United States Department of Defense (DoD)

Acquisition Workforce Demonstration Project (AcqDemo)

Contribution-based Compensation and Appraisal System Software (CAS2Net)

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CMS SPREADSHEET GUIDE (CMSUG)

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AcqDemo Contribution Management Spreadsheet (CMS) Spreadsheet (2012) Description

October 2012

The spreadsheet is a Microsoft Excel workbook called ***CMS 2012 v1.0.xls*** consisting of 10 tabbed worksheets. The workbook may be downloaded from the Pay Pool Notices section of CAS2Net located at *https://acqdemoii.army.mil/cac/cas2net*. The workbook initially comes "empty" and must be populated with data by importing a file. CAS2Net, a database application written in Oracle, 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.

	Page
Changes for 2012	2
Contents	3
Parameters	6
Data	8
Data Sheet Column Descriptions	12
Matrix	24
Rails Report	25
Delta Statistics	26
Delta Plots	28
Current OCS Scatter Plot	29
Inferred OCS Scatter Plot	31
New OCS Scatter Plot	32
Part I of the Appraisal Form	33
Procedure for Using the Workbook	37

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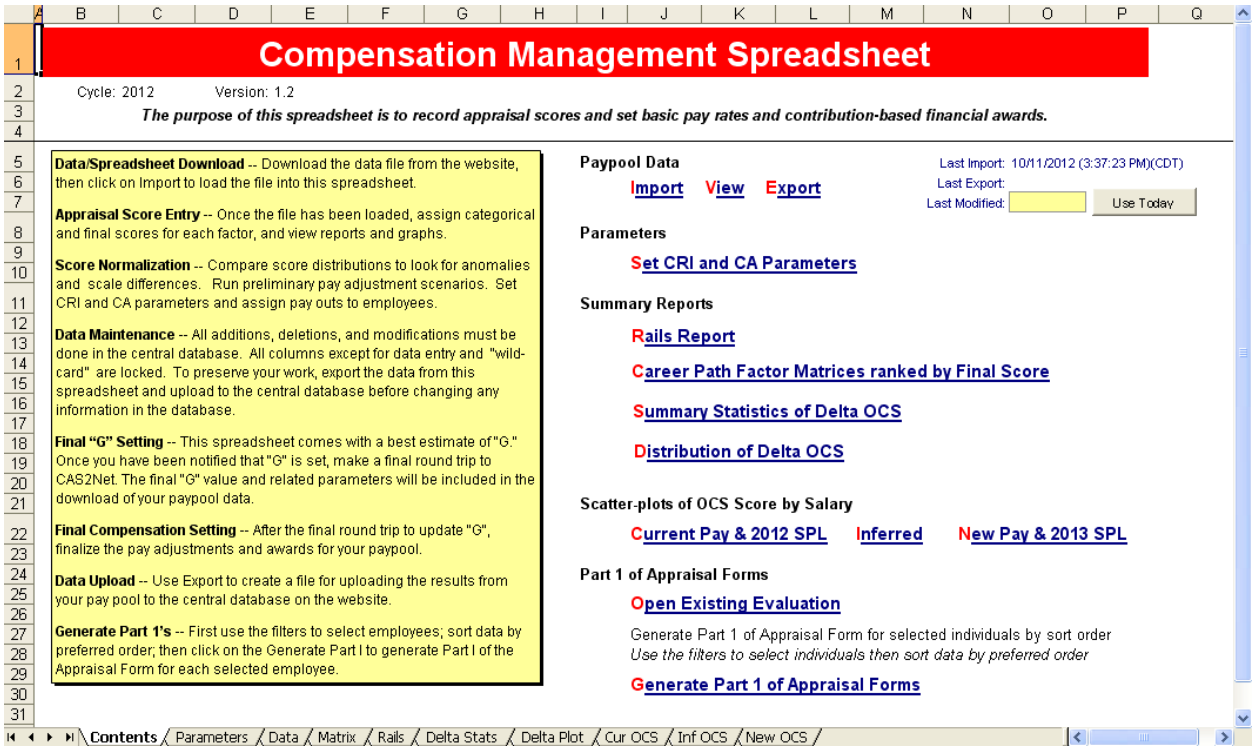
The views, opinions, and findings contained in this document are those of the authors and should not be construed as an official Department of Defense position, policy, or decision unless so designated by other official documentation.

Changes for 2012

- Renamed the spreadsheet to Compensation Management Spreadsheet (CMS)
- Added Version number to Contents sheet
- Allow discretionary CRI adjustments for employees on retained pay
- Added CRI to CA carryover minimum amount on the Parameters sheet
- Improved instructions about "equivalent 1%" for Award funding on the Parameters sheet
- Added Total New Salary with Locality Pay columns on the Data sheet
- Allow rows one through nine to be hidden on the Data sheet
- Added columns to indicate Award is over 20% and a flag to Allow/Disallow the Award
- Allow negative discretionary CRI/CA
- Add a Yes/No flag to limit CRI to maximize Locality Pay
- Allow Delta OCS stats to grouped by Office Symbol
- Ability to change column widths on Wildcard columns (new toolbar button)
- Generate 200 Part One's at a time instead of 40
- Part one sheet names now reflect employee names
- Added Approved Rail Position to part one

Contents

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



Pay Pool Data

Clicking on the "Import" link, or on the "Import" button on the custom toolbar located just below the normal Excel toolbar, will allow you to import a data file into the workbook. You will be prompted to select the data file you want to import. 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 XXX is your four-digit pay pool number.

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.

Clicking on the "Export" link (or the "Export" button on the custom toolbar) will allow you to export a data file from the workbook. You will be prompted to confirm the export and to select the location where you want the exported file saved. The workbook will automatically assign the file name ***ppXXXX_to_master.csv***. This file is specifically formatted to upload CMS data to CAS2Net.

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 Report" link takes you to the tabbed worksheet called "Rails" that is described later in this document.

Clicking on the "Career Path Factor Matrices ranked by Final Score" link takes you to the tabbed worksheet called "Matrix" that is described later in this document.

Clicking on the "Summary Statistics of Delta OCS" link takes you to the tabbed worksheet called "Delta Stats" that is described later in this document.

Clicking on the "Distribution of Delta OCS" link takes you to the tabbed worksheet called "Delta Plot" that is described later in this document.

Scatter Plots of OCS Score by Salary

Clicking on the "Current Pay & 2012 SPL" link takes you to the tabbed worksheet called "Cur OCS" that is described later in this document.

Clicking on the "Inferred" link takes you to the tabbed worksheet called "Inf OCS" that is described later in this document.

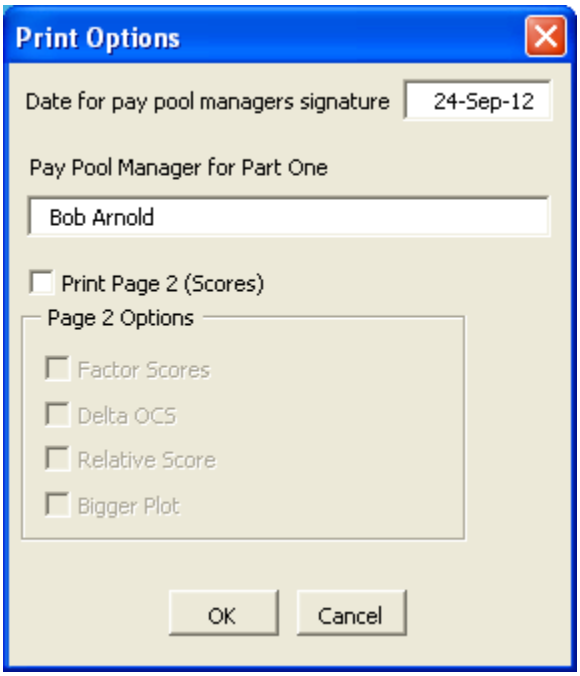
Clicking on the "New Pay & 2013 SPL" link takes you to the tabbed worksheet called "New OCS" that is described later in this document.

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.

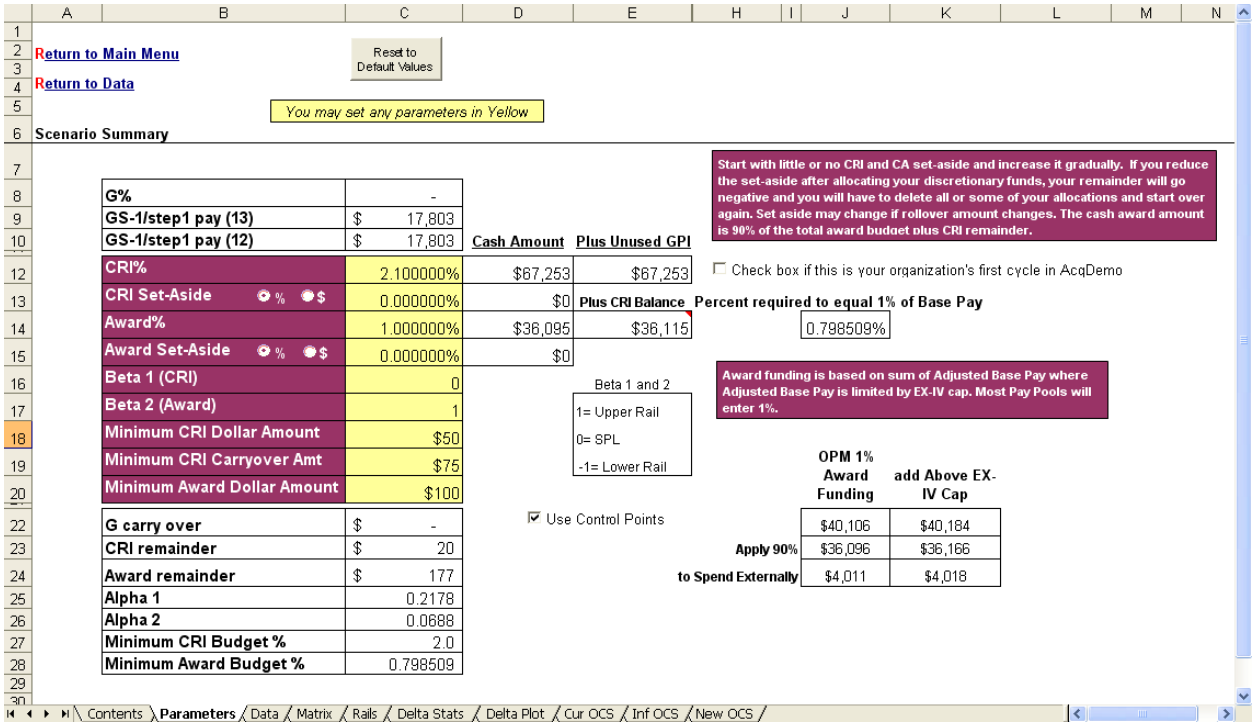
Clicking on the "Generate Part I of Appraisal Forms" link will allow you to create a file of appraisal forms, which are described later in this document. Before generating the forms, you can use the filters on the "Data" worksheet to select the set of employees for whom you want

forms. You can also use the sort button on the "Data" worksheet to place the employees in the order you want the forms generated. When you click on the link you will be prompted to enter print options—pay pool manager's signature date and whether to print a second page and what to include on the second page. You will then be asked to specify where you want the file saved. A generic file name is assigned, but you can change it prior to saving.



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

Parameters



Return to Main Menu

Return to Data

Reset to Default Values

You may set any parameters in Yellow

Scenario Summary

G%	-		
GS-1/step1 pay (13)	$ 17,803		
GS-1/step1 pay (12)	$ 17,803	Cash Amount	Plus Unused GPI
CRI%	2.100000%	$67,253	$67,253
CRI Set-Aside % $	0.000000%	$0	Plus CRI Balance
Award%	1.000000%	$36,095	$36,115
Award Set-Aside % $	0.000000%	$0	
Beta 1 (CRI)	0		
Beta 2 (Award)	1		
Minimum CRI Dollar Amount	$50		
Minimum CRI Carryover Amt	$75		
Minimum Award Dollar Amount	$100		
G carry over	$ -		
CRI remainder	$ 20		
Award remainder	$ 177		
Alpha 1	0.2178		
Alpha 2	0.0688		
Minimum CRI Budget %	2.0		
Minimum Award Budget %	0.798509		

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

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

Percent required to equal 1% of Base Pay: 0.798509%

Beta 1 and 2
1= Upper Rail
0= SPL
-1= Lower Rail

Award funding is based on sum of Adjusted Base Pay where Adjusted Base Pay is limited by EX-IV cap. Most Pay Pools will enter 1%.

Use Control Points

	OPM 1% Award Funding	add Above EX-IV Cap
	$40,106	$40,184
Apply 90%	$36,096	$36,166
to Spend Externally	$4,011	$4,018

Contents / Parameters / Data / Matrix / Rails / Delta Stats / Delta Plot / Cur OCS / Inf OCS / New OCS

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

CRI % - The pay pool's overall CRI budget, expressed as a percent of total annual base pay in the pay pool as of 30 September 2012. This value must be at least 2.0 percent, which is also the default value. The two cells to the right of the percent show the dollar amount of the resulting CRI budget, and the enhanced CRI budget including unspent GPI money. For retained pay employees, the pay band maximum is used in the sum of the base pay.

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

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

Awd % - The pay pool's overall CA budget, expressed as a percent of total annual base pay in the pay pool as of 30 September 2012. This value must be at least 1.0 percent, which is also the default value. In accordance with the AcqDemo ***Federal Register*** announcement, the value specified here is automatically multiplied by .9 to establish the CMS award budget used in the workbook. The other 10 percent of the award funding is reserved for non-CMS awards throughout the year. The two cells to the right of the percent show the dollar amount of the

resulting CMS CA budget, and the enhanced CA budget including unspent CRI money. For retained pay employees, the pay band maximum is used in the sum of the base pay.
Awd 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
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 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.

Minimum CA 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 Funding Limitation – A calculated amount based on the pay pool's base pay and adjusted base pay. This limit will enforce the OPM directive for the 2012-2013 cycle. Do not exceed this amount when entering the CA Funding amount unless prior permission has been given from the Program Office.

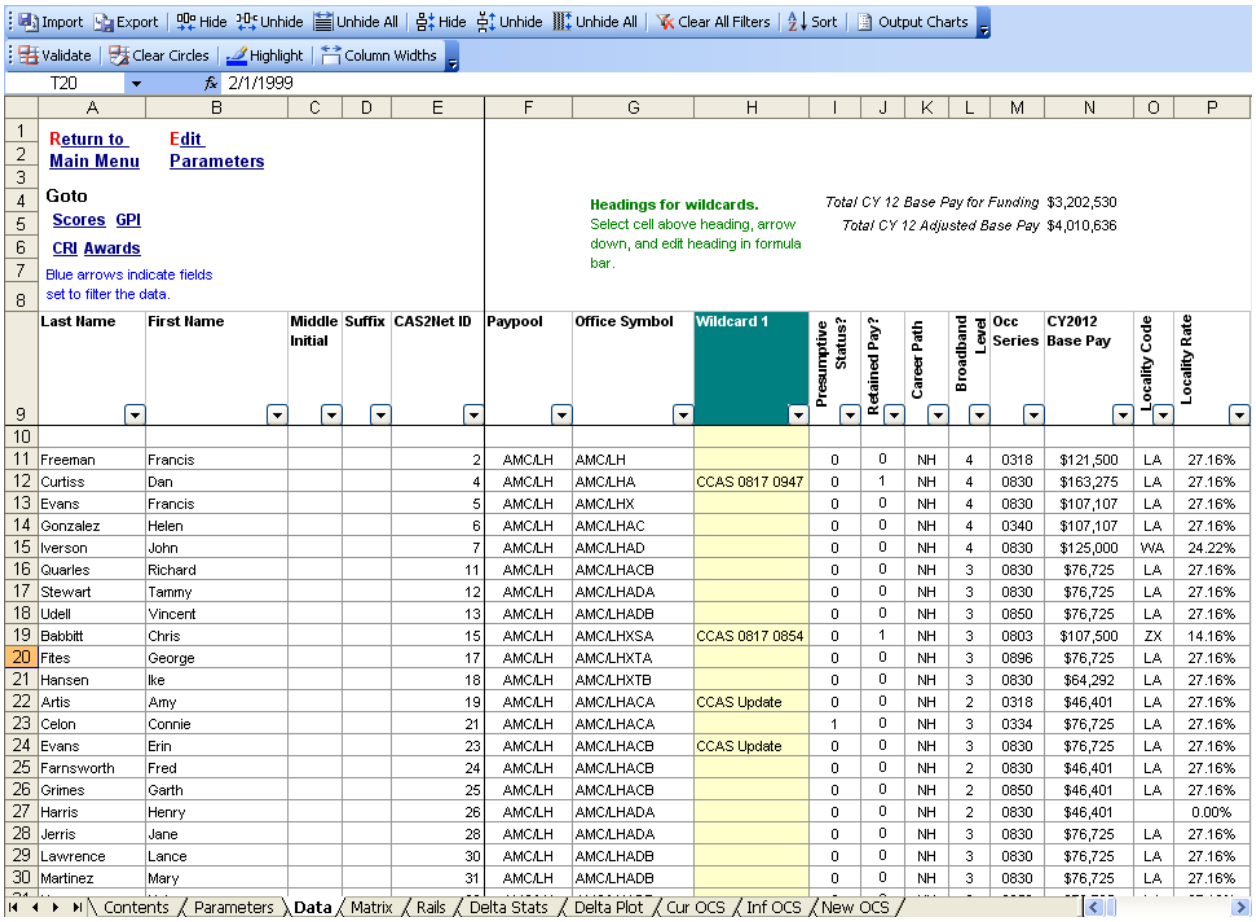
Use Control Points – If this box is unchecked the two Control Point columns (CS and CT) on the Data sheet will be hidden. Any Control Point amounts in column CS will be cleared. Checking this box will make the Control Point columns visible. Checked is the default value.

Also shown in the graphic above are links from this worksheet back to the Main Menu (Contents) tab and to the Data tab. There is also a button to reset all parameters to their default values.

Note that the parameter settings on this worksheet are included in the export file that is used to upload data to CAS2Net. The parameters are stored in CAS2net and are exported back to the spreadsheet. Therefore, even if you import the file into an "empty" workbook, it will start off with the parameters you last uploaded to CAS2Net.

Data

This is the main worksheet in the workbook. It contains all of the data and is where individual contribution factor scores and compensation adjustments are recorded. The worksheet contains 137 columns that are each described in the table at the end of this section.



Last Name	First Name	Middle Initial	Suffix	CAS2Net ID	Paypool	Office Symbol	Wildcard 1	Presumptive Status?	Retained Pay?	Career Path	Broadband Level	Occ Series	CY2012 Base Pay	Locality Code	Locality Rate
Freeman	Francis			2	AMC/LH	AMC/LH		0	0	NH	4	0318	$121,500	LA	27.16%
Curtiss	Dan			4	AMC/LH	AMC/LHA	CCAS 0817 0947	0	1	NH	4	0830	$163,275	LA	27.16%
Evans	Francis			5	AMC/LH	AMC/LHX		0	0	NH	4	0830	$107,107	LA	27.16%
Gonzalez	Helen			6	AMC/LH	AMC/LHAC		0	0	NH	4	0340	$107,107	LA	27.16%
Iverson	John			7	AMC/LH	AMC/LHAD		0	0	NH	4	0830	$125,000	WA	24.22%
Quarles	Richard			11	AMC/LH	AMC/LHACB		0	0	NH	3	0830	$76,725	LA	27.16%
Stewart	Tammy			12	AMC/LH	AMC/LHADA		0	0	NH	3	0830	$76,725	LA	27.16%
Udell	Vincent			13	AMC/LH	AMC/LHADB		0	0	NH	3	0850	$76,725	LA	27.16%
Babbitt	Chris			15	AMC/LH	AMC/LHXSA	CCAS 0817 0854	0	1	NH	3	0803	$107,500	ZX	14.16%
Fites	George			17	AMC/LH	AMC/LHXTA		0	0	NH	3	0896	$76,725	LA	27.16%
Hansen	Ike			18	AMC/LH	AMC/LHXTB		0	0	NH	3	0830	$64,292	LA	27.16%
Artis	Amy			19	AMC/LH	AMC/LHACA	CCAS Update	0	0	NH	2	0318	$46,401	LA	27.16%
Celon	Connie			21	AMC/LH	AMC/LHACA		1	0	NH	3	0334	$76,725	LA	27.16%
Evans	Erin			23	AMC/LH	AMC/LHACB	CCAS Update	0	0	NH	3	0830	$76,725	LA	27.16%
Farnsworth	Fred			24	AMC/LH	AMC/LHACB		0	0	NH	2	0830	$46,401	LA	27.16%
Grimes	Garth			25	AMC/LH	AMC/LHACB		0	0	NH	2	0850	$46,401	LA	27.16%
Harris	Henry			26	AMC/LH	AMC/LHADA		0	0	NH	2	0830	$46,401		0.00%
Jerris	Jane			28	AMC/LH	AMC/LHADA		0	0	NH	3	0830	$76,725	LA	27.16%
Lawrence	Lance			30	AMC/LH	AMC/LHADB		0	0	NH	3	0830	$76,725	LA	27.16%
Martinez	Mary			31	AMC/LH	AMC/LHADB		0	0	NH	3	0830	$76,725	LA	27.16%

The upper left corner of the worksheet contains links to the Main Menu (Contents) and Parameters tabs, and to the various sections of this worksheet used to enter scores, set GPI, set CRI, and set awards (CA). You can quickly return to the upper left corner of this or any other worksheet by holding down the <Ctrl> key and pressing <Home>. There are fourteen buttons on the custom toolbar at the top of this worksheet that perform the following functions:

Import – Use import to load a data file into the workbook

Export – Use export to create a data file for uploading the results to CAS2Net.

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. The first two columns (A and B) cannot be hidden.

Unhide Column – Clicking this button will unhide columns you have just hidden *as long as you have not moved the cursor*. You can also unhide a specific column or range of columns by highlighting cells in the columns on either side of the hidden column or range of columns, and then clicking this button.

Unhide All Columns – This button restores to view all hidden columns.

Hide Row – The user may hide rows from view by selecting any cell in the row or rows to be hidden and then clicking on this button. A single row is selected by clicking on any cell in the row. Multiple rows are selected by holding down the <Ctrl> key while clicking on any cells in the rows. A range of rows is selected by clicking and dragging up or down any column of cells.

Unhide Row – Clicking this button will unhide rows you have just hidden *as long as you have not moved the cursor*. You can also unhide a specific row or range of rows by highlighting cells in the rows on either side of the hidden rows or range of rows, and then clicking this button.

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

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, Non-Blanks. The user can limit which rows are displayed by filtering on specific values in one or more columns. For example, the display could be limited to only NH-4 employees by filtering on "NH" in column K and "4" in column L. When a filter is active, the filter arrow turns blue. A filter may be de-activated by selecting "All" under the filter choices. Blanks and Non-Blanks may also be used for filtering. For example, to identify employees who do not yet have numerical scores on a particular factor, select "Blanks" in the filter for the factor score column. The "Top 10" choice displays the ten highest values in a column – it can only be used with numerical data. The "Custom" choice allows the user to design more complex filter criteria.

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

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

Output Charts – Brings up a user form that allows output of any/all charts in the CMS spreadsheet either into Excel or PowerPoint format. This is the safest way to output charts from the CMS spreadsheet as employee 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 category score would be circled. Also, a discretionary GPI value that exceeds the maximum allowable amount would be circled. A red flag appears at the top of each column that contains a red circle to help you quickly locate the circles. You cannot run validation while rows or columns are hidden or filters are set – if you do, you will get a warning message reminding you to unhide all columns and rows and clear all filters before running the validation macro.

Clear Circles – After clicking on the "Validate" button and correcting any highlighted inconsistencies, this button removes all red circles.

Highlight – This button allows you to change the background color of any selected cell or range of cells. To remove the highlighting, select the cell or range of cells again, click the highlight button, and choose the white background.

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

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

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

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

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

There are five open rows colored light blue at the bottom of the worksheet (not visible in the picture on page 7). These rows, which are below all of the data records, provide cells in which the user can enter formulas to compute column statistics (sums, means, counts, etc.). If you want the formulas to be re-applied each time you import data into the spreadsheet, you must include in the formula's range the row immediately above and below the data range. In other words, if you have 50 records in your spreadsheet, the first record is in row 11 and the last record is in row 60. If you want to compute the average CY 2012 base pay, you would enter the following formula in cell N64: AVERAGE(N10:N61). 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:N60 in the example), the formula will return a reference error after each import. To preserve formulas in the open rows you must import data into the ***same*** workbook into which you entered the formulas – the formulas in the open rows are not included in the import and export routines.

The first open row can also be used to hide columns. Entering an ‘X’ in any column, except for the first two, will cause that column to be hidden when the *Hide Columns* button is clicked. This can be handy, especially for selecting non-adjacent columns that are repeatedly hidden and unhidden.

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**. The formula is only saved if you import back into the same spreadsheet you used to do the export. You can change the column heading by clicking in the cell immediately above the heading, using the down arrow to enter the cell, and changing the heading in the formula bar.
I	**1**	Employee's presumptive status (0 = none, 1 = due to time, compute OCS from SPL and current pay, 2 = due to circumstances, compute OCS from SPL and current pay, 3 = due to circumstances, recertify previous OCS)
J	**1**	Retained pay (0 = no, 1 = yes, no CRI, eligible for CA, GPI = half the dollar increase in maximum pay for the employee's broadband and career path)
K	**1**	Career path (NH = Business Management and Technical Management Professional, NJ = Technical Management Support, NK = Administrative Support)
L	**1**	Broadband level (1, 2, 3, or 4)
M	**1**	Occupational series
N	**1**	CY 2012 annual basic pay rate
O	**1**	Locality pay area code
P	**2**	Locality rate
Q	**2**	Base pay equal to column O, except for retained pay employees it will equal the pay band maximum. Used to calculate funding pots.
R	**2**	Adjusted base pay that is used to calculate Award Funding Limit on the Parameters sheet.
S	**1**	OCS from the previous cycle
T	**1**	Start date – the date the employee first entered AcqDemo. This date does NOT change when employees move from one AcqDemo pay pool to another.

Col	Source	Description
U	**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.
V	**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.
W	**3**	For employees who are at a pay cap, a value of 0 will not rollover any money to an award, a value of 1 will rollover CRI to an award. A value of 2 will rollover any CRI money to an award regardless of pay caps
X	**1**	Name of the employee's first level supervisor
Y	**1**	Managers meeting identifier. This can be the name of the manager who will chair the managers meeting at which the employee's contribution scores will be assigned, or it could be an organization code or other identifier for a group of employees. CAS2Net can export separate files for each unique identifier in this column.
Z	**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.
AA	**3**	Name/title that will appear under the first signature line below the pay pool manager's name on Part I of the CMS Salary Appraisal Form given to the employee.
AB	**3**	Name/title that will appear under the second signature line below the pay pool manager's name on Part I of the CMS Salary Appraisal Form given to the employee.
AC	**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.
AD		**Marks the start of the appraisal score section of the spreadsheet**
AE	**3**	Category score for contribution factor "Problem Solving". Categories are selected from a drop down list by first clicking in the cell and then clicking on the down arrow. Only categories appropriate to the employee's career path are displayed. If the import file contains this score, it will appear in the spreadsheet. Once category scores are selected **do not** use the delete key to remove them because this disables the corresponding numerical score drop down list. If you want to remove a category score, select the first (blank) entry on the drop down list.

Col	Source	Description
AF	**3**	Category score for contribution factor "Teamwork/Cooperation". Categories are selected from a drop down list by first clicking in the cell and then clicking on the down arrow. Only categories appropriate to the employee's career path are displayed. If the import file contains this score, it will appear in the spreadsheet. Once category scores are selected **do not** use the delete key to remove them because this disables the corresponding numerical score drop down list. If you want to remove a category score, select the first (blank) entry on the drop down list.
AG	**3**	Category score for contribution factor "Customer Relations". Categories are selected from a drop down list by first clicking in the cell and then clicking on the down arrow. Only categories appropriate to the employee's career path are displayed. If the import file contains this score, it will appear in the spreadsheet. Once category scores are selected **do not** use the delete key to remove them because this disables the corresponding numerical score drop down list. If you want to remove a category score, select the first (blank) entry on the drop down list.
AH	**3**	Category score for contribution factor "Leadership/Supervision". Categories are selected from a drop down list by first clicking in the cell and then clicking on the down arrow. Only categories appropriate to the employee's career path are displayed. If the import file contains this score, it will appear in the spreadsheet. Once category scores are selected **do not** use the delete key to remove them because this disables the corresponding numerical score drop down list. If you want to remove a category score, select the first (blank) entry on the drop down list.
AI	**3**	Category score for contribution factor "Communication". Categories are selected from a drop down list by first clicking in the cell and then clicking on the down arrow. Only categories appropriate to the employee's career path are displayed. If the import file contains this score, it will appear in the spreadsheet. Once category scores are selected **do not** use the delete key to remove them because this disables the corresponding numerical score drop down list. If you want to remove a category score, select the first (blank) entry on the drop down list.
AJ	**3**	Category score for contribution factor "Resource Management". Categories are selected from a drop down list by first clicking in the cell and then clicking on the down arrow. Only categories appropriate to the employee's career path are displayed. If the import file contains this score, it will appear in the spreadsheet. Once category scores are selected **do not** use the delete key to remove them because this disables the corresponding numerical score drop down list. If you want to remove a category score, select the first (blank) entry on the drop down list.

Col	Source	Description
AK	**3**	Final numerical score for contribution factor "Problem Solving". If a category score for this factor was entered, the numerical score is selected from a drop down list by first clicking in the cell and then clicking on the down arrow; only numbers appropriate to the category are displayed. If no category score was entered, the entire range of numerical scores for the employee's career path is displayed in the drop-down list. If the import file contains this score, it will appear in the spreadsheet.
AL	**3**	Final numerical score for contribution factor "Teamwork/Cooperation". If a category score for this factor was entered, the numerical score is selected from a drop down list by first clicking in the cell and then clicking on the down arrow; only numbers appropriate to the category are displayed. If no category score was entered, the entire range of numerical scores for the employee's career path is displayed in the drop-down list. If the import file contains this score, it will appear in the spreadsheet.
AM	**3**	Final numerical score for contribution factor "Customer Relations". If a category score for this factor was entered, the numerical score is selected from a drop down list by first clicking in the cell and then clicking on the down arrow; only numbers appropriate to the category are displayed. If no category score was entered, the entire range of numerical scores for the employee's career path is displayed in the drop-down list. If the import file contains this score, it will appear in the spreadsheet.
AN	**3**	Final numerical score for contribution factor "Leadership/Supervision". If a category score for this factor was entered, the numerical score is selected from a drop down list by first clicking in the cell and then clicking on the down arrow; only numbers appropriate to the category are displayed. If no category score was entered, the entire range of numerical scores for the employee's career path is displayed in the drop-down list. If the import file contains this score, it will appear in the spreadsheet.
AO	**3**	Final numerical score for contribution factor "Communication". If a category score for this factor was entered, the numerical score is selected from a drop down list by first clicking in the cell and then clicking on the down arrow; only numbers appropriate to the category are displayed. If no category score was entered, the entire range of numerical scores for the employee's career path is displayed in the drop-down list. If the import file contains this score, it will appear in the spreadsheet.
AP	**3**	Final numerical score for contribution factor "Resource Management". If a category score for this factor was entered, the numerical score is selected from a drop down list by first clicking in the cell and then clicking on the down arrow; only numbers appropriate to the category are displayed. If no category score was entered, the entire range of numerical scores for the employee's career path is displayed in the drop-down list. If the import file contains this score, it will appear in the spreadsheet.
AQ	**1**	Weight on contribution factor "Problem Solving" (must be "1" this year)

Col	Source	Description
AR	**1**	Weight on contribution factor "Teamwork/Cooperation" (must be "1" this year)
AS	**1**	Weight on contribution factor "Customer Relations" (must be "1" this year)
AT	**1**	Weight on contribution factor "Leadership/Supervision" (must be "1" this year)
AU	**1**	Weight on contribution factor "Communication" (must be "1" this year)
AV	**1**	Weight on contribution factor "Resource Management" (must be "1" this year)
AW	**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**. The formula is only saved if you import back into the same spreadsheet you used to do the export. You can change the column heading by clicking in the cell immediately above the heading, using the down arrow to enter the cell, and changing the heading in the formula bar.
AX	**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**. The formula is only saved if you import back into the same spreadsheet you used to do the export. You can change the column heading by clicking in the cell immediately above the heading, using the down arrow to enter the cell, and changing the heading in the formula bar.
AY	**2**	Inferred numerical score for contribution factor "Problem Solving" computed from the midpoint of the range of possible numerical scores for the assigned category score. If no category score is assigned, this field reads 0.
AZ	**2**	Inferred numerical score for contribution factor "Teamwork/Cooperation" computed from the midpoint of the range of possible numerical scores for the assigned category score. If no category score is assigned, this field reads 0.
BA	**2**	Inferred numerical score for contribution factor "Customer Relations" computed from the midpoint of the range of possible numerical scores for the assigned category score. If no category score is assigned, this field reads 0.
BB	**2**	Inferred numerical score for contribution factor "Leadership/Supervision" computed from the midpoint of the range of possible numerical scores for the assigned category score. If no category score is assigned, this field reads 0.
BC	**2**	Inferred numerical score for contribution factor "Communication" computed from the midpoint of the range of possible numerical scores for the assigned category score. If no category score is assigned, this field reads 0.
BD	**2**	Inferred numerical score for contribution factor "Resource Management" computed from the midpoint of the range of possible numerical scores for the assigned category score. If no category score is assigned, this field reads 0.

Col	Source	Description
BE	**2**	Inferred OCS computed from the six inferred factor scores and weights. If any inferred factor score is 0, the inferred OCS will be blank. **This and all other OCS values are rounded to the nearest integer**.
BF	**2**	Inferred Delta OCS, computed as the difference between Expected OCS (column BG) and inferred OCS
BG	**2**	Expected OCS, computed from CY2012 basic pay and the formula for the Standard Pay Line (SPL).
BH	**2**	2012 OCS, computed as the weighted average of the six numerical factor scores for non-presumptive employees. If any of the final numerical factor scores are blank, this field will be #N/A. For presumptive status = 1 or 2, 2012 OCS is calculated as Expected OCS $= \frac{LN(Base\ Pay / GS\text{-}1step1pay\ 2012)}{LN(1.02004223)}$. For presumptive status = 3, last year's score is recertified.
BI	**2**	Delta OCS, computed as the difference between Expected OCS (column BG and 2012 OCS (column BH)
BJ	**2**	Relative Score = ((Current Base Pay/SPL Pay) - 1)*100. See Appendix F of the DoD AcqDemo Operating Procedures for a discussion of Relative Score. This column is for information only - relative score is not used in any workbook computations.
BK	**2**	Inferred upper rail pay, computed from the employee's inferred OCS and the formula for the upper rail.
BL	**2**	Inferred lower rail pay, computed from the employee's inferred OCS and the formula for the lower rail.
BM	**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.
BN	**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.
BO	**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).
BP	**2**	CA target pay computed from OCS and the formula for the SPL (if Beta 2 = 0), the upper rail (if Beta 2 = 1), or the lower rail (if Beta 2 = -1).
BQ	**2**	Rail position based on inferred OCS and current basic pay (A = above the upper rail, B = below the lower rail, C1 = above the SPL but below the upper rail, C2 = on or below the SPL but above the lower rail)
BR	**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 but above the lower rail)
BT	**2**	CRI Delta Y = CRI target pay (col BO minus current base pay (col Q)). This is the dollar amount by which the employee is under or over compensated for use in adjusting base pay increase.
BU	**2**	CA Delta Y = CA target pay (col BP minus current base pay (col Q)). This is the dollar amount by which the employee is under or over compensated for use in assigning awards.

Col	Source	Description
BV	**2**	CRI Positive Delta Y = Maximum of CRI Delta Y (col BT) and zero. Sets all negative CRI Delta Y values to zero for later computations.
BW	**2**	CA Positive Delta Y = Maximum of CA Delta Y (col BU) and zero. Sets all negative CA Delta Y values to zero for later computations.
BX	**2**	CY2013 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 CY2012.
BY		Marks the start of the GPI section of the spreadsheet
BZ	**2**	G Pot = employee's current base pay (col N) times the G % on the parameter worksheet. For employees who are on retained pay, this value is one half the dollar increase in maximum pay for the employee's broadband and career path.
CA	**2**	Mandatory G = G % 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 G = (one half the dollar increase in maximum pay for the employee's broadband and career path) divided by the employee's current basic pay.
CB	**2**	Max discretionary G Amount = G pot (col BZ) for all employees with a blank in column CA, = $0 for everyone else. This is the maximum amount pay pool managers may give employees who are above the upper rail.
CC	**2**	Max discretionary G Percent = Max discretionary G Amount divided by current base pay (col N), except for retained pay employees.
CD	**3**	Discretionary G Amount = for cells highlighted in yellow only, the pay pool manager may enter amounts up to the value in column CB. Amounts must be entered as **whole dollars only** – if the amounts are computed in a wildcard column and then copied and pasted into this column, they must be rounded to whole dollars before being copied.
CE	**2**	Discretionary G Percent = Discretionary G Amount divided by current base pay (col N).
CF	**2**	G$ = Current base pay (col N) times (Mandatory G% (col CA) plus Discretionary G% (col CE)). This is the total GPI each employee will receive starting in January 2012.
CG	**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**. The formula is only saved if you import back into the same spreadsheet you used to do the export. You can change the column heading by clicking in the cell immediately above the heading, using the down arrow to enter the cell, and changing the heading in the formula bar.
CH	**2**	Calculated sum of the 2012 Base Pay (col N) and the Final G amount (col CF).
CI		Marks the start of the CRI section of the spreadsheet.

Col	Source	Description
CJ	**2**	Default CRI computed by the Alpha1*DeltaY algorithm and parameters specified on the parameter worksheet. See the end of this table for an explanation of the algorithm.
CK	**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.**
CL	**2**	Computed CRI = sum of Default and Discretionary CRI.
CM	**2**	Computed CRI % = Computed CRI (col CL) divided by current base pay (col N).
CN	**2**	Computed Base Pay 2013 = Current base pay (col N) plus G $ (col CF) plus computed CRI (col CL). This will be the employee's new base pay unless one or more of the following pay caps are exceeded.
CO	**2**	Max allowable CRI % = 0.0% if employee is in zone A, 6.0% if in zone C, 20.0% if in zone B. A possible pay cap. *(Note: CRI above 20% requires a waiver that must be processed through service channels outside of the CMS software and data flow system).*
CP	**3**	Allow to Exceed 20% Limit = a value of 0 does not allow the employee's Max Allowable CRI to exceed 20%. A value of 1 allows the employee's base pay to exceed 20%.
CQ	**2**	CY2013 Upper Rail Pay = computed from the formula for the CY2013 upper rail and the employee's OCS. A possible pay cap.
CR	**2**	CY2013 Lower Rail Pay = computed from the formula for the CY2013 lower rail and the employee's OCS. Six percent above this number is a possible pay cap for employees in zone B.
CS	**3**	Control Point = A possible pay cap. This value must be above the current rate of base pay + GPI $ (col CH) and below the maximum of the employees Broadband and Career Path (col BX).
CT	**3**	Allow Over Control Point = a value of 0 does not allow the employee's maximum pay to exceed the amount in col CQ (Control Point). A value of 1 allows the employee's base pay to exceed the amount set in col CS.

Col	Source	Description
CU	**2**	Max Base Pay in 2013 = considering all of the possible pay caps, this is the most the employee can earn (base pay) in 2013. For Retained Pay = 0, the maximum base pay allowed equals the minimum of • Current base pay (col N) plus G $ (col CF) plus max allowable CRI • CY2013 maximum base pay (col BX) • CY2013 Upper Rail Pay (col CQ) (except for Category 3 and 8 which uses 1.06 * CY2013 Lower Rail Pay (col CR)) • Control Point amount in column CS For Retained Pay = 1, the maximum base pay allowed equals current base pay (col N) plus G $ (col CF)
CV	**2**	Cap for Locality Pay Excess = The highest base salary the employee can receive to still get full locality pay and remain under the EX-IV cap
CX	**3**	Apply Cap to Maximize Locality Payment. A value of 1 caps the employee's base pay to the Cap for Locality Pay Excess value (col CV). A value of 0 does not.
CY	**2**	Approved CRI $ = New Base Pay 2013 minus G increase minus 2013 base pay. Final CRI dollar amount after all pay caps are applied.
CZ	**2**	New Base Pay in 2013 = smaller of computed base pay 2013 and max base pay 2013. ***This will be the employee's new base pay rate for 2013***.
DA	**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**. The formula is only saved if you import back into the same spreadsheet you used to do the export. You can change the column heading by clicking in the cell immediately above the heading, using the down arrow to enter the cell, and changing the heading in the formula bar.
DB		Marks the start of the Locality Pay section
DC	**1**	Locality Code = Code from DCPAS that indicates employee's Locality Code
DD	**2**	Locality Rate = Percentage employee receives in Locality Pay
DE	**2**	Initial Locality Pay Amount = Employee's New Base Pay * Locality Rate
DF	**2**	New Base Pay + Locality = New Adjusted Pay before EXIV cap is applied
DG	**2**	Hit EXIV Cap = Flag that indicates New Base Pay + Locality exceeds EXIV cap
DH	**2**	Final Base Pay + Locality = Employee's Adjusted Pay for 2013
DI		**Marks the start of the CA section of the spreadsheet**
DJ	**2**	Carryover award = if Col W is set to 1, this column contains automatic awards equal to the difference between Computed CRI (col CL) and Approved CRI (col CY). If Col W is set to zero, all carryover awards are zero. If Col W is set to 2 all CRI is carried over to an award. Carryover must exceed the paypool minimum CRI Carryover Amt specified on the parameters tab. Otherwise it will be zero.

Col	Source	Description
DK	**2**	CA Positive DeltaY = a repeat of column BW
DL	**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. **Note that if you set aside discretionary CRI money, the amount will also be added to your CA budget until you allocate the discretionary CRI. As you allocate it, the money will be deducted from your CA budget**.
DM	**3**	Discretionary CA input by the pay pool manager. Only yellow cells are eligible for input. The cell at the top of the column shows the available balance - it is shaded green as long as the balance is positive, but turns red when the balance becomes negative. Amounts must be entered as **whole dollars only** – if the amounts are computed in a wildcard column and then copied and pasted into this column, they must be rounded to whole dollars before being copied. **Note that even if you specify zero discretionary set-aside on the parameter worksheet you might have a small positive discretionary CA balance due to the truncation of cents when computing CA amounts. The balance could be even larger if you set a CA dollar minimum because any CA amounts truncated to zero because they fall below the minimum will be added to the discretionary CA balance**.
DN	**2**	Total Award = sum of carryover award (col DJ), computed award (col DL), and discretionary award (col DM). 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.
DO	**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**. The formula is only saved if you import back into the same spreadsheet you used to do the export. You can change the column heading by clicking in the cell immediately above the heading, using the down arrow to enter the cell, and changing the heading in the formula bar.
DP	**2**	Flag (= YES) identifying total awards in excess of $10,000. These awards require local commander approval.
DQ	**2**	Appraisal Rating = the Rating of Record that will be transmitted to DCPAS
DR	**2**	Total New Compensation, computed as New Base Pay plus Total Award.

Col	Source	Description
DS	**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**. The formula is only saved if you import back into the same spreadsheet you used to do the export. You can change the column heading by clicking in the cell immediately above the heading, using the down arrow to enter the cell, and changing the heading in the formula bar.
DT	**2**	The employee's expected CY2013 OCS based on his or her base pay for 2013 and the formula for the 2013 SPL.
DU	**2**	If any of the employee's six factor scores are less than or equal to this value, he or she must be placed on a Contribution Improvement Plan (CIP)
DV	**2**	If this value = 1, the employee must be placed on a CIP.
DW	**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**. The formula is only saved if you import back into the same spreadsheet you used to do the export. You can change the column heading by clicking in the cell immediately above the heading, using the down arrow to enter the cell, and changing the heading in the formula bar.
DX*	**2**	2012 Expected OCS (from column BG)
DY*	**2**	2012 OCS (from column BH)
DZ*	**2**	Delta OCS (from column BI)
EA*	**2**	Relative Score (from column BJ)
EB*	**2**	CY2012 Base Pay (from column N)
EC*	**2**	G $ (from column CF)
ED*	**2**	Approved CRI (from column CY)
EE*	**2**	New Base Pay 2013 (from column CZ)
EF*	**2**	Total Award (from column (from column DN)
EG*	**2**	Approved CRI + Total Award (column ED + column EF)

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

Default CRI Algorithm (Alpha1*CRI DeltaY): The spreadsheet adds up all of the current basic pay rates (using top of the pay band for retained pay employees) in the pay pool and multiplies the sum by the CRI% to establish the pay pool's total CRI dollar budget. It then adds to the budget any GPI carryover. It then multiplies the total budget by the CRI Set-Aside% to establish the amount of money the pay pool manager will have for discretionary salary adjustments. The default algorithm allocates the remaining money. To execute the default algorithm, the spreadsheet adds up all of the positive CRI DeltaY values. This is the amount of

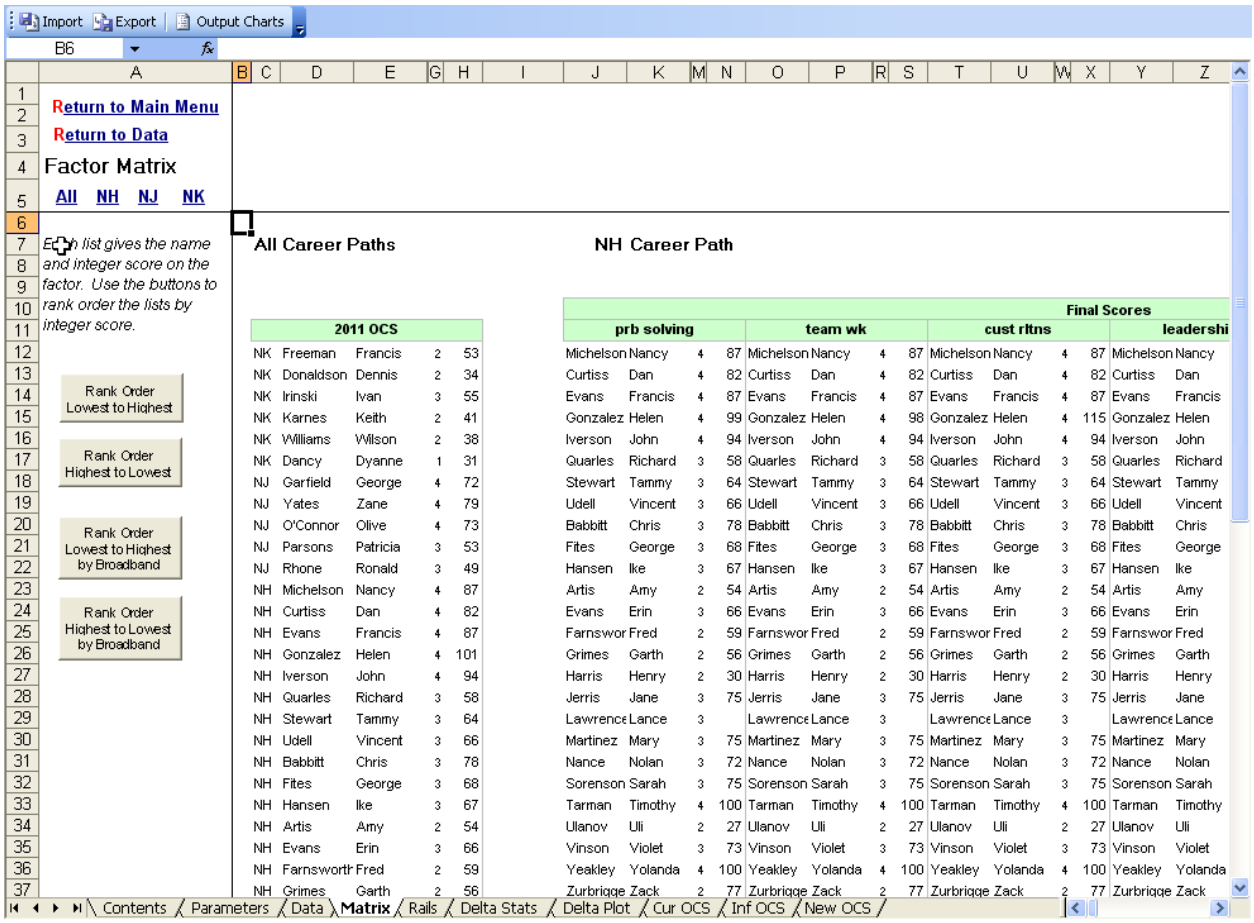
money that would have to be in the remaining CRI budget to bring everyone who is currently undercompensated up to his or her CRI target pay. The spreadsheet then computes Alpha1 by dividing the remaining CRI budget by the sum of the positive CRI DeltaY's. Alpha1 is thus the proportion of each undercompensated employee's "salary deficit" that can be paid off by the default algorithm (Alpha1 is capped at 1.0). The spreadsheet then multiplies each employee's positive CRI DeltaY value by Alpha1 to compute the employee's default CRI value.

Default CA Algorithm (Alpha2*CA DeltaY): The spreadsheet adds up all of the current basic pay rates (using top of the pay band for retained pay employees) in the pay pool and multiplies the sum by .9 times the CA% to establish the pay pool's CMS award budget[1]. It then adds to the budget any CRI carryover. It then multiplies the total budget by the CA Set-Aside % to establish the amount of money the pay pool manager will have for discretionary awards. The default algorithm allocates the remaining money. To execute the default algorithm, the spreadsheet adds up all of the positive CA DeltaY values. This is the amount of award money that would have to be in the remaining CA budget to bring everyone who is currently undercompensated up to his or her CA target pay. The spreadsheet then computes Alpha2 by dividing the remaining CA budget by the sum of the positive CA DeltaY's. Alpha2 is thus the proportion of each undercompensated employee's "salary deficit" that can be paid off by the default algorithm (Alpha2 is capped at 1.0). The spreadsheet then multiplies each employee's positive CA DeltaY value by Alpha2 to compute the employee's default CA value.

[1] The AcqDemo *Federal Register* announcement (p. 1477) specifies that not more than 90 percent of the pay pool's award budget can be allocated through the CMS process. The remainder is 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. There are links in the upper left corner to return to the Main Menu (Contents) worksheet or the Data worksheet.



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

Rails Report

This worksheet provides counts and percentages of employees by rail position. The first table shows rail position by career path based on **inferred** OCS, which is estimated from category scores. The second table shows rail position by career path based on **final, numerical** OCS. 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

Inferred

	NH		NJ		NK		Total		
Rail Zone	**Number**	**Percent**	**Number**	**Percent**	**Number**	**Percent**	**Number**	**Percent**	**Definition of Rail Zone**
A	1	20.0%	0	N/A	0	0.0%	1	16.7%	Inappropriately compensated above the rails
C1	1	20.0%	0	N/A	1	100.0%	2	33.3%	Appropriately compensated between the rails > SPL
C2	2	40.0%	0	N/A	0	0.0%	2	33.3%	Appropriately compensated between the rails <= SPL
B	1	20.0%	0	N/A	0	0.0%	1	16.7%	Inappropriately compensated below the rails
Total	**5**	100.0%	**0**	N/A	**1**	100.0%	**6**	100.0%	

Final

	NH		NJ		NK		Total		
Rail Zone	**Number**	**Percent**	**Number**	**Percent**	**Number**	**Percent**	**Number**	**Percent**	**Definition of Rail Zone**
A	5	14.3%	0	0.0%	0	0.0%	5	10.4%	Inappropriately compensated above the rails
C1	4	11.4%	0	0.0%	2	33.3%	6	12.5%	Appropriately compensated between the rails > SPL
C2	11	31.4%	2	28.6%	1	16.7%	14	29.2%	Appropriately compensated between the rails <= SPL
B	15	42.9%	5	71.4%	3	50.0%	23	47.9%	Inappropriately compensated below the rails
Total	**35**	100.0%	**7**	100.0%	**6**	100.0%	**48**	100.0%	

Upper and Lower Rails

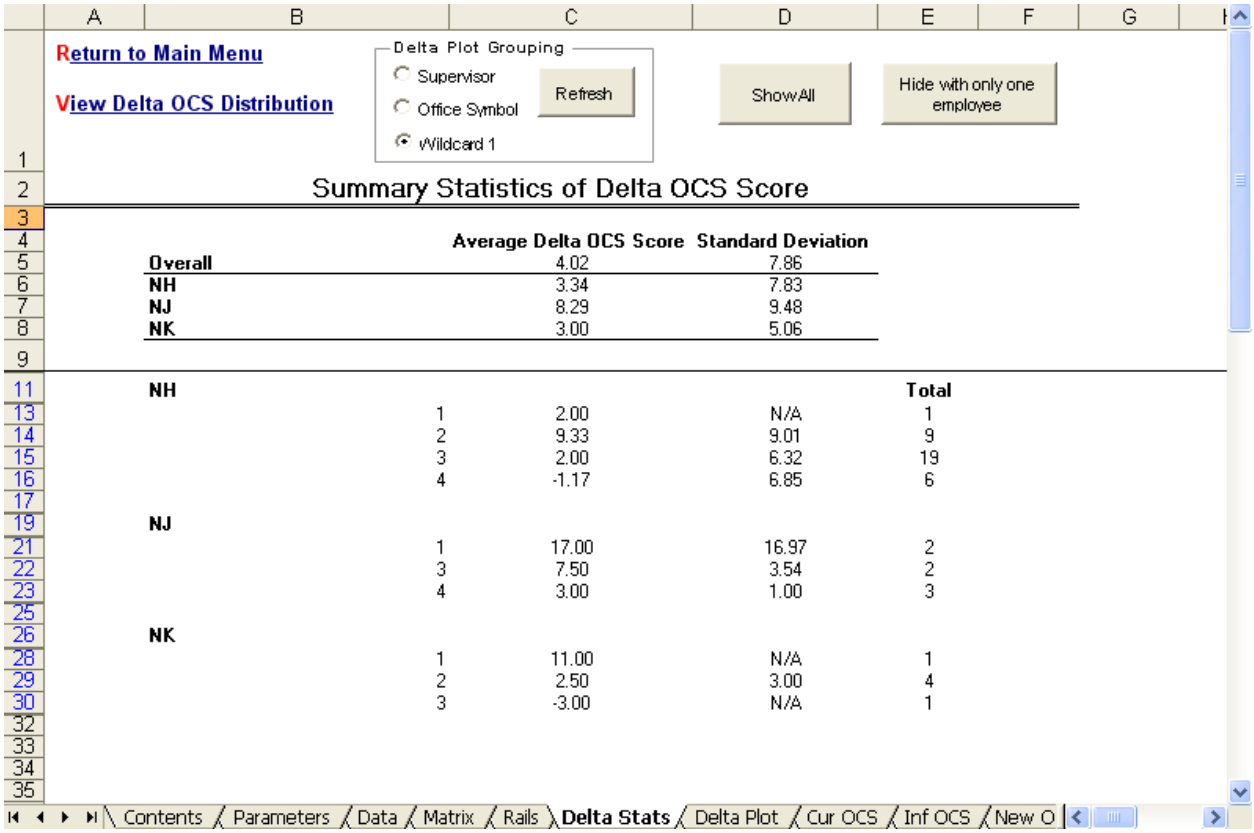
	GS-1 Step 1	SPL base		CCS	Upper Rail	Lower Rail	SPL
2012	$17,803	1.0200427	**min**	1.00	$19,613	$16,707	$18,160
			max	115.00	$188,377	$160,469	$174,423
2013	$17,803	1.0200427	**min**	1.00	$19,613	$16,707	$18,160
			max	115.00	$188,377	$160,469	$174,423

Contents / Parameters / Data / Matrix / Rails / Delta Stats / Delta Plot / Cur OCS / Inf OCS / New OCS

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.



	Average Delta OCS Score	Standard Deviation
Overall	4.02	7.86
NH	3.34	7.83
NJ	8.29	9.48
NK	3.00	5.06

				Total
NH				
	1	2.00	N/A	1
	2	9.33	9.01	9
	3	2.00	6.32	19
	4	-1.17	6.85	6
NJ				
	1	17.00	16.97	2
	3	7.50	3.54	2
	4	3.00	1.00	3
NK				
	1	11.00	N/A	1
	2	2.50	3.00	4
	3	-3.00	N/A	1

The top of the worksheet shows statistics by career path and overall. The bottom of the worksheet shows statistics for groups of employees within each career path. The groups can be defined by either first level supervisor (column X on the main data sheet), Office Symbol (column G on the Data tab), or any other grouping scheme entered into the first Wildcard column (H) 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 Wildcard #1. 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.

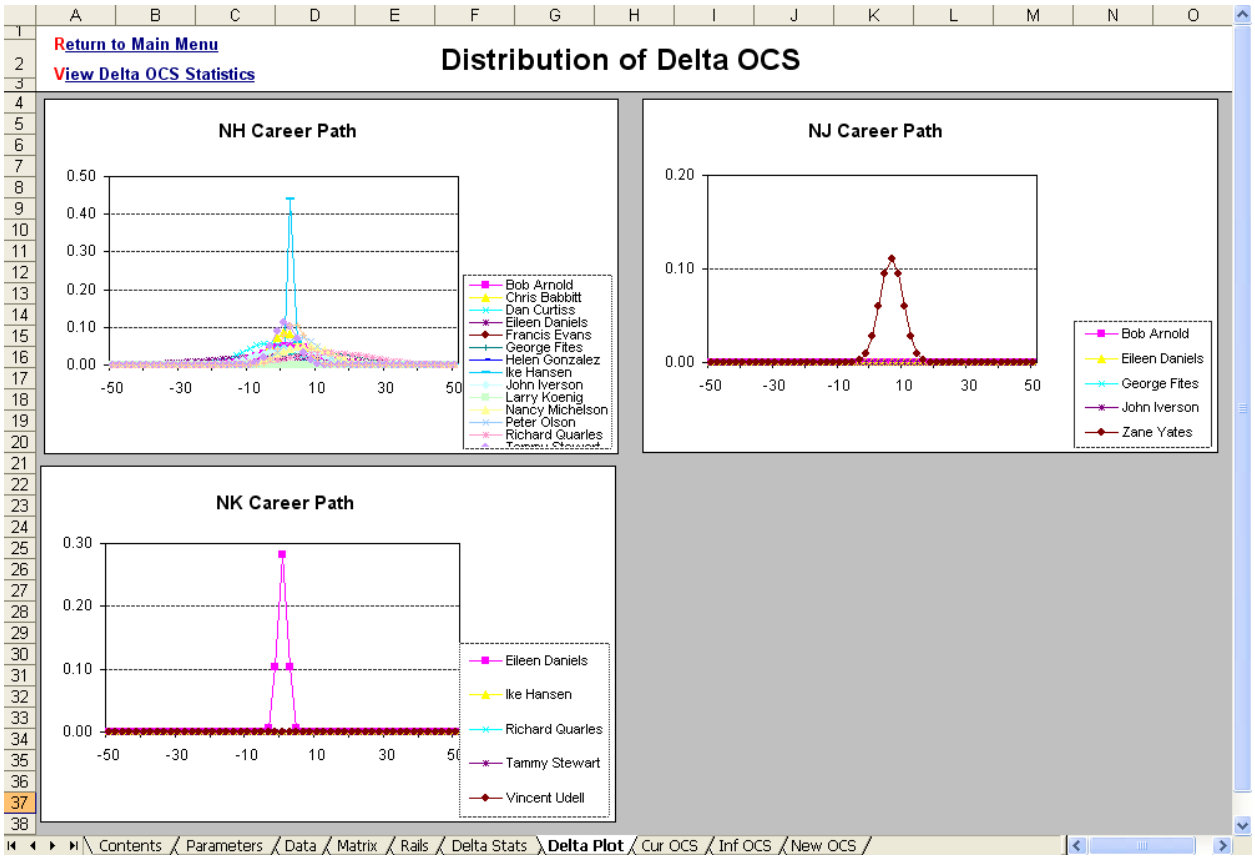
Since standard deviations cannot be computed for distributions with only one data point, groups with only one employee show N/A for standard deviation. If you wish to filter out these cases,

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) worksheet, and to the Delta OCS distribution plots 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) and the Delta OCS Statistics worksheets.

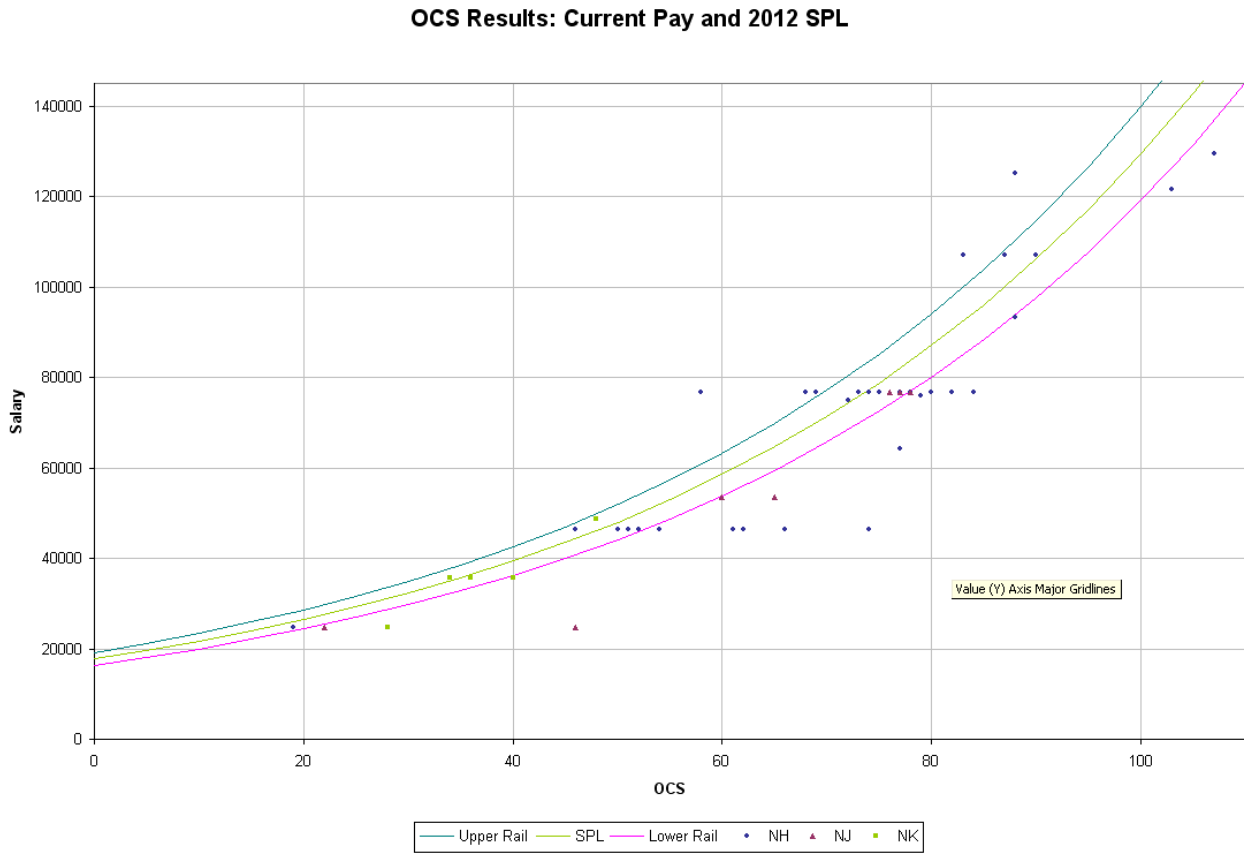


Each career path is shown on a separate graph, and each group in a career path is labeled with a different color/style of line. The plots are standard, normal, bell-shaped curves reflecting the mean and standard deviation values from the previous worksheet. The "peak" of each curve occurs at the average 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. In the example shown above, one group (LHXTB) sticks out as having very low average Delta OCS values. There may be a perfectly logical explanation for this situation, but it should at least be investigated. 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.

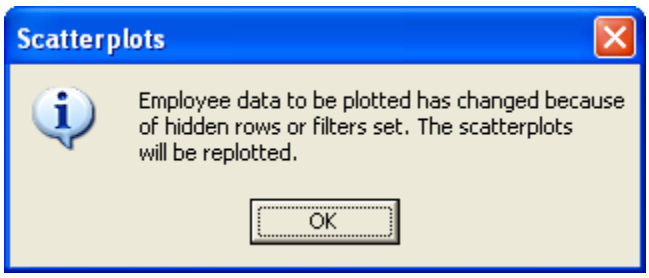
The worksheet can be printed by clicking on the printer icon on the Excel tool bar.

Current OCS Scatter Plot



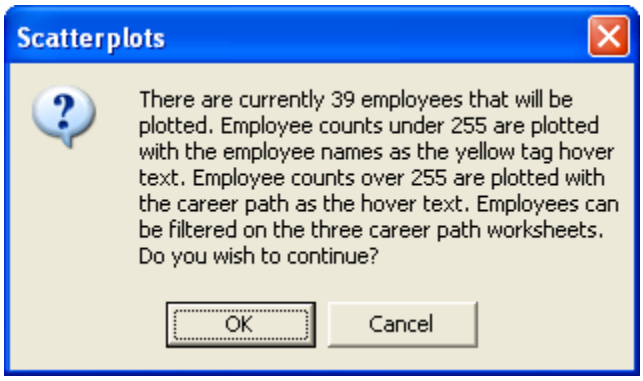
Scatter plots of OCS vs. pay, displayed on top of the SPL and rails, have proven to be excellent tools for visualizing the overall outcome of the appraisal and pay setting process. The workbook contains three such plots, the first of which is OCS vs. current (unadjusted) pay on top of the CY2012 SPL and rails (example below).

This plot shows, for each career path, how employee pay and contribution during 2012 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 the three scatterplots. If you have set a filter or hidden rows the following message box will appear.

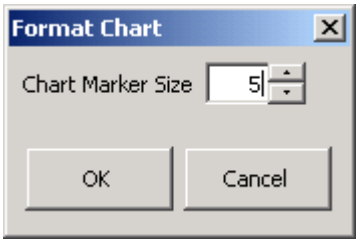


After you click OK all three scatterplots will be replotted with only those employees visible on the Data tab. A replot can also be accomplished by click the Replot button on the custom toolbar.

On the worksheet you can identify the specific values associated with a dot on the graph by placing the mouse pointer on the dot. The values will appear in a yellow pop-up text box. These values differ depending on how many employees are charted. If there are 255 employees or more, the career path, along with the salary and OCS, of the employee appears in the text box. If there are less than 255, the name of the employee, along with salary and OCS, are visible. This is a result of a limitation in Excel. Employees can be filtered on the Data sheet to bring the employee counts below 255 and then return to one of the three scatterplot tabs and click the *Replot* button. A message appears like the one below.



You can adjust the size of the symbols on the plot by clicking on the custom toolbar icon labeled "Format". This will give you a pop-up like the one shown below in which you can increase or decrease the default font size of the markers.

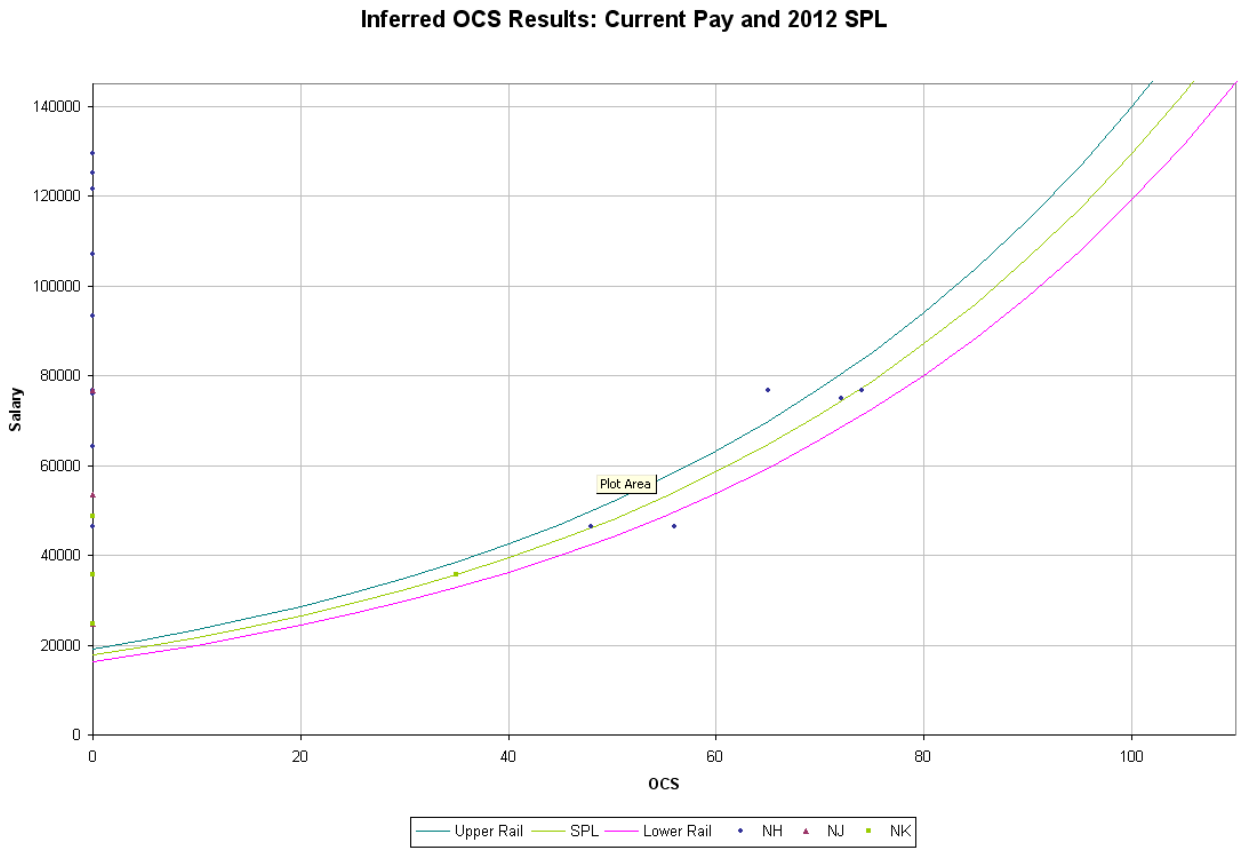


The plot may be printed by clicking on the printer icon on the Excel tool bar.

Inferred OCS Scatter Plot

This worksheet is identical to the previous one, except that inferred OCS is plotted instead of final numerical OCS. Inferred OCS is computed from category factor scores by taking the midpoint of the numerical score range associated with each category score. This plot can be used to visualize the results of category score assignments prior to proceeding on to numerical score assignment.

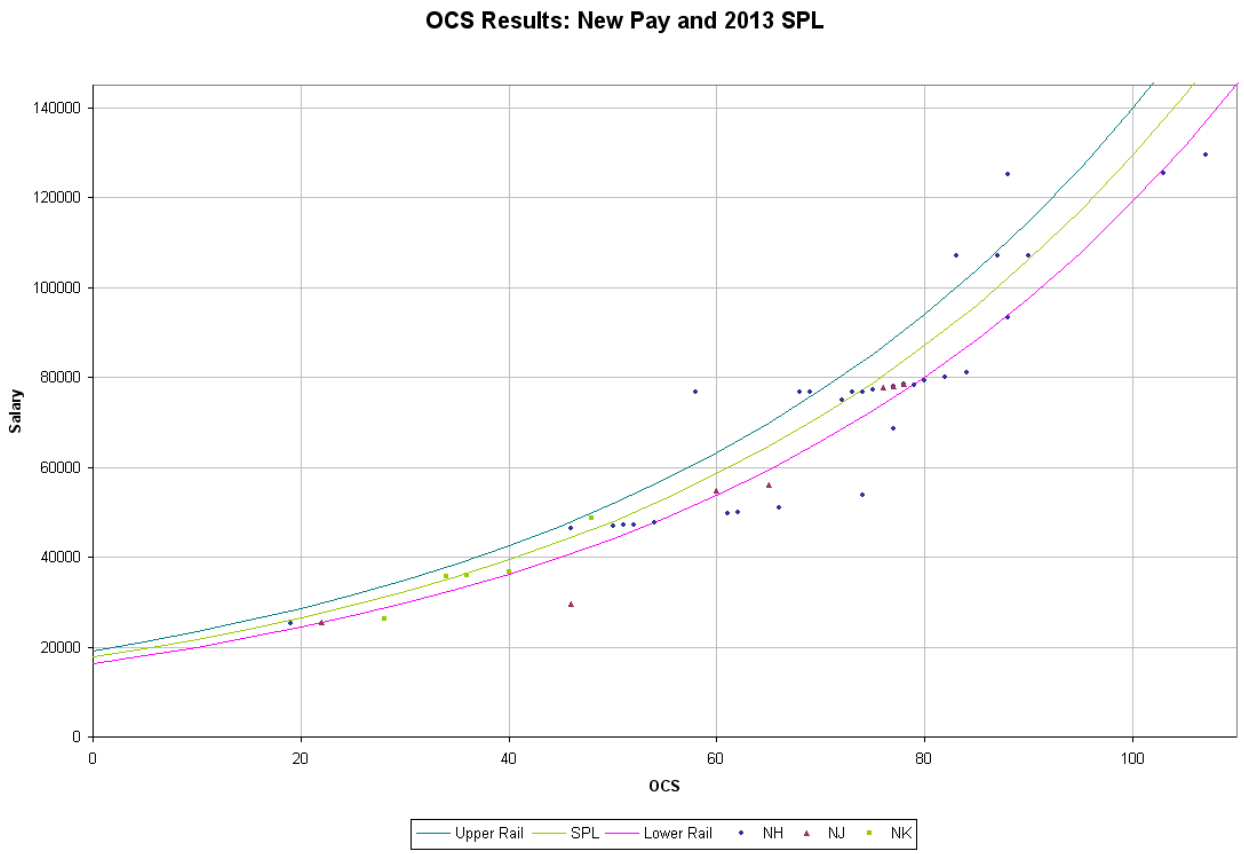
As with the previous worksheet, you can use the Data tab to select the set of employees you want displayed on this plot. You can also adjust the size of the plot markers using the "Format" icon on the custom toolbar.



New OCS Scatter Plot

This worksheet is identical to the previous two, except that OCS is plotted with new (adjusted) base pay against the 2013 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 2012. 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).

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



Part I of the Appraisal Form

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

Part I: CCAS Salary Appraisal Form

Name:	Francis Freeman	**Series:**	0318	**Appraisal Period:**	
CAS2Net ID:	2	**Broadband Level:**	IV	From:	1-Oct-11
Organization:	AMC/LH	**Retained Pay:**	No	To:	30-Sep-12
Career Path:	NH	**Presumptive:**	None		

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

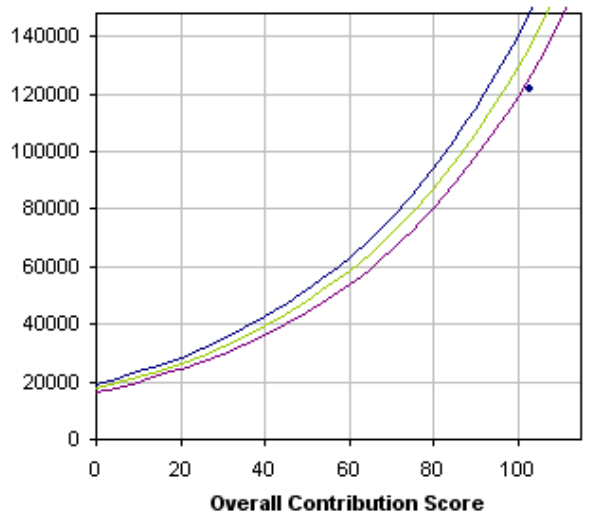
Bob Arnold, Pay Pool Manager	4-Oct-12 **Date**
	Date
	Date
Employee Signature	**Date**

Appraisal Detail

Overall Contribution Score	103	Upper Rail OCS	93
Next Year's Expected SPL OCS	97	SPL OCS	97
Approved Rail Position	B	Lower Rail OCS	101

Employee Contribution Pay Comparison Chart

The graph plots the Employee Appraisal relative to the standard pay line (SPL) and rails. The top and bottom lines are the **Upper and Lower Rails**. The middle line is the **SPL**. The point is the **Employee Appraisal**.



Privacy Act Statement (552a of 5 U.S.C.)
1. AUTHORITY: Section III.D, Federal Register Notice dated January 8, 1999.
2. PURPOSE: This form summaries the annual evaluation of an employee's contribution through CCAS assessment.
3. ROUTINE USE: This form is a computer-generated form that is produced for each employee and contains the overall contribution score and space for the signature of the PPM, the supervisor, and the employee. The original of this form will be maintained 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.

Compensation Detail

	$121,500	Current Rate of Base Pay	
+	$ -	G Increase	0.0%
+	$ 500	CRI Increase	0.41%
=	**$122,000**	**New Rate of Basic Pay**	
+	$33,135	Locality Pay	@ 27.16%
=	**$155,135**	**New Total Salary**	
	$ 5,148	Contribution Award	

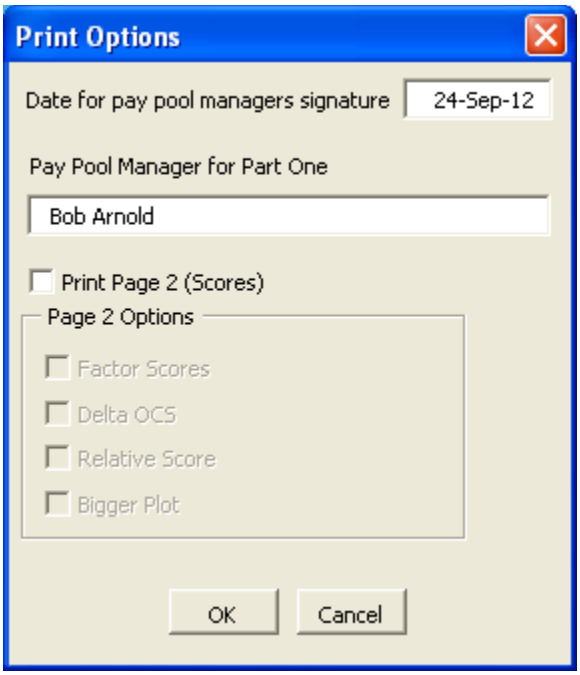
(of which $3,318 is Rollover from CRI)

Remarks

Page 2 of the Part I is optional and the information on it can be selected by the pay pool. When the Part I is generated from the Contents sheet, the following pop-up asks for the date to be printed next to the pay pool manager's signature line.

There is also a text box where a Pay Pool Managers name can be entered to be printed on the Part I.

A second optional page can be generated by checking the Print Page 2 checkbox. Four options are available for the second page.



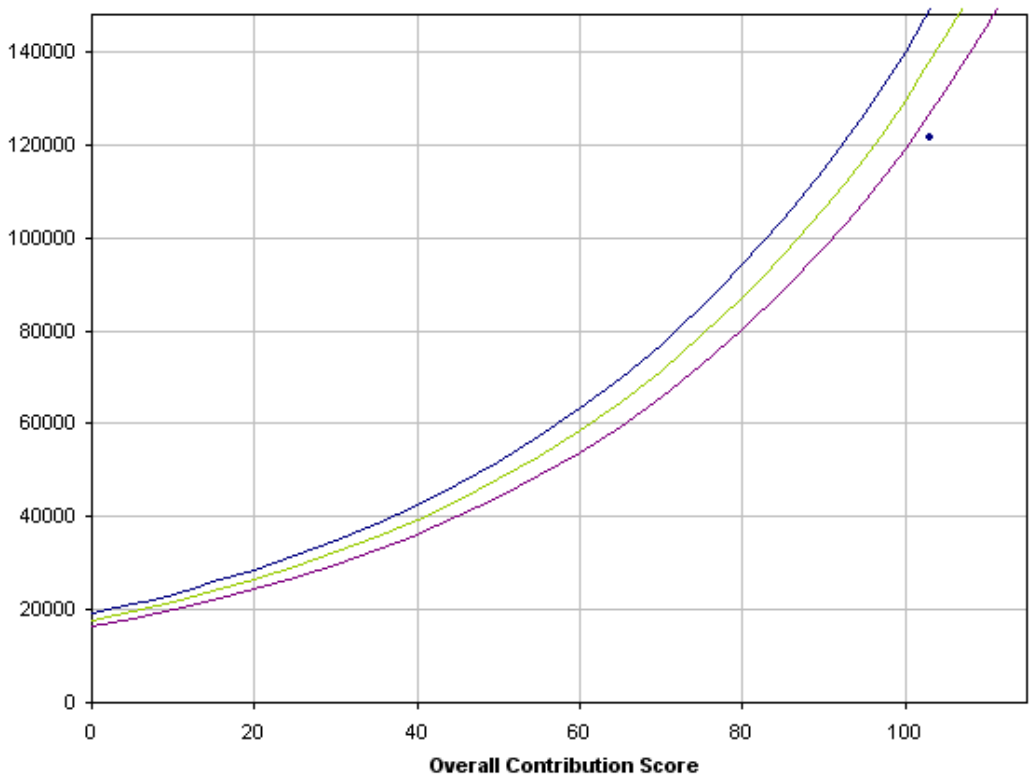
If all of the options are selected, the second page appears as follows:

Part I: CCAS Salary Appraisal Form

Page 2

Name:	Francis Freeman	**Series:**	0318	**Appraisal Period:**	
CAS2Net ID:	2	**Broadband Level:**	IV	From:	1-Oct-11
Organization:	AMC/LH	**Retained Pay:**	No	To:	30-Sep-12
Career Path:	NH	**Presumptive:**	None		

Factor	Category Score	Final Score
Problem Solving		100
Teamwork		100
Customer Relations		100
Leadership		115
Communications		100
Resource Management		100
OCS		103
Delta OCS	6	
Relative Score	-11.61	



Procedure for Using the Workbook

Step 1: Workbook Download – Each Pay Pool Administrator will download the workbook (***CMS 2012 v1.0.xls***) from the Pay Pool Notices section of CAS2Net at ***https://acqdemoii.army.mil/cac/cas2net*** -- this should occur sometime in October. By this time all AcqDemo employees should have completed their self-assessments and all supervisors should have completed Part II of the Appraisal Form containing category scores on each of the six 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 managers meetings, during which numerical appraisal scores are assigned to each employee on each factor. The Pay Pool Administrator in each pay pool will use the workbook to record the scores and generate reports. The pay pools will have two options on how to use the workbook to support their managers 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 XXX is the pay pool number**.** That workbook can then be used sequentially by all of the managers 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 managers meetings could record their scores on paper or some other media, and then the Pay Pool Administrator could enter all of the scores into the workbook outside of the meetings. The second option will allow the pay pools to download from CAS2Net separate files for each of their managers meetings (automatically named ***ppXXXX_to_CMS_Name.csv***, where ***Name*** identifies the managers meeting**)**. Each file would then be imported into the sub-panel workbook. The workbooks would then be distributed to the managers meetings for use in recording preliminary and numeric assessment scores. The pay pools will be

How to make a "Round Trip"

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

1. Click the "Export" button on the custom toolbar in the spreadsheet to automatically create an export file named **ppXXXX_to_Master.csv**. The spreadsheet will ask you where to save the file. You should set up a folder for these files on your computer and always save them to that folder -- that way you will automatically replace old files with the latest information.
2. Log on to CAS2Net, go to Offline Interface, and click on "Upload Employee Data". Use the "Browse" button to locate the file you just exported from the spreadsheet. Then click "Upload File"
3. CAS2Net should then give you a list of all the employees in your pay pool and an indication that the upload was successful for each. If you get errors, contact SRA immediately. **Do not ignore the error messages.**
4. You can now modify personnel data on your employees in CAS2Net 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 **ppXXXX_to_CMS.csv** and save it on your computer. Have it replace the previous file with the same name.
7. Finally, open the spreadsheet and click the "Import" button on the custom toolbar. When prompted, select the file you just downloaded from CAS2Net and the spreadsheet will import it, replacing all of the information already in the spreadsheet with the updated information from CAS2Net.

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

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

Step 3: Score Normalization – By the end of November all of the meetings should have been conducted and all scores entered into a workbook. At this point the pay pool manager can use the 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 CY06 "G" value and associated GS pay and locality tables may not yet be known. The workbook will come loaded with a best estimate of "G", 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 CA carryover 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 Modern Defense Civilian Personnel Data System (DCPDS) extracts to identify omissions and errors. SRA will provide users with error reports.

Step 6: Final "GPI" Setting – Once the President signs the Executive Order officially setting GPI for CY2013, SRA 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 CY2013 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. SRA 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, SRA 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 – SRA will then use the files for all analyses and statistical summaries of the 2012 cycle results.