

Slide 1



Welcome to the CAS2Net Sub-Panel Meeting Overview. The CAS2Net Sub-Panel Meeting is an alternative to the offline Sub-Panel Meeting Spreadsheet.

The CAS2Net Sub-Panel Meeting offers the same functionality of the offline Sub-Panel Meeting Spreadsheet offered in a web-based environment.

The offline Sub-Panel Meeting Spreadsheet will continue to be available and can be used interchangeably with the CAS2Net Sub-Panel Meeting module.

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Training Objectives

- Learn the benefits of using the CAS2Net Sub-Panel Meeting.
- Learn how to access the CAS2Net Sub-Panel Meeting.
- Understand how to use the worksheets built in the CAS2Net Sub-Panel Meeting

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The CAS2Net Sub-Panel Meeting can be used 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.

This training describes how to access and use the CAS2Net Sub-Panel Meeting. Each worksheet in the CAS2Net Sub-Panel Meeting will be reviewed, going over their structure and their main functionalities.

Benefits of the CAS2Net Sub-Panel Meeting

- No need to download from CAS2Net to import to the CAS2Net Sub-Panel Meeting
- No need to export from a spreadsheet to upload to CAS2Net
- Auto-populate/replace the supervisor's recommended scores (categorical, numeric and PAQL) upon Apply Changes/Save
- Real-time validation ensuring the appropriate numeric score range for the rated categorical score.

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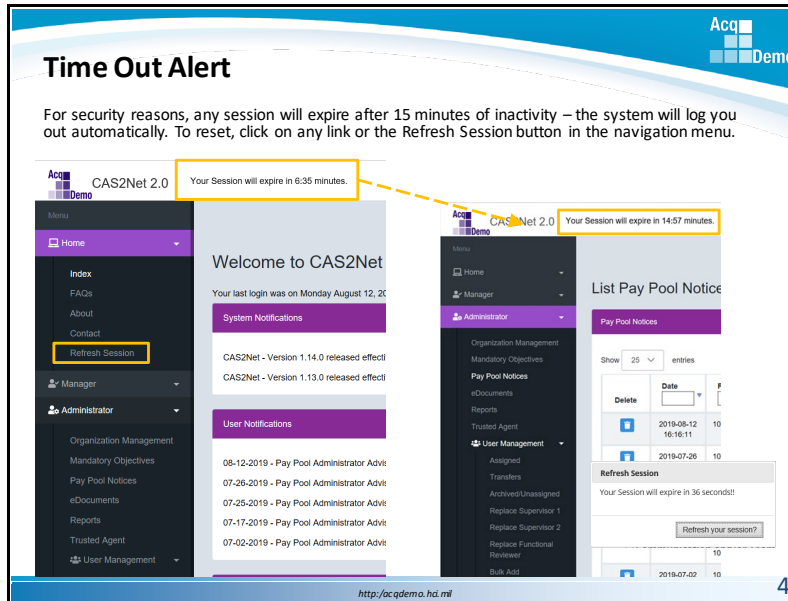
There are several benefits to using the CAS2Net Sub-Panel Meeting.

One being that using the CAS2Net Sub-Panel Meeting eliminates having to complete a download and import of employee data into an offline spreadsheet, then following up with an export and upload of that employee data into CAS2Net. This is also known as a roundtrip. A round trip is not a requirement when using the CAS2Net Sub-Panel Meeting, as you will be working in the system where the data is stored.

Another benefit to using the CAS2Net Sub-Panel Meeting (SPM) is that a supervisor's recommended scores are auto-populated in the CAS2Net SPM Data worksheet. Scores can also be updated on the Supervisor's assessment via the Data worksheet upon saving.

Lastly, use of the CAS2Net Sub-Panel Meeting ensures the appropriate numeric range is recorded for an employee based on the categorical score selected within the online module, providing real-time validation.

Slide 4



The Time Out Alert applies when using the CAS2Net Sub-Panel Meeting. After 15 minutes of inactivity the session will expire and the system will automatically log-out the user. To refresh a session, use the “Refresh Session” button located in the navigation menu. After 14 minutes of inactivity, the system will provide a 60 second count down box giving the opportunity to refresh the session.

The session will also refresh when the Administrator moves between worksheets in the CAS2Net Sub-Panel Meeting.

The screenshot shows the AcqDemo Administrator menu. The menu items are: Administrator (dropdown), Appraisal Status, Offline Interface, Previous Cycle Data, Sub-Panel Meeting, CMS Online, Organization Management, Pay Pool Notices, Archived Appraisals, Reports, Trusted Agent, CCAS Management (dropdown), and User Management (dropdown). The 'Sub-Panel Meeting' and 'CMS Online' items are highlighted with a yellow box. To the right of the 'Appraisal Status', 'Offline Interface', and 'Previous Cycle Data' items, the text 'End of Cycle' is displayed. To the right of the 'Sub-Panel Meeting' item, the text 'New' is displayed. The slide title is 'Accessing the Sub-Panel Meeting'. The text on the slide states: 'The new CAS2Net Sub-Panel Meeting is on the Administrator menu.' and lists activated modules: 'On October 1st activated are the End of Cycle modules: Appraisal Status, Offline Interface, Previous Cycle Data, Sub-Panel Meeting (NEW), CMS Online (NEW)'. A note states: 'Offline Interface is not required when using the CAS2Net Sub-Panel Meeting and CMS Online because any scores are pulled from the supervisor annual assessments and they are automatically updated when scores are changed and saved in the CAS2Net Sub-Panel Meeting and CMS Online.' The URL 'http://acqdemo.hcl.mil' is at the bottom left and the number '5' is at the bottom right.

Accessing the Sub-Panel Meeting

The new *CAS2Net Sub-Panel Meeting* is on the Administrator menu.

- On October 1st activated are the End of Cycle modules:
 - ✓ Appraisal Status
 - ✓ Offline Interface
 - ✓ Previous Cycle Data
 - ✓ *Sub-Panel Meeting (NEW)*
 - ✓ CMS Online (*NEW*)

Offline Interface is not required when using the CAS2Net Sub-Panel Meeting and CMS Online because any scores are pulled from the supervisor annual assessments and they are automatically updated when scores are changed and saved in the CAS2Net Sub-Panel Meeting and CMS Online.

Administrator

- Appraisal Status
- Offline Interface
- Previous Cycle Data
- Sub-Panel Meeting
- CMS Online
- Organization Management
- Pay Pool Notices
- Archived Appraisals
- Reports
- Trusted Agent
- CCAS Management
- User Management

End of Cycle

New

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The CAS2Net Sub-Panel Meeting is only visible to Administrators when the AcqDemo Program Office activates it on October 1st. The module remains open until the end of CCAS pay pool cycle.

Additionally the CAS2Net Sub-Panel Meeting is only for pay pools with established sub panels in CAS2Net.

The CAS2Net Sub-Panel Meeting can be accessed through the navigation tool bar under Menu > Administrator > Sub-Panel Meeting.

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CAS2Net Sub-Panel Meeting Overview

From the table, select preferred sub-panel to view.

CAS2Net 2.0 Your Session will expire in 11:15 minutes. This system is only designed for processing up to CUI and unauthorized disclosure of information is a violation of the law. ADMINISTRATOR POOL

Sub-Panels

Sub-Panels

Show 100 entries

Sub-Panel	Num Employees
9009-1 - 9009 Sub Panel - Division 1	4
9009-2 - 9009 Sub Panel - Division 2	4
9009-3 - 9009 Sub Panel - Division 3	4
9009-HQ - 9009 Sub Panel - HQ	3

Showing 1 to 4 of 4 entries

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Once the CAS2Net Sub-Panel Meeting module is selected from the Administrator menu, you will arrive on the Sub-Panel page. The table will display all sub-panels the Administrator is assigned to.

From the table, you can select the preferred sub-panel to view and modify all associated employee information assigned to the chosen sub-panel.

Once a sub-panel is selected, the CAS2Net Sub-Panel Meeting is activated.

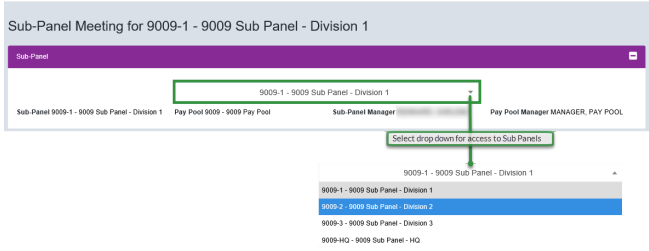
Panel 1 is the sub-panel which lists the name of the sub-panel, name and number of the pay pool, name of sub-panel manager, and name of pay pool manager.

Panel 2 defaults to the Data worksheet populating the employees in the sub-panel.

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Sub-Panel Panel

Within **Sub-Panel** panel there is a drop down list that allows you to switch between sub-panels. The drop down list will display all sub-panels the Administrator is assigned to.



The screenshot shows a web application interface. At the top, there is a blue header with the text 'Acq Demo'. Below the header, the main content area has a title 'Sub-Panel Meeting for 9009-1 - 9009 Sub Panel - Division 1'. Underneath the title is a purple bar labeled 'Sub-Panel'. Below this bar, there is a horizontal navigation bar with several items: 'Sub-Panel 9009-1 - 9009 Sub Panel - Division 1', 'Pay Pool 9009 - 9009 Pay Pool', 'Sub-Panel Manager', and 'Pay Pool Manager MANAGER PAY POOL'. A green box highlights the 'Sub-Panel 9009-1 - 9009 Sub Panel - Division 1' item, and a green arrow points from it to a dropdown menu. The dropdown menu is titled 'Select drop down for access to Sub Panels' and contains four options: '9009-1 - 9009 Sub Panel - Division 1', '9009-2 - 9009 Sub Panel - Division 2', '9009-3 - 9009 Sub Panel - Division 3', and '9009-HQ - 9009 Sub Panel - HQ'. The first option is highlighted in blue. At the bottom right of the screenshot, there is a blue bar with the number '8' and the URL 'http://acqdemo.hcl.mil'.

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Within sub-panel panel there is a drop down list that allows you to switch between sub-panels. The drop down list will display all sub-panels the Administrator is assigned to.

CAS2Net Sub-Panel Meeting Overview

The CAS2Net Sub-Panel Meeting has the same worksheets as the offline Sub-Panel Meeting Spreadsheet

Sub-Panel Meeting Spreadsheet

has the following worksheets

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

Employee Name	Position	Score	Delta Stats	Delta Plot	Cur OCS
WARBLER, RUMPED	NH	3	0301	78	83
USER, SUPER	NH	3	0301	74	73
FINCH, GOLD	NH	3	0301	75	76

Showing 1 to 4 of 4 entries

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As displayed in slide 9, the highlighted worksheets included in the CAS2Net Sub-Panel Meeting have been designed to mimic the worksheets in the offline Sub-Panel Meeting Spreadsheet.

This giving the CAS2Net Sub-Panel Meeting the same functionality as the offline Sub-Panel Meeting Spreadsheet.

CAS2Net Sub-Panel Meeting Overview

Also available is the Group into Categories

Sub-Panel Meeting Spreadsheet
Scores
Group into Categories

Name	Broadband Level	OCS Series	Call Score Job/Action	CI	CI	CI	CI	CI	CI	PK	PKBL Comm/Exam	PKBL Mission Spt	Exp OCS	Exp OCS Range
WREN CAROLINA	3	0301	3H	3H	3H	83	83	83	3	3	3	83	80 - 87	
WARBLER RUMPED	3	0301	3L	3H	3H	66	79	79	5	5	5	76	73 - 80	
USER, SUPER	3	0301	3M	3M	3M	73	74	75	3	3	3	73	70 - 77	
FINCH GOLD	3	0301	4H	3M	3M	96	76	75	5	1	3	76	73 - 80	

Showing 1 to 4 of 4 entries

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Also included in the CAS2Net Sub-Panel Meeting is the Group into Categories function that is located on the Contents worksheet in the offline Sub-Panel Meeting Spreadsheet.

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CAS2Net Sub-Panel Meeting Print Function

The module includes the option to print a PDF of the Data, Matrix, Rails and RoR, Delta Stats, Delta Plot, and Current OCS worksheets.

Sub-Panel Meeting for 9009-3 - 9009 Sub Panel - Division 3

Sub-Panel

9009-3 - 9009 Sub Panel - Division 3

Sub-Panel 9009-3 - 9009 Sub Panel - Division 3 Pay Pool 9009 - 9009 Pay Pool Sub-Panel Manager Pay Pool Manager MANAGER, PAY POOL

[Data](#) [Matrix](#) [Rails and RoR](#) [Delta Stats](#) [Delta Plot](#) [Cur OCS](#) [Group into Categories](#) [Print](#)

Employees in Sub-Panel [Get Custom View](#) [Save Custom View](#) [Reset Data Table](#) [Print](#)

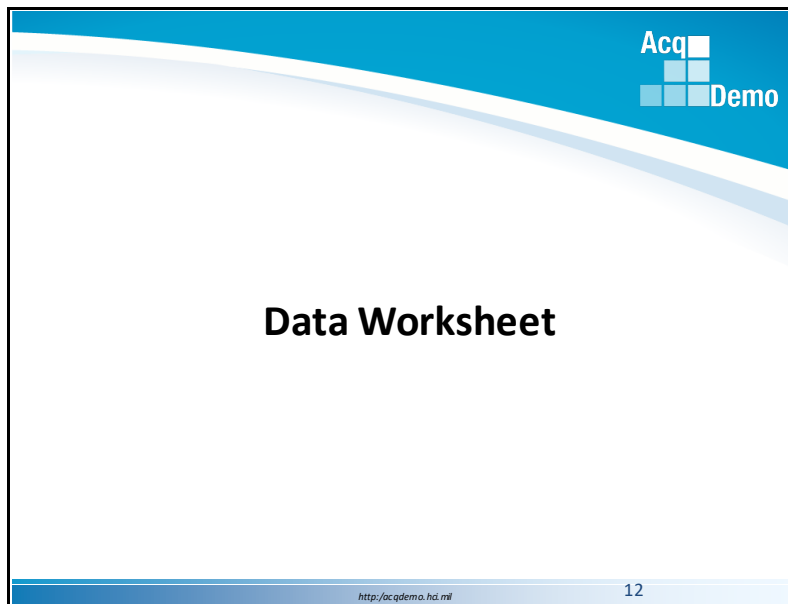
Select Tabs to Include

Current Ocs
 Data
 Matrix
 Rails and RoR
 Delta Stats

[Cancel](#) [Continue](#)

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Administrators have the ability to print a PDF of the available worksheets. This function will print the stored information of the sub-panel that is selected in the sub-panel panel drop down.



The Data worksheet is the primary worksheet in the CAS2Net Sub-Panel Meeting module. It contains individual employee contribution factor scores (categorical, numeric and performance appraisal quality level scores). Also included are columns useful in the decision making process such as broadband level, career path, and Expected OCS.

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Employees in Sub-Panel Panel

Home
Admin
Subs and ROL
Delta Stats
Delta Plot
OCS OCS
Group View Categories
Print

Employees in Sub-Panel
Get Column View
Save Column View
New Column View

Add/Remove Columns
Save Changes

Name	Presumptive Status	Current Path	Retention Status	OCS Score	Delta OCS	Raw Average Score	Rating of Record	Rail Position	PAQL	Expected OCS	Expected OCS Range	Current OCS	Delta OCS	Raw Average Score	Rating of Record	Rail Position
FRANK GOLD	NH	3	0301	34	24	34	3	1	3	1	1	3	2	3	3	3
LESLIE SUPER	NH	3	0301	34	24	34	3	1	3	1	1	3	2	3	3	3
BARBARA RUMFORD	NH	3	0301	31	21	31	3	1	3	1	1	3	2	3	3	3
MIKE CHADLER	NH	3	0301	31	21	31	3	1	3	1	1	3	2	3	3	3

Showing 1 to 4 of 4 entries

1. The worksheet default view contains columns for employee information (presumptive status, retain pay, career path, broadband level, occupation series, categorical scores, numeric scores, performance appraisal quality level (PAQL), Expected OCS, Expected OCS Range, Current OCS, Delta OCS, Raw Average Score, Rating of Record (RoR) and Rail Position.
2. The worksheet list the employees in the sub-panel with scores pulled from the supervisor's annual assessments.

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The default view of the worksheet includes all of the columns listed in bullet #1.

The categorical scores, numeric scores, performance appraisal quality level (PAQL) are pulled from the supervisor's annual assessment(s). This information is auto-populated and eliminates having to complete a download and import of employee data when using the offline spreadsheet.

Save Custom Views

Sub-Panel Meeting for 9009-1 - 9009 Sub Panel - Division 1

0009-1 - 9009 Sub Panel - Division 1

Panel 9009-1-1000 Sub Panel - Pay Pool 9009 - 9009 Pay Pool Sub-Panel Manager RENEWAL, PAY POOL DATA RENEWAL

Employees in Sub-Panel

Hide/Show Columns Save Changes

Custom Views

Title:

OR Select a Custom View to Modify

Select Option

Custom Views

Title:

OR Select a Custom View to Modify

Select Option

Custom View 2 (Default)

Custom View 1

Reset

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1. Click **Save Changes** to save Hide/Show Column filters, scores, and hide and highlight filters.
2. **Save Custom view:**
 - ✓ Use the **Title** field to label the customized worksheet or select **Custom Views** to access and modify previously saved custom views.
3. Select **Get Custom View** to access and modify previously saved custom views.
4. The **Reset Data Table** reverts the view to the default.

Save changes to the categorical scores, numeric scores, performance appraisal quality level (PAQL) by selecting the use the “Save Changes” button. As a best practice, while working in the Data worksheet use the “Save Changes” after making major score changes within the worksheet. Failure to save will results in a loss of changes.

Administrators have the options to save a custom view of the worksheet. Saving a custom view will save all applied hide/show and highlight filters. This options provides a “Title” text box allowing the Administrator to label the custom view as desired. The Administrator can access a previously save custom view via the “Custom Views” or “Get Custom View” buttons. This is also displayed on slide 14, bullet #2 and #3.

To revert the Data worksheet back to the default view and remove all applied hide/show columns, highlight, and/or hide filters select the “Reset Data Table” button.

Hide and Highlight Features

To apply a hide or highlight filter first select the employee's name from the data worksheet. Once selected the employee's row will turn blue indicating the row is ready for the desired filter.

Name	Presumptive Status	Career Path	Base Sal	Occ Sal	Get Score Job/ach/Inno	Get Score Job/ach/Inno	Get Score Job/ach/Inno	Num	Num	Num	PAQL	PAQL
FINCH, GOLD	NH	3	0301	3M	3M	3H	77	78	83	3	5	5
USER, SUPER	NH	3	0301	3M	3M	3M	68	68	70	1	1	1
WARBLER, RUMPED	NH	3	0301	3H	3H	3H	79	83	79	5	5	5
WREN, CAROLINA	NH	3	0301	3H	3H	3H	83	83	83	3	3	3

Showing 1 to 4 of 4 entries: 1 row selected

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To apply a hide or highlight filter first select the employee's name from the data worksheet. Once selected the employee's row will turn blue indicating the row is ready for the desired filter.

Next use the "Triple Bar/Burger" icon to access the option to Add (yellow) Highlight, Add Black Highlight, or Hide the employee row.

Follow the same steps to remove a filter using the Show All or Remove Highlight button.

Use the Revert Changes option to undo score changes and any other editable fields such as the wildcards columns.

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Hide/Show Columns

The “Hide/Show Columns” function allows the Administrator to establish column views on the worksheet. To hide or show columns, click the “Hide/Show Columns” button.

The screenshot shows a software interface with a purple header bar containing navigation tabs: 'Data', 'Matrix', 'Roles and RDR', 'Delta Stats', 'Delta Plot', 'Cur OCS', and 'Group into Categories'. Below the header is a search bar and a 'Print' button. The main area is titled 'Hide/Show Columns' and contains a table of columns. A dropdown menu on the left is open, showing a list of columns with checkboxes. A red circle highlights the dropdown menu, and a green box highlights the selected columns. A green arrow points to the 'Scroll to view more columns' button.

Column Name	Hide/Show Columns	Value
Start Date	SH	83
Supervisor 1	SH	83
Weight 1	SH	83
Weight 2	SH	83
Start Case	SH	78
Rateable	SH	79
Locality Code	SH	83
Previous OCS	SH	66
Previous RDR	SH	79
Start Date	SH	83
Supervisor 1	SH	83
Weight 1	SH	83
Weight 2	SH	83

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The “Hide/Show Columns” function allows the Administrator to establish column views on the worksheet. To hide or show columns, click the “Hide/Show Columns” button.

Once a column is selected from the “Hide/Show Columns” drop down list, it will turn blue indicating that it is being shown in the column view on the data table. In order to view the column selections from the drop down menu use the computer mouse or keyboard arrows to go up and down.

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Making Score Adjustments

The Data worksheet displays categorical, numeric, and performance appraisal quality level (PAQL) by factor.

- ✓ Data is auto-populated from the supervisor annual assessments

Each employee row must have a categorical score in order to see and select from the numeric score range.

WREN, CAROLINA	0301	3H	3H	3H	83	83	3	83	3	83	0	3	3	C1
WREN, CAROLINA	0301	3H	3H	3H	83	83	3	83	3	83	0	3	3	C1
WREN, CAROLINA	0301	3H	3H	3H	83	83	3	83	3	83	0	3	3	C1
WREN, CAROLINA	0301	3H	3H	3H	83	83	3	83	3	83	0	3	3	C1

Changes to a categorical or numeric score will automatically highlight and remain highlighted until saved.

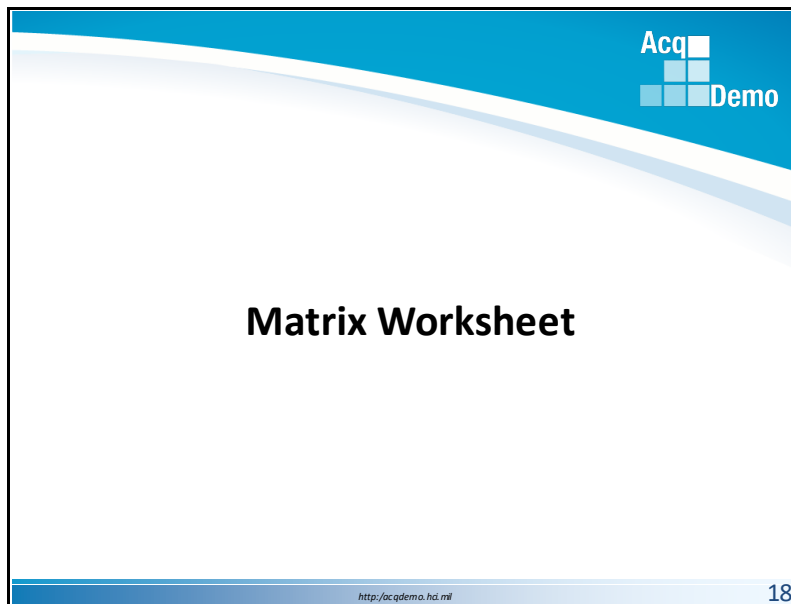
The Current OCS, Delta OCS, and Roll position will highlight yellow when adjusted based on a score change.

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All scores in the supervisor annual assessments will auto-populate in the data worksheet and the administrators has the ability to adjust scoring during the sub-panel meeting. If a change is made to the categorical, numeric, or performance appraisal quality level (PAQL) score, the field will automatically highlight yellow indicating an adjustment. Be sure to click the "Save Changes" button to save any score changes. Failure to save will result in a loss of any changes made to scores. Once the changes are save the yellow highlight will be removed and update the scores in the supervisor's annual assessments.

Each employee row must have a categorical score in order to see and select from the numeric score range. The system will not allow the Administrator to enter in a numeric score or see a pick list of numeric score range unless there is a categorical score. This provides real-time validation ensuring the a score in the appropriate numeric score range is selected for the rated categorical score.



The Matrix worksheet can be used to rank order employees by individual contribution factor and by overall contribution score. Employees are identified by name, career path, and broadband. The sort order on scores (low to high or high to low) may be done by broadband or across all broadbands in the sub-panel.

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Matrix Worksheet

- The **All Career Paths** panel list employees in ranking order across all broadband levels based on their Overall Contribution Score (OCS).
- The **NH Career Path** panel orders all employees in the NH career path according to each of the 3 final numerical factor scores and by OCS. The same applies to the NK and NJ Career Paths.
- Click any of the buttons on the tool bar to jump directly to the career path panel. If there are no employees in a particular broadband level the button option will not appear in the toolbar.

Field	Rank Order Lowest to Highest	Rank Order Highest to Lowest	Rank Order Lowest to Highest by Level	Rank Order Highest to Lowest by Level
Description	Ranks employees from lowest OCS to highest OCS.	Ranks employees from highest OCS to lowest OCS.	Ranks employees from lowest (broadband) level and lowest OCS to highest (broadband) level and highest OCS by individual factor score.	Ranks employees from highest (broadband) level and highest OCS to lowest (broadband) level and lowest OCS by individual factor score.

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The Matrix worksheet can be used to rank employees across all broadband levels or by individual broadband level based on their overall contribution score.

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Matrix Worksheet

Example: The **NH Career Path** panel orders all employees in the NH career path by broadband levels according to each of the 3 numerical factor scores and by OCS.

NH CareerPath

Job Achievement and/or Innovation			Communication and/or Teamwork			Mission Support			Current OCS		
Name	Level	Score	Name	Level	Score	Name	Level	Score	Name	Level	Score
BIRD, BLU	3	83	BIRD, BLU	3	83	BIRD, BLU	3	83	BIRD, BLU	3	83
CHICKADEE, CAPPED	3	77	CHICKADEE, CAPPED	3	77	CHICKADEE, CAPPED	3	77	CHICKADEE, CAPPED	3	77
SPARROW, CHIPPING	3	71	SPARROW, CHIPPING	3	71	SPARROW, CHIPPING	3	71	SPARROW, CHIPPING	3	71
STRATOR, ADMIN	4	82	STRATOR, ADMIN	4	82	STRATOR, ADMIN	4	82	STRATOR, ADMIN	4	82

Showing 1 to 4 of 4 entries Showing 1 to 4 of 4 entries Showing 1 to 4 of 4 entries Showing 1 to 4 of 4 entries

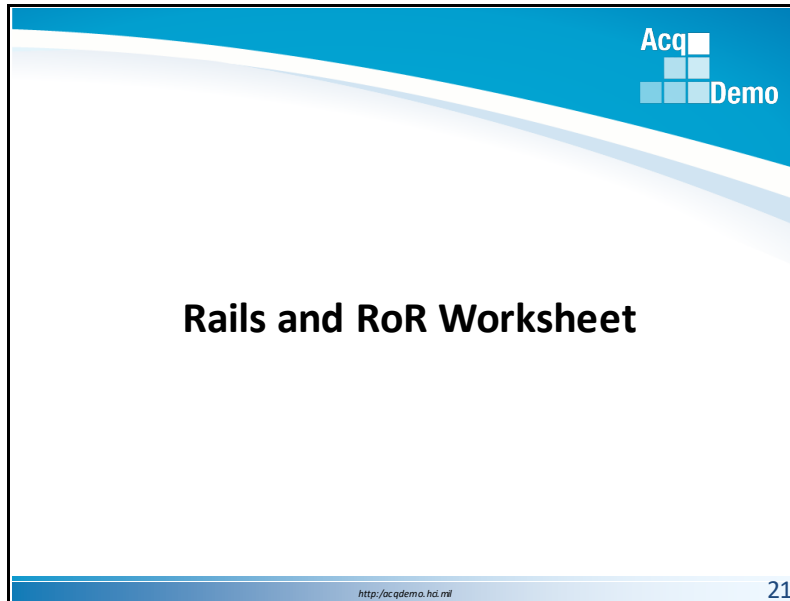
Use the Action buttons to jump to a career path
All Filter Help Refresh

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The NH Career Path panel rank orders all employees in the NH career path by broadband levels according to each of the 3 numerical factor scores and by OCS. The NJ and NK Career Path Panel in the Matrix worksheet are formatted as the example displayed in slide 20.

Click any of the buttons on the tool bar to jump directly to the career path panel. If there are no employees in a particular broadband level the button option will not appear in the toolbar.



The Rails and RoR (Performance Rating of Record) worksheet provides counts and percentages of employees by rail position and RoR. The table shows rail position by career path based on final, numerical overall contribution score and rating of record.

Rails and RoR Worksheet
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Data
Stats
Rails and RoR
Data Stats
Data Plus
Get OCS
Display His Categories
Print

Rails Report

Rail Zone	NJ		NJ		NJ		Total	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent
1 (Above the LFL)	1	25.0%	0	0	0	0	1	25.0%
C1 (LFL to SPL)	1	25.0%	0	0	0	0	1	25.0%
C2 (LFL to SPL)	2	50.0%	0	0	0	0	2	50.0%
3 (Below the LFL)	0	0	0	0	0	0	0	0
Total	4	100.0%	0	0	0	0	4	100.0%

Performance Rating of Record

Rating of Record	NJ		NJ		NJ		Total	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent
1 (Unacceptable)	1	25.0%	0	0	0	0	1	25.0%
2 (Fully Acceptable)	1	25.0%	0	0	0	0	1	25.0%
3 (Outstanding)	2	50.0%	0	0	0	0	2	50.0%
Total	4	100.0%	0	0	0	0	4	100.0%

Upper and Lower Rails

ES-1 Sep-1	SPL Rate	min	OCS	Upper Rail	Lower Rail	SPL
2021	\$18,750	1.02054024	0	\$21,317	\$18,159	\$18,750
2022	\$20,172	1.02054024	115	\$26,887	\$17,515	\$19,366
2022	\$20,172	1.02054024	max	\$21,786	\$18,356	\$20,172
		1.02054024	115	\$23,452	\$19,829	\$19,744

1. The **Rails Report** panel list the counts and percentages of employees by rail position across all broadband levels. The rail position is determined by the OCS and the current basic pay.
2. The **Performance Rating of Record** panel list the counts and percentages of employees RoR scores across all broadband levels.
3. The **Upper and Lower Rails** panel display some parameters and computations relating to the current year and next year's Standard Pay Line and rails. These values are used internally by the worksheet and for information only.

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The Rails and RoR worksheet provides the same information as the offline Sub-Panel Meeting Spreadsheet. The Rails Report panel list the counts and percentages of employees by rail position across all broadband levels determined by the employee's overall contribution score and current basic pay.

The Performance Rating of Record panel list the counts and percentages of employees RoR scores across all broadband levels.

The Upper and Lower Rails panel display some parameters and computations relating to the current year and next year's Standard Pay Line and rails. These values are used internally and for information only.

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Rails and RoR Worksheet

The data used to create Standard Pay Line (SPL) and Upper and Lower Rails panel lists the SPL, upper rail, and lower rail OCS salary value from 0-115 in increments of 5 OCS.

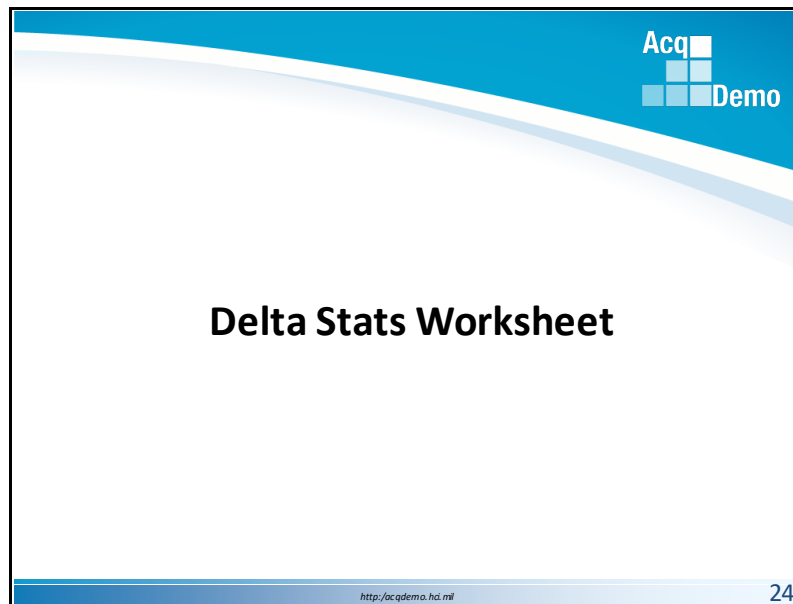
Data Used to create SPL and Upper and Lower Rails

Ocs	Upper Rail	Lower Rail	SPL
0	\$21,317	\$18,159	\$19,738
5	\$23,541	\$20,053	\$21,797
10	\$25,996	\$22,145	\$24,071
15	\$28,708	\$24,455	\$26,582
20	\$31,703	\$27,006	\$29,354
25	\$35,010	\$29,823	\$32,416
30	\$38,662	\$32,934	\$35,798
35	\$42,685	\$36,369	\$39,532
40	\$47,095	\$40,148	\$43,621
45	\$51,908	\$44,291	\$48,076
50	\$57,141	\$48,828	\$52,909
55	\$62,811	\$53,780	\$58,032
60	\$68,935	\$59,167	\$63,467
65	\$75,529	\$65,010	\$69,234
70	\$82,609	\$71,339	\$75,354
75	\$90,192	\$78,194	\$81,848
80	\$98,295	\$85,606	\$88,747
85	\$106,934	\$93,606	\$96,081
90	\$116,125	\$102,225	\$103,881
95	\$125,884	\$111,494	\$112,177
100	\$136,228	\$121,444	\$120,999
105	\$147,174	\$132,106	\$130,367
110	\$158,738	\$143,521	\$140,311
115	\$208,857	\$177,915	\$193,386

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The data used to create the Standard Pay Line (SPL) and Upper and Lower Rails panel lists the SPL, upper rail, and lower rail OCS salary value from 0-115 in increments of 5 OCS.



The Delta Statistics (Stats) worksheet displays delta overall contribution score (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.

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Delta Stats Worksheet

1. The **Delta Plot Grouping** box contains radio buttons that allows you to switch groupings between groupings by 1 of 3 options:
 - ✓ Supervisor
 - ✓ Wildcard2
 - ✓ Wildcard3
2. The **Summary Statistics of Delta OCS Score by Career Path** shows overall statistics by career paths in the sub panel.

Career Path	Average Delta Ocs	Standard Deviation	1
Overall	-0.42	1.10	40 27
NH	-0.96	1.13	0 33 25
NI	0.00	0.00	0 0 0
NK	-0.78	0.83	0 7 2

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The CAS2Net Sub-Panel Meeting Delta Stats worksheet provides same information and functionality as the offline Sub-Panel Meeting Spreadsheet.

The Delta Plot Grouping box contains radio buttons that allows you to switch groupings between Supervisor, Wildcard 1, Wildcard 2, or Wildcard 3. If nothing is displayed in Wildcard 1, 2 or 3, they will not be displayed as options, leaving the fields blank.

The Summary Statistics of Delta OCS Score by Career Path shows overall statistics by career paths in the sub panel.

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Delta Stats Worksheet Cont.

- **NH Employees**

NH				Rating of Record Count				
Supervisor	Average Delta Ocs	Standard Deviation		1	3	5	Total	
Name of Supervisor Deleted	-1.44	1.42		0	8	1	9	
Name of Supervisor Deleted	-0.83	0.61		0	4	2	6	
Name of Supervisor Deleted	1.33	1.53		0	1	2	3	
Name of Supervisor Deleted	-1.00	0.00		0	1	0	1	
Name of Supervisor Deleted	0.00	1.00		0	2	1	3	
Name of Supervisor Deleted	0.00	0.00		0	2	1	3	

- **NJ Employees**

NJ				Rating of Record Count				
Supervisor	Average Delta Ocs	Standard Deviation		1	3	5	Total	
No data available in table								

- **NK Employees**

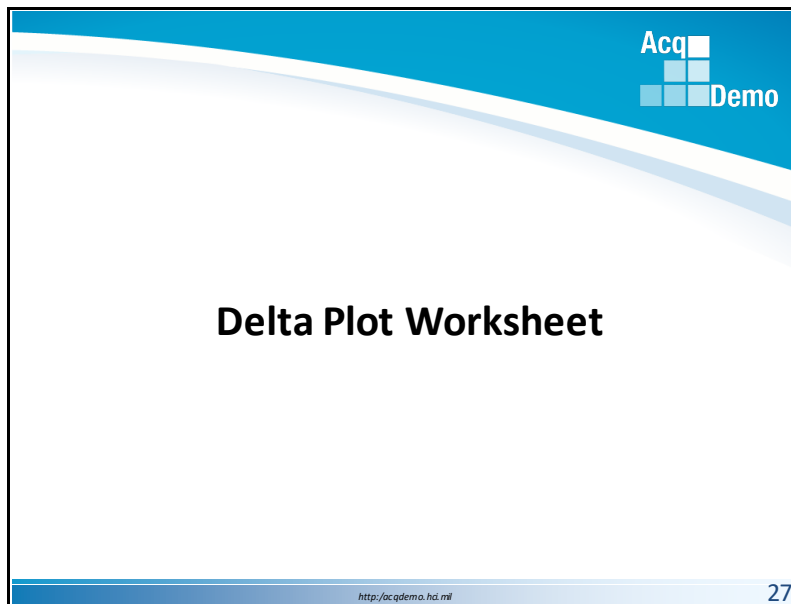
NK				Rating of Record Count				
Supervisor	Average Delta Ocs	Standard Deviation		1	3	5	Total	
Name of Supervisor Deleted	-1.00	0.00		0	1	0	1	
Name of Supervisor Deleted	-1.00	0.00		0	1	0	1	
Name of Supervisor Deleted	-1.00	1.41		0	1	1	2	
Name of Supervisor Deleted	-1.00	1.00		0	2	1	3	
Name of Supervisor Deleted	0.00	0.00		0	2	0	2	

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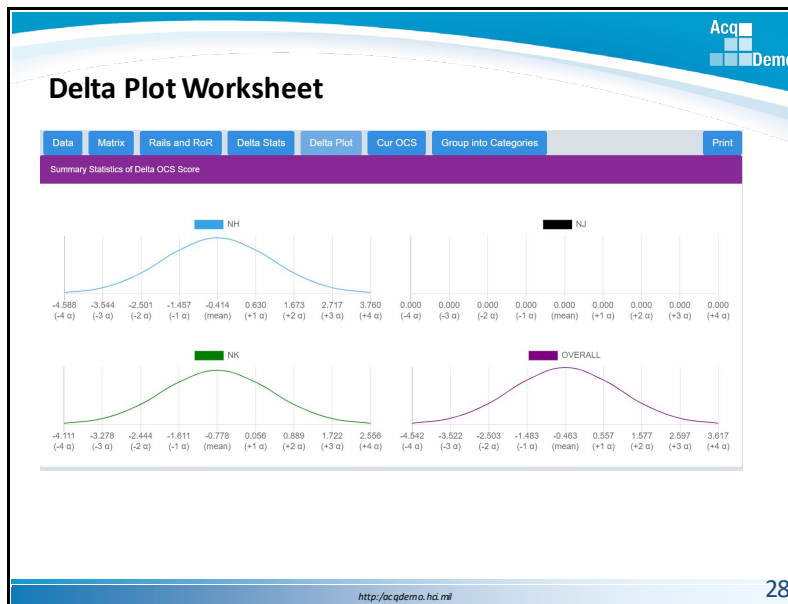
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Additionally the Summary Statistics of Delta OCS Score by Supervisors group employees for each supervisor, Wildcard 1, Wildcard 2, or Wildcard 3 by career path based on the option selected in the Delta Plot Grouping box. Some supervisors (or Wildcard 1 or Wildcard 2 or Wildcard 3) only have one employee and will not display a standard deviation. These employees can be hidden by selecting the "Hide with only one employee" button. The action can be reversed by selecting the "Show all" button.

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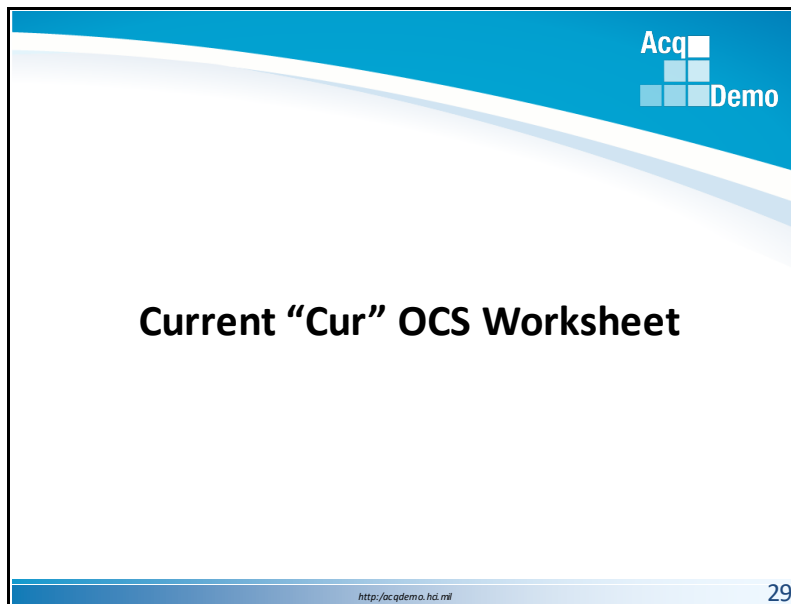
The Delta Plot worksheet displays the data from the Delta Stats worksheet in graphical form.



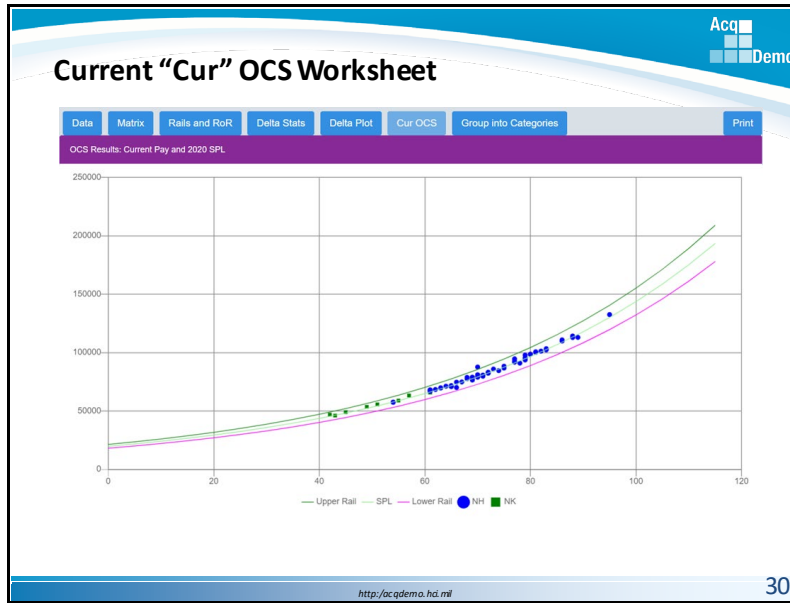
As stated, the Delta Plot worksheet displays the data from the Delta Stats worksheet in graphical form. The plots are standard, normal, bell-shaped curves reflecting the mean and standard deviation values from the Delta Stats worksheet.

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 sub-panel managers spot unusual scoring behavior by their subordinate supervisors.

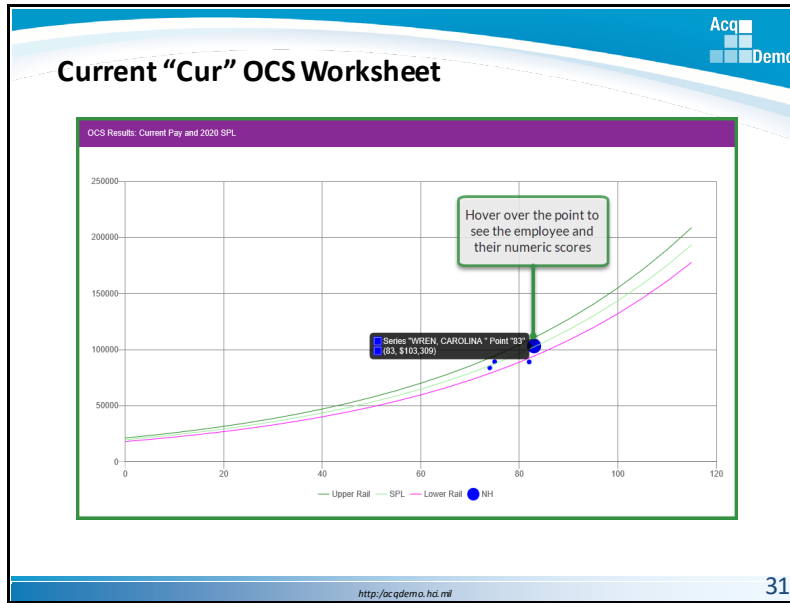
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The Current (Cur) OCS worksheet provide scatter plots of overall contribution score vs. current basic pay.

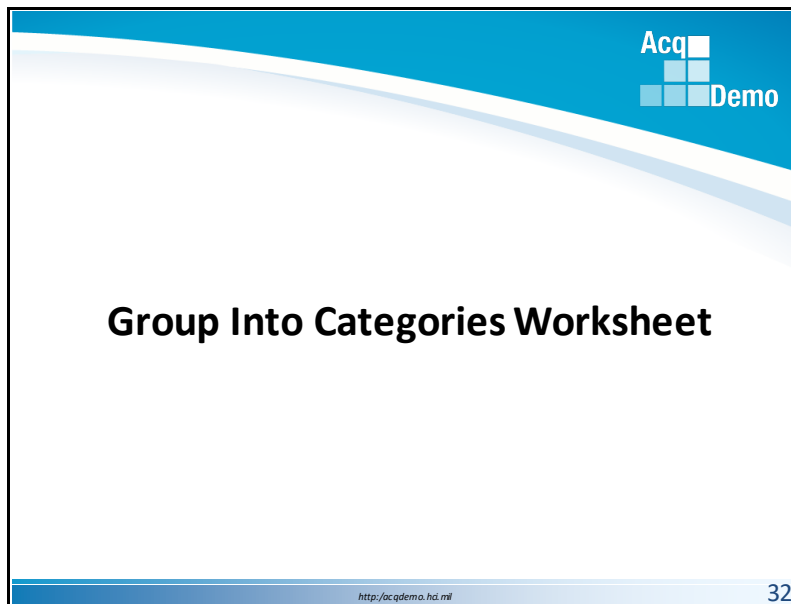


The Current (Cur) OCS worksheet show employee pay and contribution during 2021 in the three regions of the integrated pay schedule (Overcompensated, Appropriately Compensated and Under-Compensated).



Similar to the offline Sub-Panel Meeting Spreadsheet, use your cursor to hover over a point on the graph to see the associated employee and their overall contribution score and basic pay.

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Use the Group into Categories worksheet to achieve the normalization of your sub-panel employees.

The screenshot displays a web-based interface titled "Group Into Categories Worksheet". At the top right, there is a logo for "Acq Demo". The interface features a navigation menu with buttons for "Up", "Left", "Right", and "Down", as well as "Move to Unrated" and "Move from Unrated". Below the menu, there are three main sections: "Career Path" (with a dropdown menu showing "NH", "NJ", and "NK"), "Level" (with a dropdown menu showing "1", "2", "3", and "4"), and "Factor" (with radio buttons for "Job Achievement and/or Innovation", "Communication and/or Teamwork", and "Mission Support"). A callout box with a green border says "Select Career Path, Broadband Level, and Factor". Below these sections is a grid of boxes representing employee categories. Each box contains an employee's name and a score. For example, "Wanning, Cedar 54", "Flicker, Northern 54", and "Cairbird, Gray 61". A second callout box with a green border says "Use the navigation menu to move employees left/right for categorial score, move up/down within categorial score, and move to/from". The grid also includes an "Unrated" column. At the bottom right of the interface, the number "33" is displayed. A URL "http://acqdemo.hcl.mil" is visible at the bottom center.

The worksheet can be used to group employees by career path, broadband level, and factor. Each employee is placed in a box representing their categorial score based on the career path, broadband level, and factor specified. The Left/Right and Up/Down navigation buttons can be used to move employees to different categorial scores within a given category and/or to rank order (move up/down) within each categorial score. The Administrator can also move an employee to the “Unrated” section to review and set the score at later time.

The rank ordering provides another view in ensuring equity and consistency in reviewing the numeric scores. It does not display any salary or award decisions.

Group Into Categories Worksheet

1. To modify a numeric score, double click employee cell
2. Click on dropdown arrow for list of numeric scores
3. Select numeric score
4. Select Save

Click the "Apply Changes" button to update the Data workbook with modifications made in Group into Categories workbook.

Assign Integer Score

Name: SARAH, RABED
Category: Job Achievement and/or Innovation
Pre-Score: 20
Final Score: 20

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Double click an employees name to activate the “Assign Integer Score box”. The box will provide the name, category (factor), and the pre-score. Once a change is made to the numeric score be sure to click the “Save” button to apply the change to the worksheet.

If an employee is moved to a different categorical category in the worksheet using the Left/Right and Up/Down navigation button, the numeric score will be cleared and a new numeric score will need to be assigned within the score range of the chosen categorical score. This provides real-time validation ensuring the a score in the appropriate numeric score range is selected for the rated categorical score.

To apply any categorical and numeric score changes to the Data worksheet, select the “Apply Changes” button.

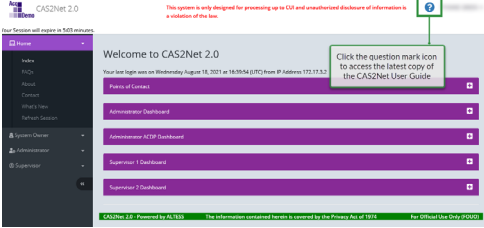
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Additional Resources

The CAS2Net User Guide has been updated with detailed guidance on the usages of the CAS2Net Sub-Panel Meeting.

The CAS2Net User Guide can be accessed via:

(1) CAS2Net website: <https://cas2net.army.mil/>



(2) AcqDemo Demo Website: <https://acqdemo.hci.mil/training.html#cas2netUG>

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<http://acqdemo.hci.mil>

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Thank you for your time!

Your feedback on the CAS2Net Sub-Panel Meeting would be appreciated, please email comments to AcqDemo.Contact@hci.mil.

The CAS2Net Sub-Panel Meeting is an option/alternative to the Sub-Panel Meeting Spreadsheet.

The offline Sub-Panel Meeting Spreadsheet



will continue to be available.

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Thank you for your time!

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