AMC/LH	AMC/LHXT		0	0	NH	4	0830	$106,788		
Harris	Henry			26	AMC/LH	AMC/LHADA		0	0	NH	2	0830	$66,309		
Martinez	Mary			31	AMC/LH	AMC/LHADB		1	0	NH	3	0830	$86,340		
Artis	Amy			19	AMC/LH	AMC/LHXTA		0	0	NH	2	0318	$62,237		
Sorenson	Sarah			36	AMC/LH	AMC/LHAC		0	0	NH	3	1515	$75,392		
Zurbriggen	Zack			42	AMC/LH	AMC/LHXTA		3	0	NH	2	0346	$60,015		
Udell	Vincent			13	AMC/LH	AMC/LHADB		0	0	NH	3	0850	$80,257		
Babbitt	Chris			15	AMC/LH	AMC/LHXSA		0	0	NH	3	0803	$92,387		
Celon	Connie			21	AMC/LH	AMC/LHACA		0	0	NH	3	0334	$75,000		
Evans	Francis			5	AMC/LH	AMC/LHX		0	0	NH	4	0830	$122,065		
Gonzalez	Helen			6	AMC/LH	AMC/LHAC		0	0	NH	4	0340	$125,108		
Iverson	John			7	AMC/LH	AMC/LHAD		0	0	NH	4	0830	$133,009		
Quarles	Richard			11	AMC/LH	AMC/LHACB		0	0	NH	3	0830	$95,482		
Stewart	Tammy			12	AMC/LH	AMC/LHADA		0	0	NH	3	0830	$66,270		
Evans	Erin			23	AMC/LH	AMC/LHACB		0	0	NH	3	0830	$67,290		
Farnsworth	Fred			24	AMC/LH	AMC/LHACB		0	1	NH	1	0830	$41,000		
Grimes	Garth			25	AMC/LH	AMC/LHACB		0	0	NH	2	0850	$41,172		
Jerris	Jane			28	AMC/LH	AMC/LHADA		0	0	NH	3	0830	$80,898		
Lawrence	Lance			30	AMC/LH	AMC/LHADB		0	0	NH	3	0830	$94,358		

Contents | Parameters | Data | Matrix | Rails and RoR | Delta St ...

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.  signifies a filter is active. 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.

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 categorical 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.

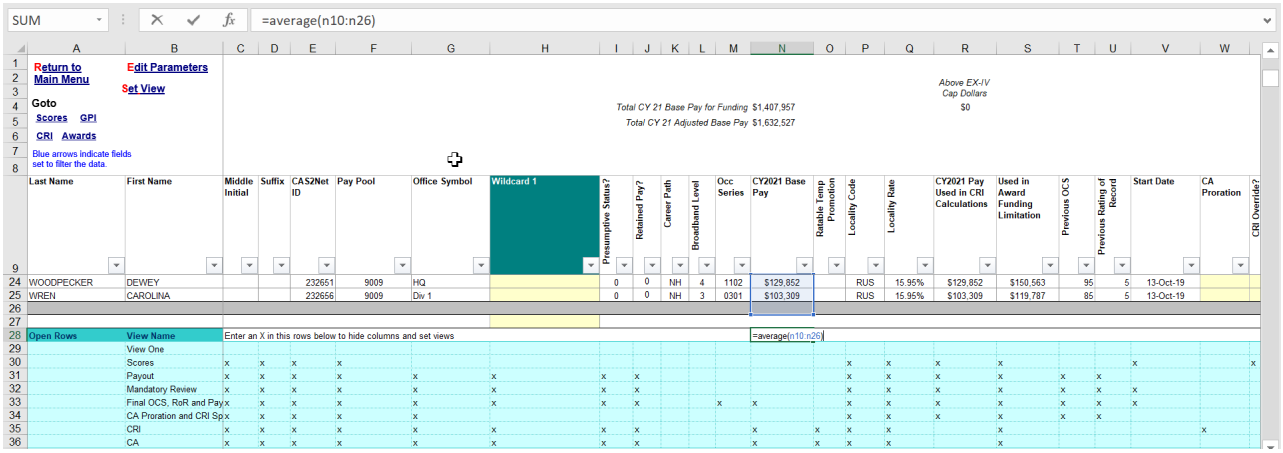
Across the top of the spreadsheet are various **totals** to assist users in understanding how the worksheet is allocating the GPI, CRI, and CA budgets. Each total is clearly labeled.

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 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 15 records in your spreadsheet, the first record is in row 11 and the last record is in row 25. If you want to compute the average CY 2021 base pay, you would enter the following formula in cell N28: =AVERAGE(N10:N26). 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:N25 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 eight light blue rows can be used to hide columns to establish "Views" of the columns on the Data sheet. There are seven 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 (View One) 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
B	**1**	Employee's first name
C	**1**	Employee's middle initial
D	**1**	Employee's suffix (e.g., Jr, II)
E	**1**	Employee's CAS2Net ID number
F	**1**	Employee's Pay pool number
G	**1**	Employee's office symbol
H	**3**	First open (wildcard) column for pay pool use. Values entered or computed in this column will be saved in any export back to CAS2Net, and will be returned to this worksheet in subsequent imports. However, formulas entered in this column will not be preserved through subsequent export-import cycles **unless the formula is also entered in the yellow cell immediately below the wide gray line after the last person's record.** 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 and RoR of 3, 3 = due to circumstances, recertify previous OCS) and RoR, 4 = due to prolonged absence, compute OCS from SPL) and RoR of 3
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
K	**1**	Career path (NH = Business Management and Technical Management Professional, NJ = Technical Management Support, NK = Administrative Support)
L	**1**	Broadband level (1, 2, 3, or 4)
M	**1**	Occupational series
N	**1**	CY 2021 annual basic pay rate
O	**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

Col	Source	Description
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
W	**1**	CA Proration. If present, this value prorates the Contribution Award (CA) calculated from the algorithm for the individual employee.
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 hit a pay cap, a value of 0 will not carryover any money to an award, a value of 1 will carryover CRI to an award. A value of 2 will rollover any CRI money to an award regardless of pay caps
AA	**3**	Name of the employee's first level supervisor
AB	**1**	Sub-Panel meeting identifier. This can be the name of the manager who will chair the managers meeting at which the employee's contribution scores will be assigned, or it could be an organization code or other identifier for a group of employees. CAS2Net can export separate files for each unique identifier in this column.
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	**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.
AE	**1**	**Marks the start of the appraisal score section of the spreadsheet**
AF	**3**	Categorical score for contribution factor "Job Achievement and/or Innovation". Categories are selected from a drop down list by first clicking in the cell and then clicking on the down arrow. Only categories appropriate to the employee's career path are displayed. If the import file contains this score, it will appear in the spreadsheet. Once categorical 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 categorical score, select the first (blank) entry on the drop down list.

Col	Source	Description
AG	**3**	Categorical 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 categorical 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 categorical score, select the first (blank) entry on the drop down list.
AH	**3**	Categorical 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 categorical 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 categorical score, select the first (blank) entry on the drop down list.
AI	**3**	Final numerical score for contribution factor "Job Achievement and/or Innovation". The numerical score is selected from a drop down list by first clicking in the cell and then clicking on the down arrow; only numbers appropriate to the category are displayed. If no categorical score was entered, the numerical drop down list will be blank. A categorical score is required first. If the import file contains this score, it will appear in the spreadsheet.
AJ	**3**	Final numerical score for contribution factor "Communication and/or Teamwork". If a categorical 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 categorical score was entered, the numerical drop down list will be blank. A categorical score is required first. If the import file contains this score, it will appear in the spreadsheet.
AK	**3**	Final numerical score for contribution factor "Mission Support". If a categorical 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 categorical score was entered, the numerical drop down list will be blank. A categorical score is required first. If the import file contains this score, it will appear in the spreadsheet.
AL	**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.
AM	**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.
AN	**3**	Performance Appraisal Quality Levels score for contribution factor Mission

Col	Source	Description
		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.
AR	**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.
AS	**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.
AT	**2**	Expected OCS, computed from CY2021 basic pay and the formula for the Standard Pay Line (SPL).
AU	**2**	2021 Expected OCS Range, computed from CY2021 basic pay and the formula for the upper and lower rails.
AV	**2**	2021 OCS, computed as the weighted average of the 3 numerical factor scores for non-presumptive employees. If any of the final numerical factor scores are blank, this field will be blank. For presumptive status = 1, 2, or 4, 2021 OCS is Calculated as Expected OCS = $\frac{\text{LN(Base Pay / GS - 1step1pay2020)}}{\text{LN(1.0200429)*}}$ Presumptive status = 3, last year's score is recertified. * This number can vary in the last decimal place depending on the GS pay tables.
AW	**2**	Delta OCS, computed as the difference between Expected OCS (column AT and 2021 OCS (column AV).
AX	**2**	Raw average rating, computed as the average of the PAQL ratings (column AL through AN).
AY	**2**	Rating of record, values are, 1 – Unacceptable, 3 – Fully Successful and 5 – Outstanding and are derived from the raw average rating (column
AZ	**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.

Col	Source	Description
BA	**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.
BB	**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).
BC	**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).
BD	**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)
BF	**2**	CRI Delta Y = CRI target pay (col BB 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.
BG	**2**	CA Delta Y = CA 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 assigning awards.
BH	**2**	CRI Positive Delta Y = Maximum of CRI DeltaY (col BF) and zero. Sets all negative CRI Delta Y values to zero for later computations.
BI	**2**	CA Positive Delta Y = Maximum of CA DeltaY (col BG) and zero. Sets all negative CA Delta Y values to zero for later computations.
BJ	**2**	CY2022 maximum base pay for the employee's broadband and career path. Based on Table 4 in the AcqDemo *Federal Register*, updated to reflect the GS pay table for CY2022.
BK	**2**	**Marks the start of the GPI section of the spreadsheet**
BL	**2**	GPI Pot = employee's current base pay (col N) times the GPI % from the parameter worksheet capped at band max. For employees who are on retained pay, this value is one-half or 50% of the dollar increase in maximum adjusted base pay for the employee's broadband and career path and locality pay area.
BM	**2**	Mandatory GPI = GPI % from the parameter panel for all employees in zones B and C who are not on retained pay, = blank for all employees in zone A who are not on retained pay. For employees who are on retained pay, regardless of rail position, Mandatory GPI = (one half the dollar increase in maximum pay for the employee's broadband and career path and locality pay area) divided by the employee's current basic pay. For those on retained pay, column BM shows “Ret Rule”
BN	**2**	Max discretionary GPI Amount = GPI pot (col BL) 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. An employee that is retained rate and falls in Zone A will automatically receive their 50% GPI, but this discretionary amount will be negative thereby signaling the GPI may be reduced all the way to $0.
BO	**2**	Max discretionary GPI Percent = Max discretionary GPI Amount divided by current base pay (col N), except for retained pay employees.

Col	Source	Description
BP	**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. This column is orange when a negative discretionary amount is allowed to reduce the retained employees receipt of GPI when in the A Zone.
BQ	**3**	Discretionary GPI Percent = Discretionary GPI Amount divided by current base pay (col N).
BR	**2**	G$ = 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 2022.
BS	**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.
BT	**2**	Calculated sum of the 2021 Base Pay (col N) and the Final GPI amount (col BR)
BU	**2**	**Marks the start of the CRI section of the spreadsheet.**
BV	**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.
BW	**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.
BX	**2**	Computed CRI = sum of Default and Discretionary CRI.
BY	**3**	Split % to Salary allows a portion of column BX to be spent as salary increase and the remainder to be passed to CRI carryover. This is entered as an integer between 0 and 99. A blank value here presumes all CRI funds should be applied to the salary increase

Col	Source	Description
BZ	**2**	Computed CRI % = Computed CRI (col BX) divided by current base pay (col N).
CA	**2**	Computed Base Pay 2022 = Current base pay (col N) plus G $ (col BR) plus computed CRI (col BX). This will be the employee's new base pay unless one of many pay caps is reached.
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
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%.
CD	**2**	CY2022 Upper Rail Pay = computed from the formula for the CY2022 upper rail and the employee's OCS. A possible pay cap.
CE	**2**	CY2022 Lower Rail Pay = computed from the formula for the CY2022 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 if pay pool establishes control points by OCS. Gets translated to the equivalent dollar value in column CK. Column is only visible if the CMS if the pay pool has elected to use OCS Control Points.
CJ	**3**	Control Point $. Column is only visible if the CMS if the pay pool has elected to use dollar-based Control Points. Can be a pay cap.
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 2022 = considering all of the possible pay caps, this is the most the employee can earn (base pay) in 2022.
CN	**2**	Approved CRI $ = New Base Pay 2022 minus G increase minus 2021 base pay. Final CRI dollar amount after all pay caps are applied.
CO	**2**	New Base Pay in 2022 = smaller of computed base pay 2022 and max base pay 2022. ***This will be the employee's new base pay rate for 2022***.
CP	**1**	Supv/Team Lead = Indicates employee's supervisor or team lead status. This flag is used to determine max rate in New Supervisory Differential rate (col

Col	Source	Description
CQ	**1**	Supervisory Differential Start Date = Date employee started receiving Supervisory Differential.
CR	**1**	Supervisory Differential Rate = Rate employee is getting as Supervisory Differential.
CS	**2**	Supervisory Differential Amount = Calculated amount employee is getting as Supervisory Differential.
CT	**3**	New Supervisory Differential Rate = New rate employee should get as a Supervisor/Team Lead. Maximum value is 10% for Supervisor and 5% for Team Lead.
CU	**2**	New Supervisory 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
DC	**2**	Final Base Pay + Locality = Employee's Adjusted Pay for 2022
DD	**2**	New Salary + Supv Differential. Sum of all three components (2022 base salary + 2022 locality pay + 2022 supervisory differential)
DE	**2**	Indicated an employee will no longer have a status of being on retained pay in 2022.
DF		**Marks the start of the CA section of the spreadsheet**

Col	Source	Description
DG	**2**	Carryover award = if Col Z is set to 1, this column contains automatic awards equal to the difference between Computed CRI (col BX) and Approved CRI (col CN). If Col Z is set to zero, carryover award is zero. If Col Z is set to 2 all CRI is carried over to an award. Carryover must exceed the pay pool minimum CRI Carryover Amt specified on the parameters tab. Otherwise it will be zero.
DH	**2**	CA Positive DeltaY = a repeat of column BI
DI	**2**	CA computed by the Alpha2*DeltaY algorithm and parameters specified in the parameter panel. See the end of this table for an explanation of the algorithm.
DJ	**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.
DL	**1**	Requested % Award to Convert to Time off Award = Percentage of employee's Contribution Award that they request to be converted to Time off Hours.
DM	**3**	Approved % Award to Convert to Time off Award – based on the requested amount, the this is the approved % that should be converted to Time off Hours.
DN	**2**	Time off Hours = The number of hours that is a result of the % Award Converted to Time off Award (col DM) and the employee's computed hourly rate.
DO	2	Dollar Value Remain is the remaining number of award dollars after Time off value has reduced computed award.
DP	**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.
DQ	**2**	Final CA Award = Dollar amount representing the computed award amount taking into account the Time Off Value and the Second Discretionary (col DP) amount.

Col	Source	Description
DR	**2**	Total Award = sum of carryover award (col DG) and Final CA award (col DQ). 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.
DS	**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.
DT	**2**	Flag (= YES) identifying total awards in excess of $10,000. These awards require local commander approval.
DU	**2**	Rating of record = the Rating of Record that will be transmitted to DCPDS
DV	**2**	Total New Compensation, computed as New Base Pay plus Total Award.
DW	**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.
DX	**2**	The employee's expected CY2022 OCS based on his or her base pay for 2022 and the formula for the 2022 SPL.
DY	**2**	If this value = 1, the employee must be placed on a CIP.
DZ	**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.

Col	Source	Description
EA*	**2**	2021 Expected OCS (from column AT)
EB*	**2**	2021 OCS (from column AV)
EC*	**2**	Delta OCS (from column AW)
ED*	**2**	CY2021 Base Pay (from column N)
EE*	**2**	GPI $ (from column BR)
EF*	**2**	Approved CRI (from column CN)
EG*	**2**	New Base Pay 2022 (from column CO)
EH*	**2**	Total Award (from column DR)
EI*	**2**	Approved CRI + Total Award (column CN + column DR)

* 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 (Alpha1*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 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 employee's "salary deficit" that can be paid off by the default algorithm (Alpha1 is capped at 1.0). The spreadsheet then multiplies each employee's positive CRI DeltaY value by Alpha1 and rounds down to the nearest dollar to compute the employee's default CRI value.

Default CA Algorithm (Alpha2*CA DeltaY): The spreadsheet adds up all of the current adjusted 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 budget[1]. It then multiplies the total budget by the CA Set-Aside % to establish the amount of money the pay pool manager will have for discretionary awards. The default algorithm allocates the remaining money. To execute the default algorithm, the spreadsheet adds up all of the positive CA DeltaY values. This is the amount of award money that would have to be in the remaining CA budget to bring everyone 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 employee's "salary deficit" that can be paid off by the default algorithm (Alpha2 is capped at 1.0). The spreadsheet then multiplies each employee's positive CA DeltaY value by Alpha2 and rounds down to nearest dollar to compute the employee's default CA value.

Explanation of pay caps applied in the CMS

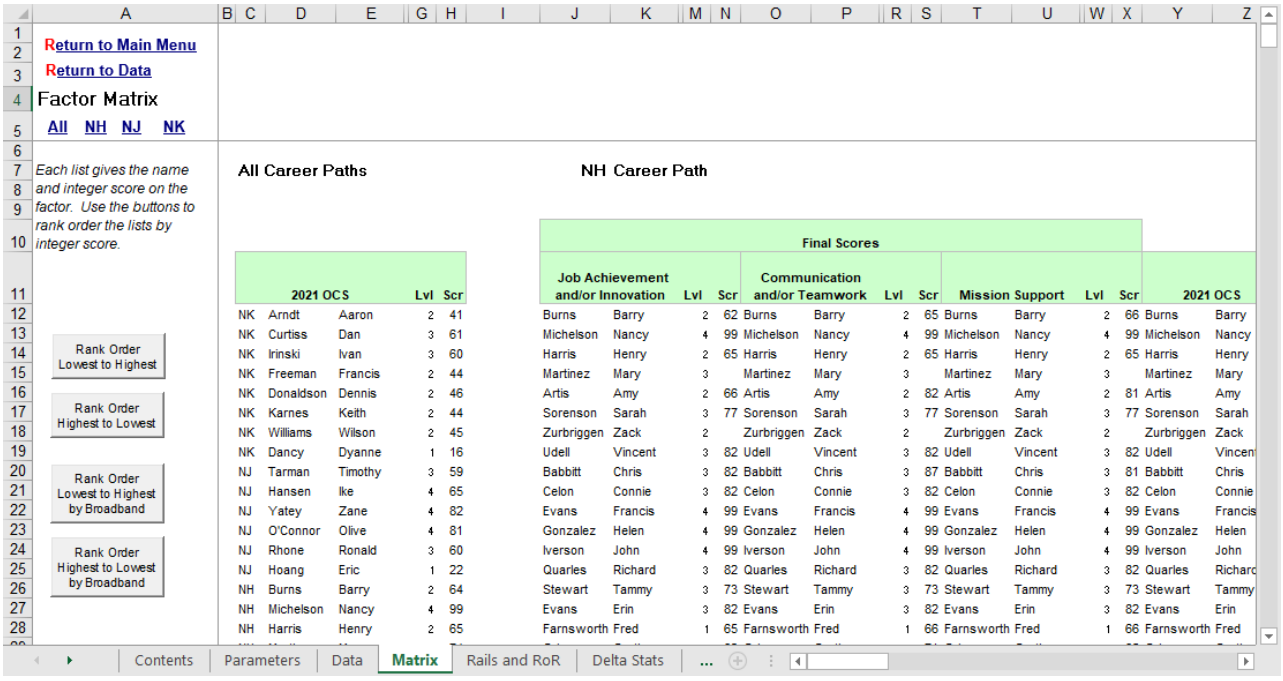
- Employees in Region C have a cap of 6% on their CRI increase.
- Employees in region B have two caps:
  - Cap 1: 20%
  - Cap 2: 1.06* Lower Rail Pay (LR)
- Without the second cap there would be a huge discontinuity

  - An employee who plots on the LR rail would be capped at a CRI increase of 6%
  - An employee who plots $1 below the LR would be capped at a CRI increase of 20%
  - This sudden change is not defendable, so the designers of AcqDemo constructed a second cap
- With the second cap
  - An employee who plots $1 below the LR has a CRI cap of 6% of the LR pay plus $1
  - An employee who plots $2 below has a cap of 6% of the LR pay plus $2
  - This is a nice smooth transition from Region C to Region B
  - Eventually employees who plot further and further below the LR hit the 20% cap

[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").

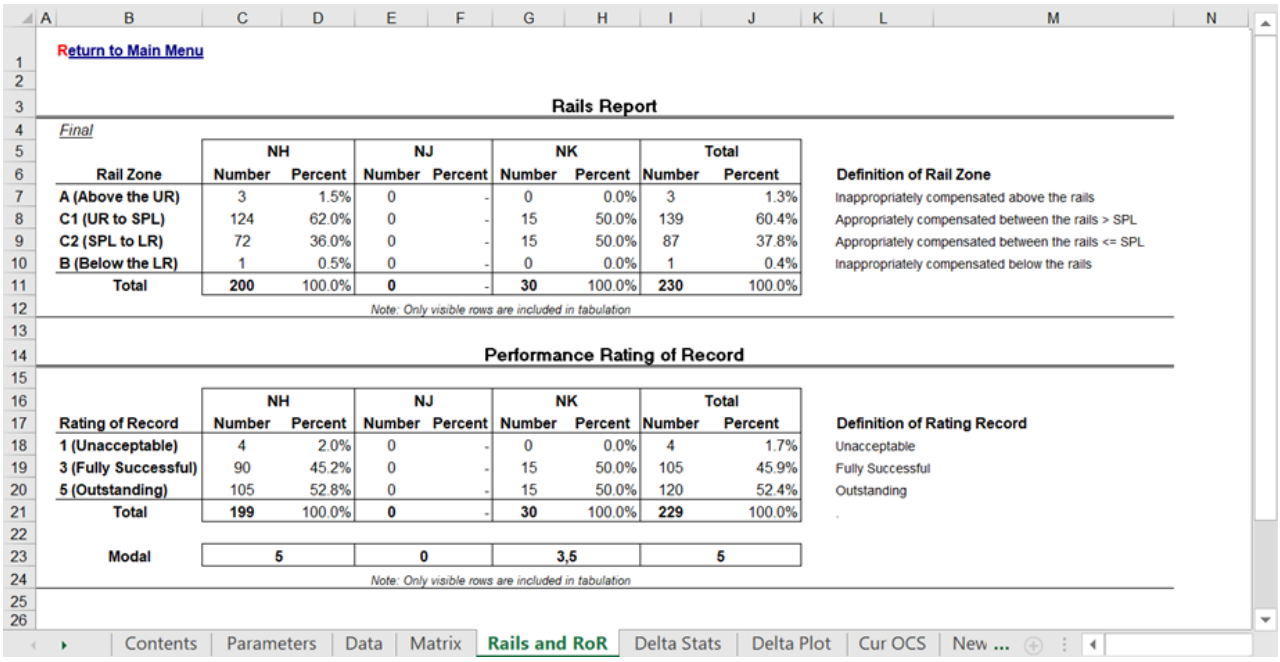


The first matrix orders all employees in all career paths based on their OCS. The second matrix orders all employees in the NH career path according to each of the 3 final numerical factor scores, and by OCS. The second and third matrices (off the screen to the right in the figure above) order all of 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.

New for 2021 is hiding career path sections for the career paths that do not exist in the CMS.

Rails and RoR Report

This worksheet provides counts and percentages of employees by rail position and performance rating of record. The table shows rail position by career path based on **final, numerical** OCS. The modal rating of record by career path is shown towards the bottom of the sheet. Note that modal rating can have more than one value if two or all three of the PAQL scores tie for the most use. There is a link to the Main Menu (Contents) worksheet in the upper left corner, and the report can by printed by clicking on the printer icon in the Excel toolbar.



Return to Main Menu

Rails Report

Final

Rail Zone	NH Number	NH Percent	NJ Number	NJ Percent	NK Number	NK Percent	Total Number	Total Percent
A (Above the UR)	3	1.5%	0	-	0	0.0%	3	1.3%
C1 (UR to SPL)	124	62.0%	0	-	15	50.0%	139	60.4%
C2 (SPL to LR)	72	36.0%	0	-	15	50.0%	87	37.8%
B (Below the LR)	1	0.5%	0	-	0	0.0%	1	0.4%
Total	200	100.0%	0	-	30	100.0%	230	100.0%

Note: Only visible rows are included in tabulation

Definition of Rail Zone
Inappropriately compensated above the rails
Appropriately compensated between the rails > SPL
Appropriately compensated between the rails <= SPL
Inappropriately compensated below the rails

Performance Rating of Record

Rating of Record	NH Number	NH Percent	NJ Number	NJ Percent	NK Number	NK Percent	Total Number	Total Percent
1 (Unacceptable)	4	2.0%	0	-	0	0.0%	4	1.7%
3 (Fully Successful)	90	45.2%	0	-	15	50.0%	105	45.9%
5 (Outstanding)	105	52.8%	0	-	15	50.0%	120	52.4%
Total	199	100.0%	0	-	30	100.0%	229	100.0%
Modal	5		0		3,5		5	

Note: Only visible rows are included in tabulation

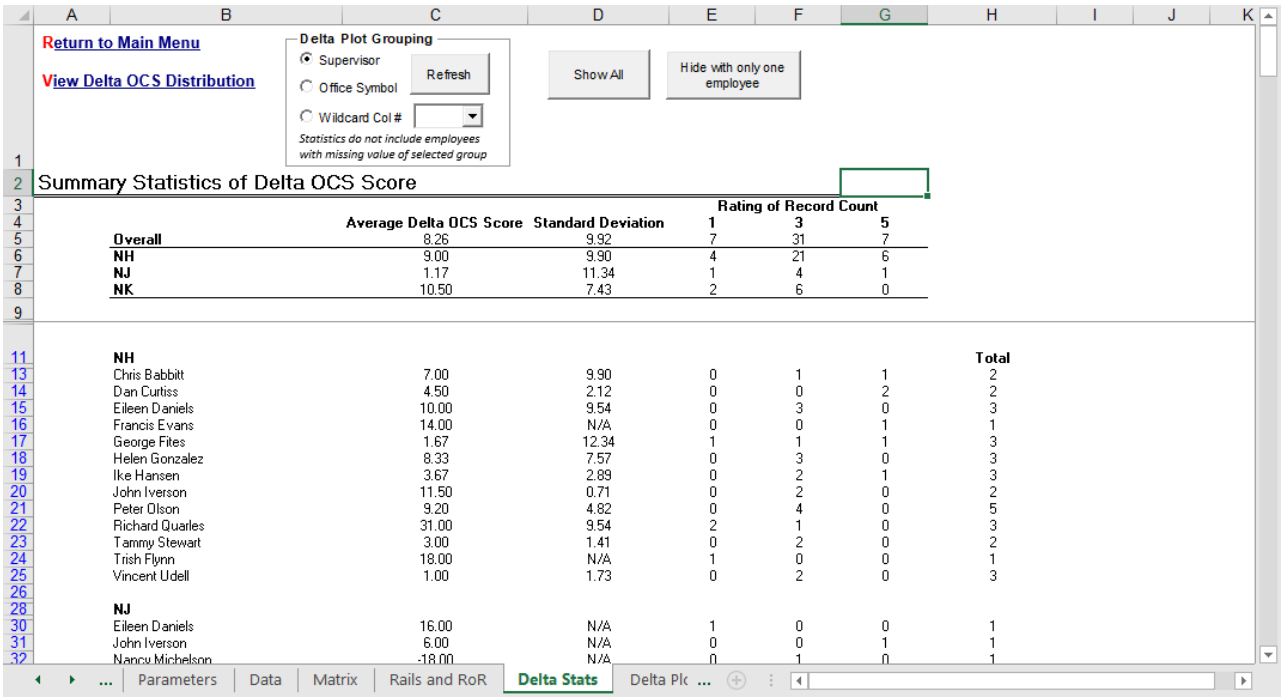
Definition of Rating Record
Unacceptable
Fully Successful
Outstanding

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

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. The addition of the rating of record counts broken out by the selected Delta Plot Grouping is also displayed.



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.

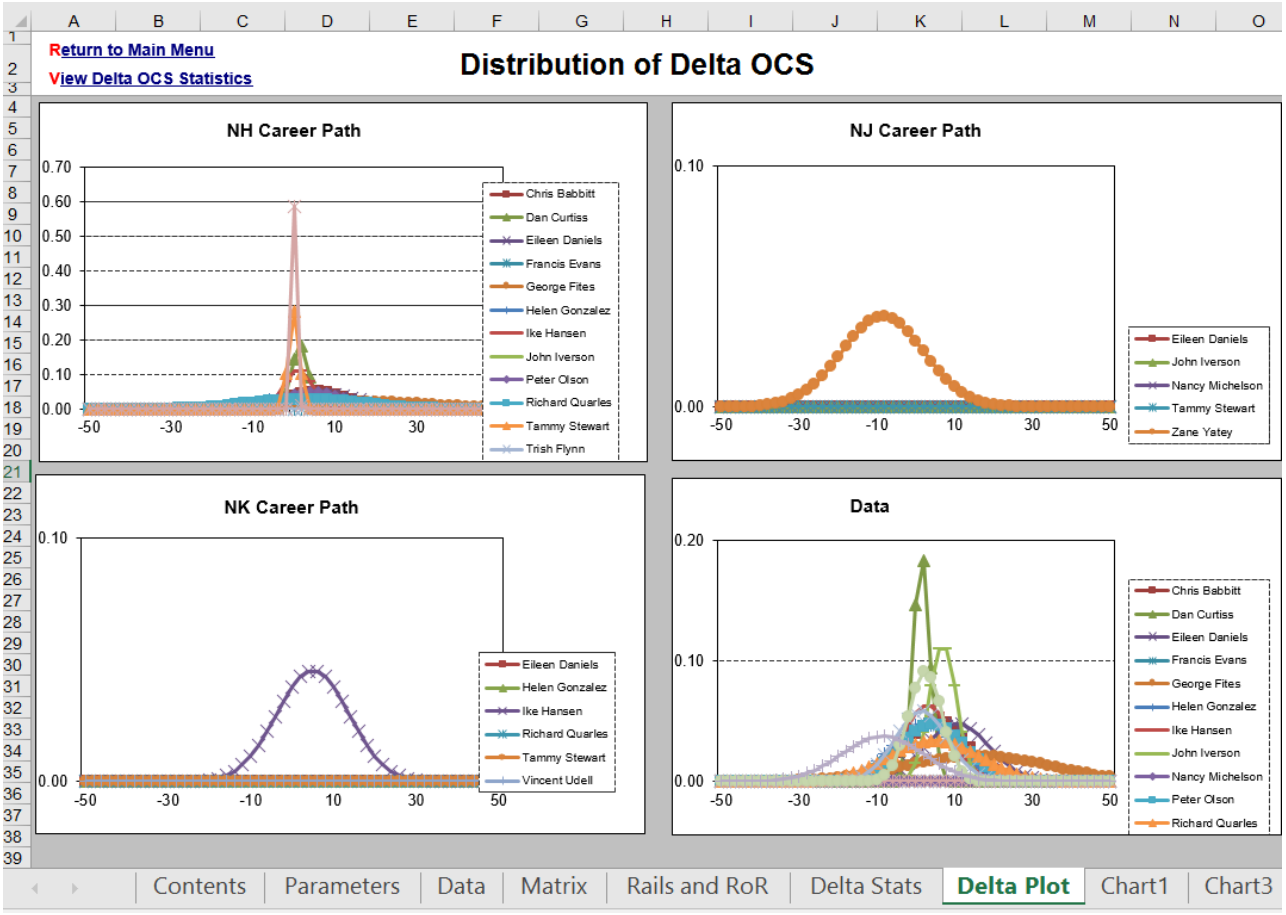
The groups can be defined by either first level supervisor (column Z on the main data sheet), Office Symbol (column G on the Data tab), or any other grouping scheme entered into any of the Wildcard columns on the main data sheet. The "Delta Plot Grouping" box at the top of this worksheet contains radio 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 Main Menu (Contents), ("Return to Main Menu") and the Delta OCS Statistics ("View Delta OCS Statistics") worksheets.

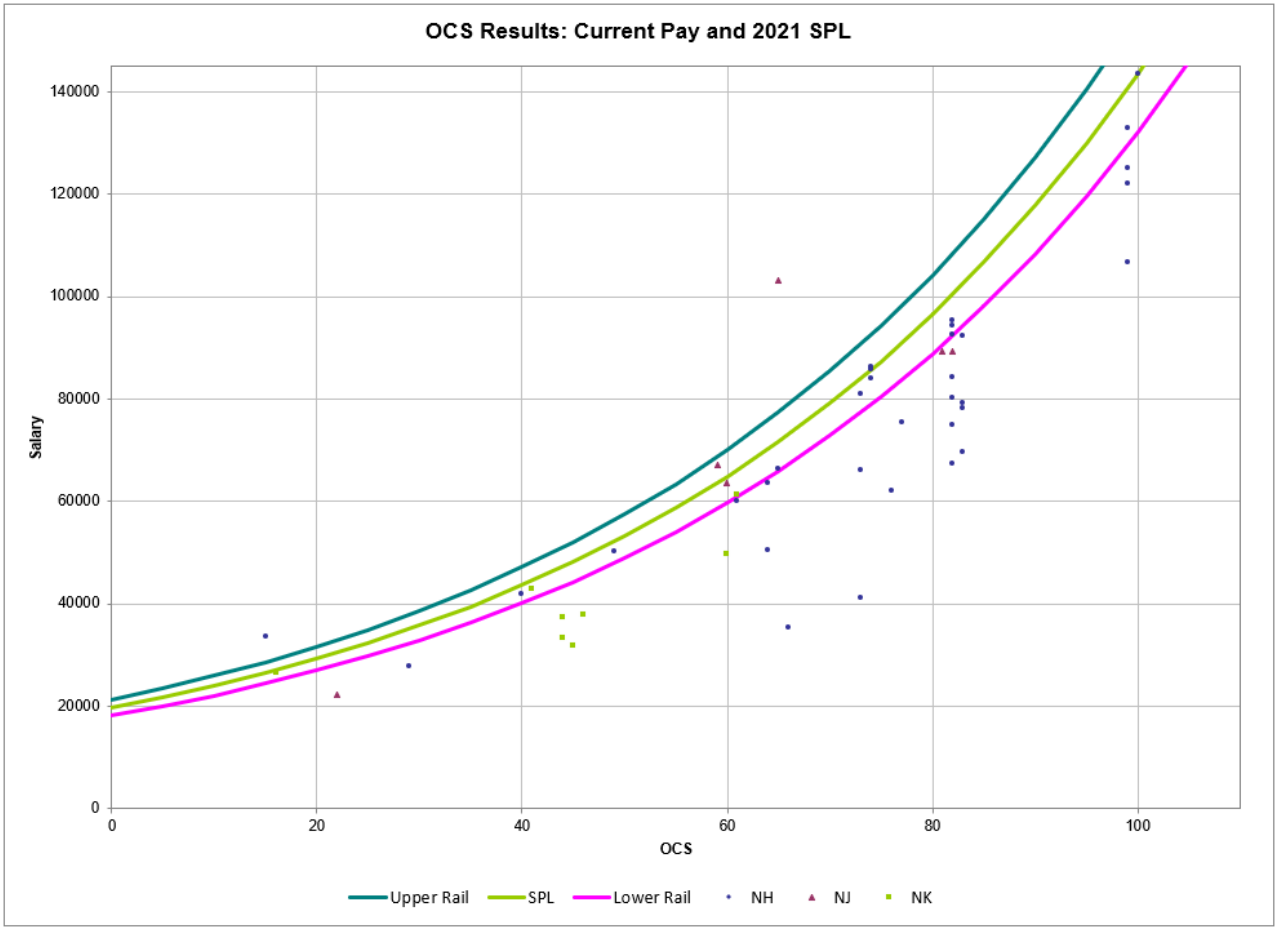


Each career path is shown on a separate graph, and each group in a career path is labeled with a different color/style of line. The plots are standard, normal, bell-shaped curves reflecting the mean and standard deviation values from the previous worksheet. The "peak" of each curve occurs at the average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

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

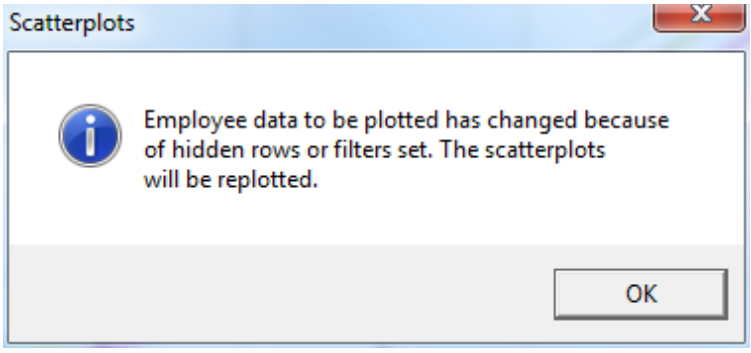
The worksheet can be printed by clicking on the printer icon on the Excel tool bar.

Current OCS Scatter Plot



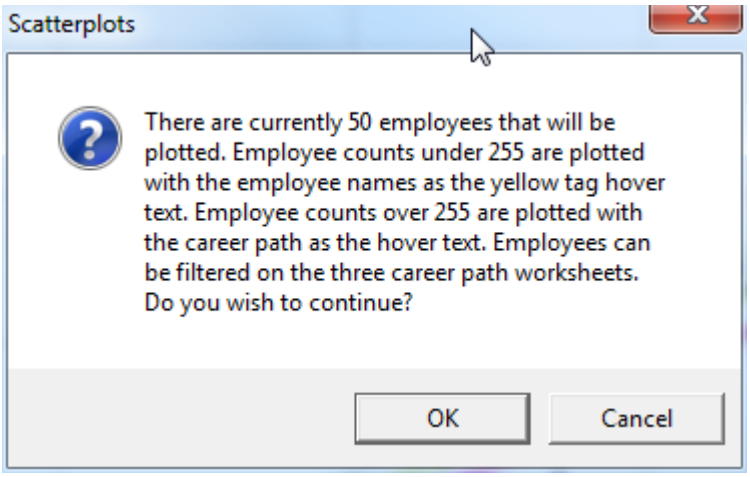
Scatter plots of OCS vs. base pay, displayed on top of the SPL and rails, have proven to be excellent tools for visualizing the overall outcome of the appraisal and pay setting process. The workbook contains two such plots, the first of which is OCS vs. current year pay on top of the CY2021 SPL and rails (example above). The second is the OCS vs. new year pay scatterplot.

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

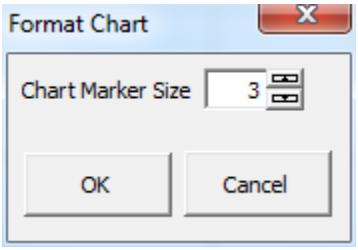


After you click OK both scatterplots will be replotted with only those employees visible who are on the Data tab. A replot can also be accomplished by click the Replot button on the Add-Ins toolbar.

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 Add-Ins 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.

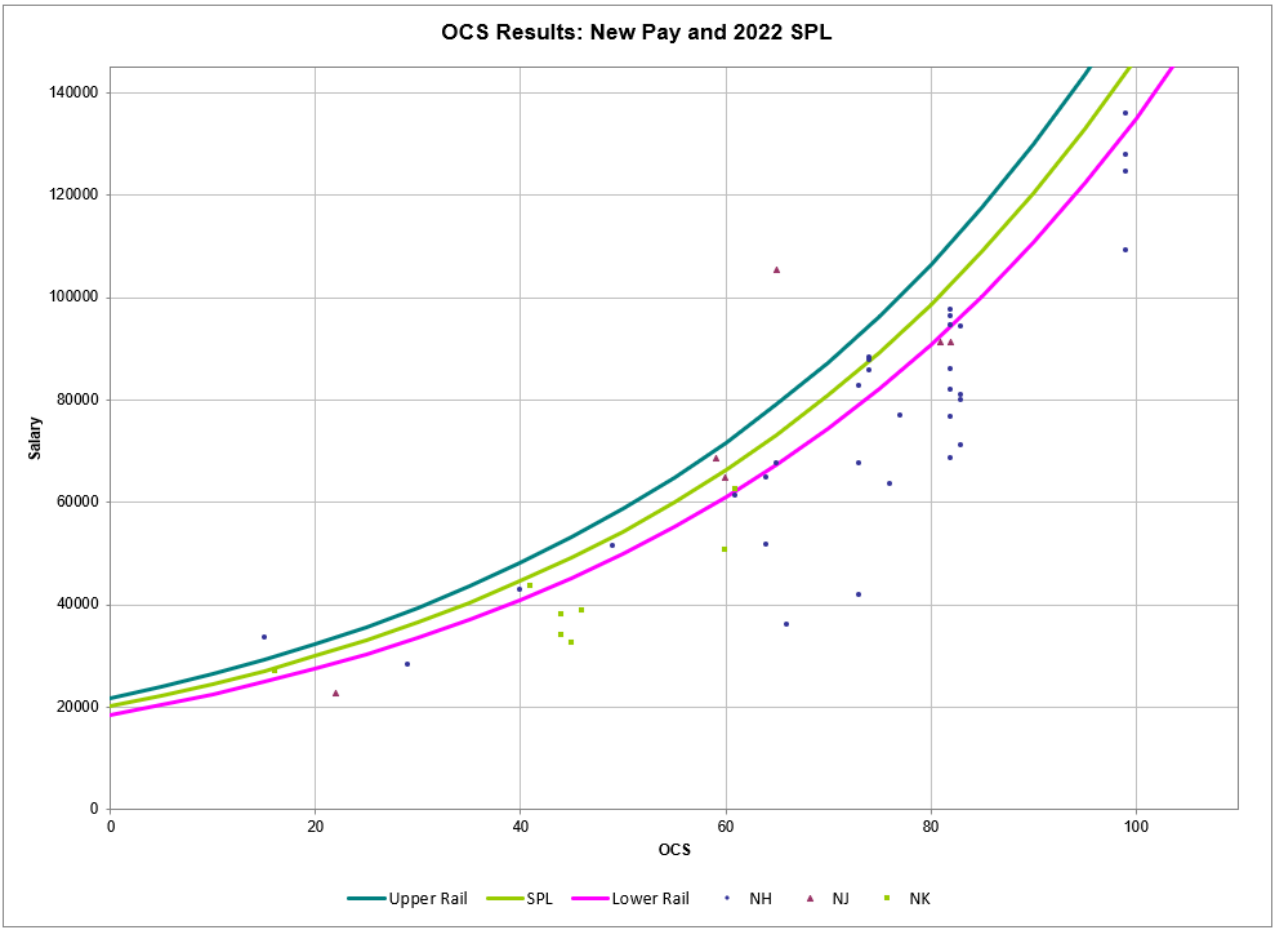


The plot may be printed by clicking on the printer icon on the Excel tool bar.

New OCS Scatter Plot

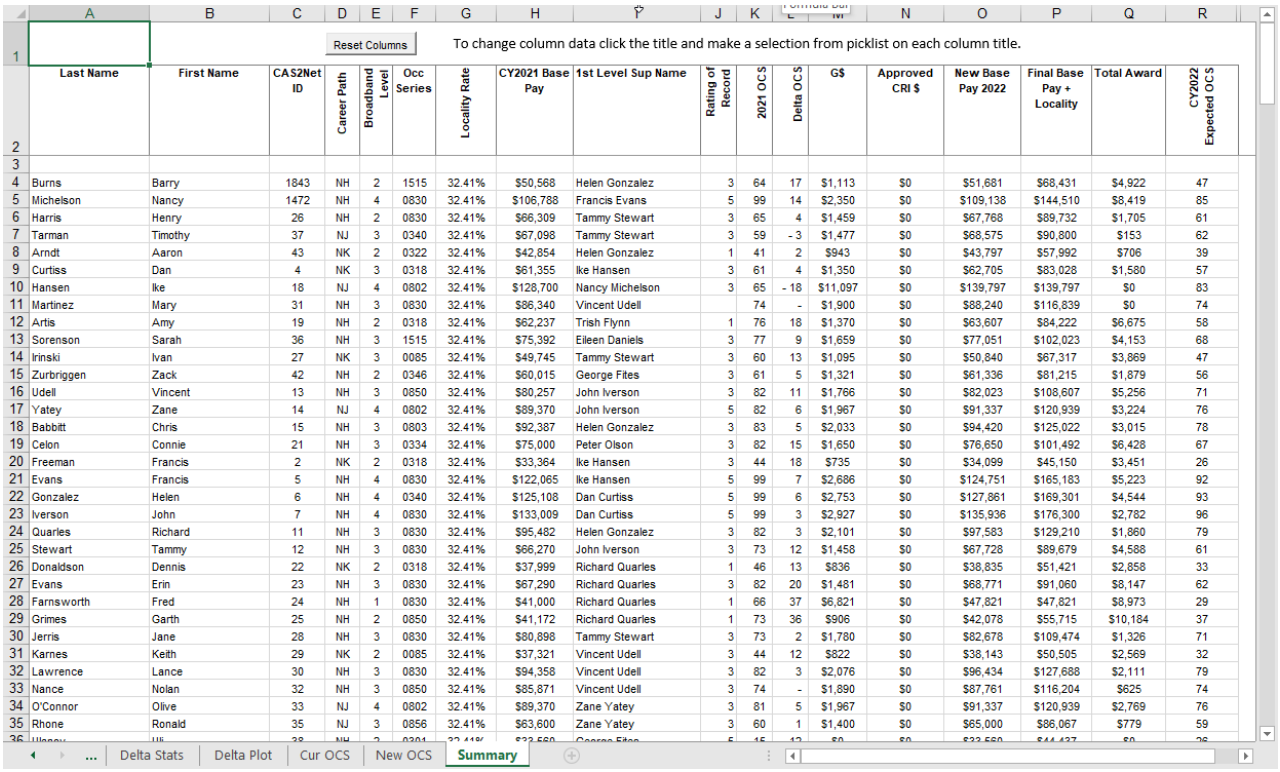
This worksheet is identical to the previous one, except that OCS is plotted with new year base pay against the 2022 SPL and rails. This plot provides an estimate of what the contribution vs. pay relationship in the pay pool might look like next year if each employee contributes at the same level they did in 2021. 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 Add-Ins 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	CY2021 Base Pay	1st Level Sup Name	Rating of Record	2021 OCS	Delta OCS	G$	Approved CRI $	New Base Pay 2022	Final Base Pay + Locality	Total Award	CY2022 Expected OCS
Burns	Barry	1843	NH	2	1515	32.41%	$50,568	Helen Gonzalez	3	64	17	$1,113	$0	$51,681	$68,431	$4,922	47
Michelson	Nancy	1472	NH	4	0830	32.41%	$106,788	Francis Evans	5	99	14	$2,350	$0	$109,138	$144,510	$8,419	85
Harris	Henry	26	NH	2	0830	32.41%	$66,309	Tammy Stewart	3	65	4	$1,459	$0	$67,768	$89,732	$1,705	61
Tarman	Timothy	37	NJ	3	0340	32.41%	$67,098	Tammy Stewart	3	59	- 3	$1,477	$0	$68,575	$90,800	$153	62
Arndt	Aaron	43	NK	2	0322	32.41%	$42,854	Helen Gonzalez	1	41	2	$943	$0	$43,797	$57,992	$706	39
Curtiss	Dan	4	NK	3	0318	32.41%	$61,355	Ike Hansen	3	61	4	$1,350	$0	$62,705	$83,028	$1,580	57
Hansen	Ike	18	NJ	4	0802	32.41%	$128,700	Nancy Michelson	3	65	- 18	$11,097	$0	$139,797	$139,797	$0	83
Martinez	Mary	31	NH	3	0830	32.41%	$86,340	Vincent Udell		74	-	$1,900	$0	$88,240	$116,839	$0	74
Artis	Amy	19	NH	2	0318	32.41%	$62,237	Trish Flynn	1	76	18	$1,370	$0	$63,607	$84,222	$6,675	58
Sorenson	Sarah	36	NH	3	1515	32.41%	$75,392	Eileen Daniels	3	77	9	$1,659	$0	$77,051	$102,023	$4,153	68
Irinski	Ivan	27	NK	3	0085	32.41%	$49,745	Tammy Stewart	3	60	13	$1,095	$0	$50,840	$67,317	$3,869	47
Zurbriggen	Zack	42	NH	2	0346	32.41%	$60,015	George Fites	3	61	5	$1,321	$0	$61,336	$81,215	$1,879	56
Udell	Vincent	13	NH	3	0850	32.41%	$80,257	John Iverson	3	82	11	$1,766	$0	$82,023	$108,607	$5,256	71
Yatey	Zane	14	NJ	4	0802	32.41%	$89,370	John Iverson	5	82	6	$1,967	$0	$91,337	$120,939	$3,224	76
Babbitt	Chris	15	NH	3	0803	32.41%	$92,387	Helen Gonzalez	3	83	5	$2,033	$0	$94,420	$125,022	$3,015	78
Celon	Connie	21	NH	3	0334	32.41%	$75,000	Peter Olson	3	82	15	$1,650	$0	$76,650	$101,492	$6,428	67
Freeman	Francis	2	NK	2	0318	32.41%	$33,364	Ike Hansen	3	44	18	$735	$0	$34,099	$45,150	$3,451	26
Evans	Francis	5	NH	4	0830	32.41%	$122,065	Ike Hansen	5	99	7	$2,686	$0	$124,751	$165,183	$5,223	92
Gonzalez	Helen	6	NH	4	0340	32.41%	$125,108	Dan Curtiss	5	99	6	$2,753	$0	$127,861	$169,301	$4,544	93
Iverson	John	7	NH	4	0830	32.41%	$133,009	Dan Curtiss	5	99	3	$2,927	$0	$135,936	$176,300	$2,782	96
Quarles	Richard	11	NH	3	0830	32.41%	$95,482	Helen Gonzalez	3	82	3	$2,101	$0	$97,583	$129,210	$1,860	79
Stewart	Tammy	12	NH	3	0830	32.41%	$66,270	John Iverson	3	73	12	$1,458	$0	$67,728	$89,679	$4,588	61
Donaldson	Dennis	22	NK	2	0318	32.41%	$37,999	Richard Quarles	1	46	13	$836	$0	$38,835	$51,421	$2,858	33
Evans	Erin	23	NH	3	0830	32.41%	$67,290	Richard Quarles	3	82	20	$1,481	$0	$68,771	$91,060	$8,147	62
Farnsworth	Fred	24	NH	1	0830	32.41%	$41,000	Richard Quarles	1	66	37	$6,821	$0	$47,821	$47,821	$8,973	29
Grimes	Garth	25	NH	2	0850	32.41%	$41,172	Richard Quarles	1	73	36	$906	$0	$42,078	$55,715	$10,184	37
Jerris	Jane	28	NH	3	0830	32.41%	$80,898	Tammy Stewart	3	73	2	$1,780	$0	$82,678	$109,474	$1,326	71
Karnes	Keith	29	NK	2	0085	32.41%	$37,321	Vincent Udell	3	44	12	$822	$0	$38,143	$50,505	$2,569	32
Lawrence	Lance	30	NH	3	0830	32.41%	$94,358	Vincent Udell	3	82	3	$2,076	$0	$96,434	$127,688	$2,111	79
Nance	Nolan	32	NH	3	0850	32.41%	$85,871	Vincent Udell	3	74	-	$1,890	$0	$87,761	$116,204	$625	74
O'Connor	Olive	33	NJ	4	0802	32.41%	$89,370	Zane Yatey	3	81	5	$1,967	$0	$91,337	$120,939	$2,769	76
Rhone	Ronald	35	NJ	3	0856	32.41%	$63,600	Zane Yatey	3	60	1	$1,400	$0	$65,000	$86,067	$779	59

... | Delta Stats | Delta Plot | Cur OCS | New OCS | Summary

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

Part I of the Appraisal Form

A sample of Part I is shown on the next page. The format and content of this page is standard for all employees.

Part I: CCAS Salary Appraisal Form

Name:	Artis Amy	**Series:**	0318	**Appraisal Period:**	
CAS2Net ID:	19	**Broadband Level:**	II	From:	1-Oct-20
Organization:	AMC/LHXTA	**Retained Pay:**	No	To:	30-Sep-21
Career Path:	NH	**Presumptive:**	None		

Approved By: Trish Flynn, Pay Pool Manager **Effective Date of Appraisal: January 1, 2022**

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

_____ _____
Date

_____ _____
Supervisor Print / Sign **Date**

_____ _____
Employee Print / Sign **Date**

2021 Performance Details		**PAQL**
Factors	Job Achievement and/or Innovation	1
	Communication and/or Teamwork	3
	Mission Support	3
	Average Raw Score	2.3
	Performance Rating of Record	1

	2021 Contribution Detail	**Cat Score**	**Num Score**
Factors	Job Achievement and/or Innovation	3L	66
	Communication and/or Teamwork	3H	82
	Mission Support	4L	81
	Overall Contribution Score		**76**
	Expected Contribution Score		58
	Expected Contribution Range		54-62

Compensation Detail

	$62,237	Current Rate of Base Pay		
+	$ 1,370	General Pay Increase		2.2%
+	$ -	CRI (Salary Increase)		0.00%
=	**$63,607**	**New Rate of Basic Pay**		
+	$20,615	Locality Pay	@	32.41%
=	**$84,222**	**New Total Salary**		
	$ 3,182	Contribution Award		
+	$ 3,493	Carryover from CRI		
=	$ 6,675	Total Award		

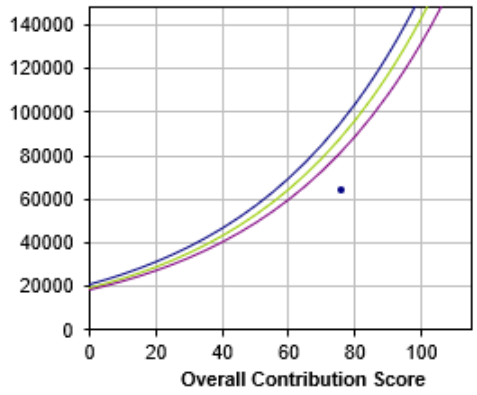
2022 Expected Contribution Level

Expected Overall Contribution Score	58
Expected Contribution Range	54-62

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.

Employee Compensation Region Chart

The graph plots the employee's current basic pay versus the final OCS relative to the rails and standard pay line (SPL); relating contribution to compensation. The top and bottom lines are the Upper and Lower Rails, respectively. The middle line is the SPL. Above the Upper Rail is the Overcompensated (Zone A). Undercompensated (Zone B) is below the Lower Rail. Appropriately Compensated (Zone C) is on or within the rails. Compensation regions determine the eligibility for the basic pay increases and awards. The point on the graph below is the employee's appraisal results.



Remarks

Procedure for Using the Workbook

Step 1: Workbook Download – Each Pay Pool Administrator will download the workbook (***CMS 2021 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 the annual assessments containing categorical, numeric (IAW local business rules) and PAQL 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, (and if required by local business rules numeric 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 ***ppXXXX_to_CMS.csv***, where **XXXX** is the number 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.

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 Add-Ins 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 the PMO immediately. **Do not ignore the error messages.**
4. You can now modify personnel data on your employees in CAS2Net Data Maintenance, and add or delete employees.
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 Add-Ins 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!

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 ***ppXXXX_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 CY2022 "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
- Carry capped CRI over to CA? (yes/no for each employee)

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

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 the Defense Civilian Personnel Data System (DCPDS) extracts to identify omissions and errors and make appropriate changes to CA2Net database. The PMO will provide users with discrepancy reports through Pay Pool Notices.

Step 6: Final "GPI" Setting – Once the President signs the Executive Order officially setting GPI and locality rates for CY2022, 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 CY2022 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. The 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, The 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 – The PMO will then use the files for all analyses and statistical summaries of the 2021 cycle results.