**Issue Date: 1 May 2019**

Topic: Instruction for using the CMS Update Tool Version 2 for the CMS Grievance Mode.

Discussion: The 2018 CMS v3 did not have the 2019 GPI and in the grievance mode was generating an erroneous Alpha 2 Delta Y on the Compensation Adjustment Form. This Compensation Adjustment Form is used to update the payout in the employee's History in CAS2Net. Note: The employee's History in CAS2Net can only be updated by your Component Superusers and the DoD AcqDemo Program Office.
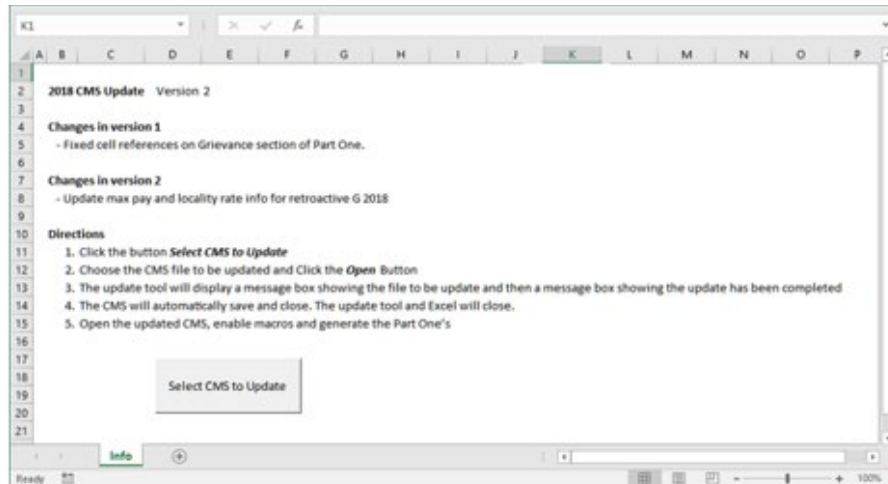
The new CMS Update Tool Version 2 can be downloaded from CAS2Net 2.0 > Pay Pool Notices.
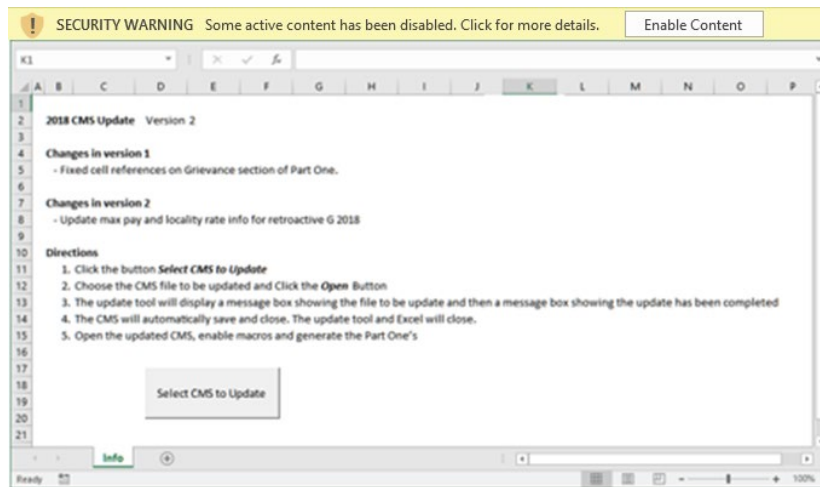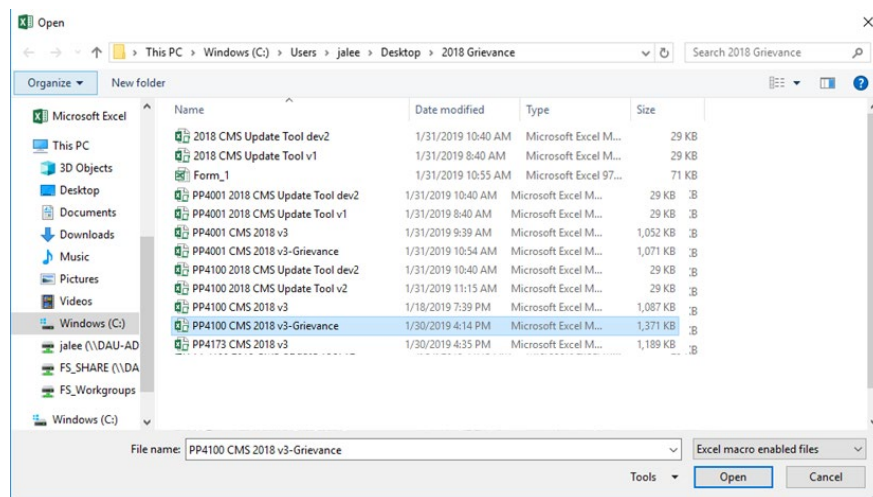

Upon opening the file, click "Enable Content".
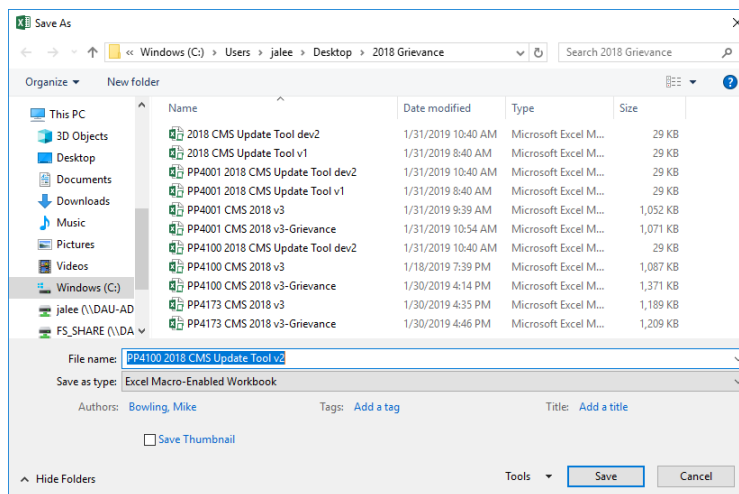
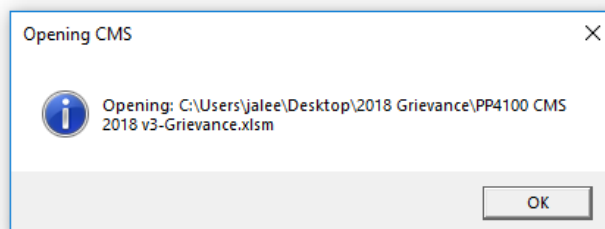Click "Save". NOTE must save the Tool in the same folder with the CMS.

Click "Select CMS to Update".

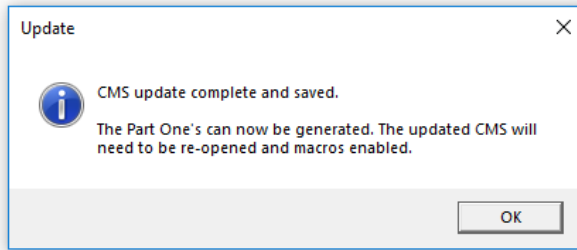
Highlight/select PP#### CMS 2018 v3-Grievance

Double click on the selected file or click "Open"

Click "OK"

Click "OK"

NOTE: Excel may close.

NOTE: The updated CMS will need to be re-opened and macros enabled.
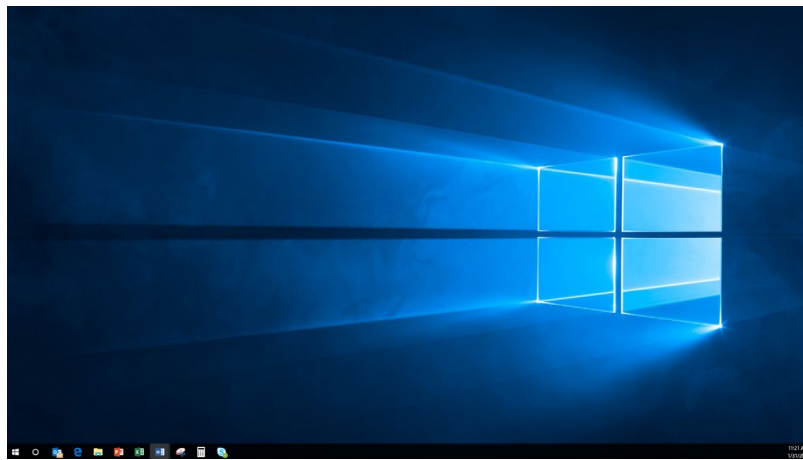
You will need to re-open Excel and the updated PP#### CMS 2018 v3-Grievance
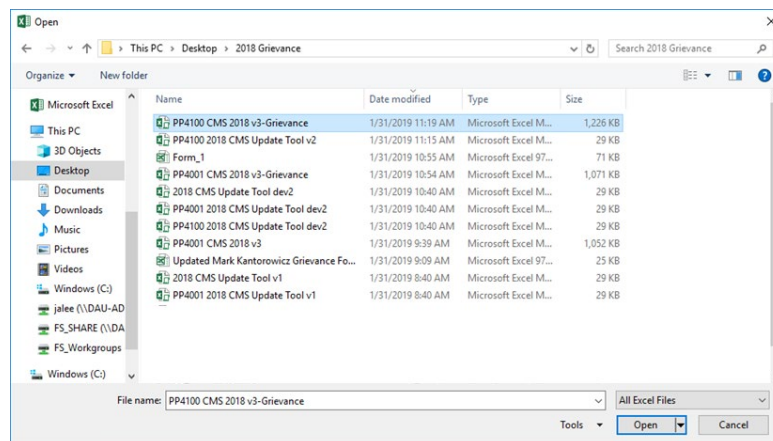
Highlight/select PP#### CMS 2018 v3-Grievance

Double click on the selected file or click "Open"
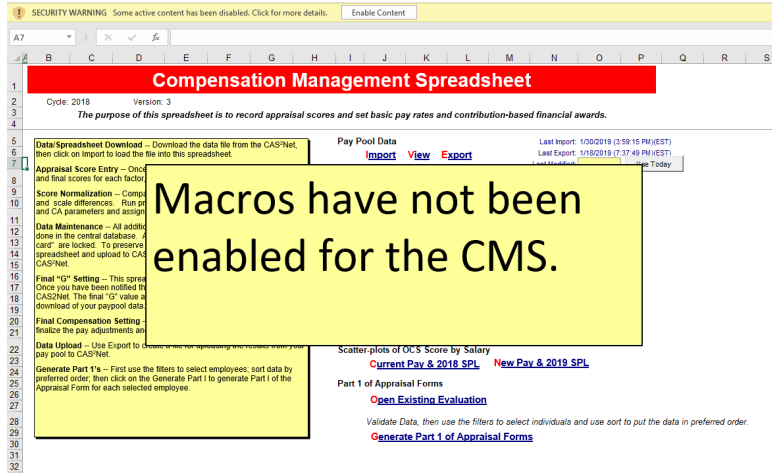
Click "Enable Content"

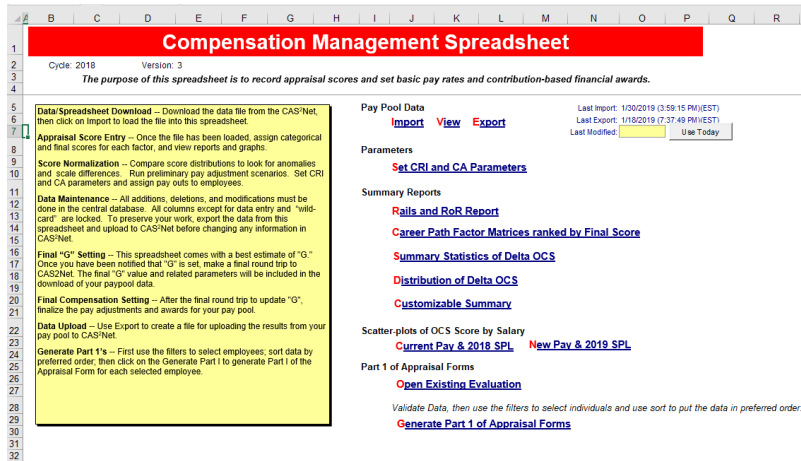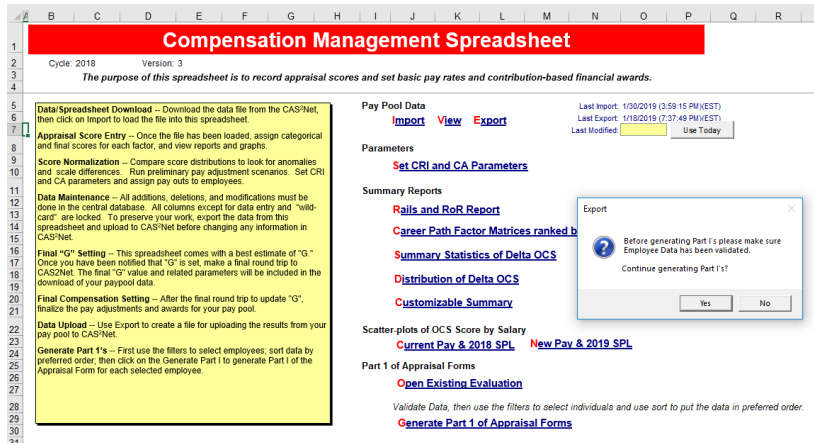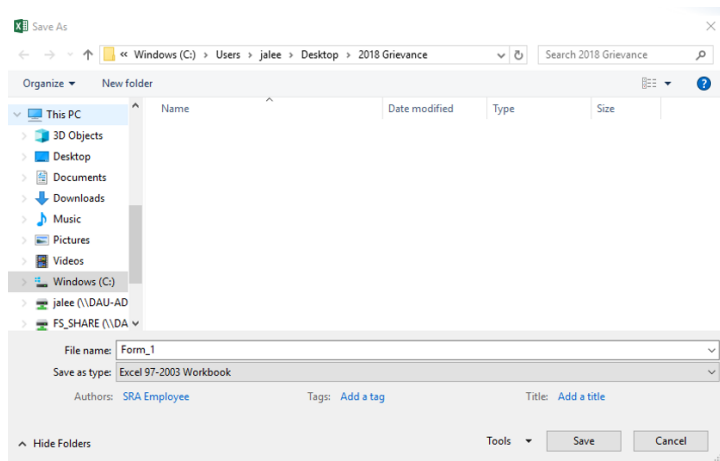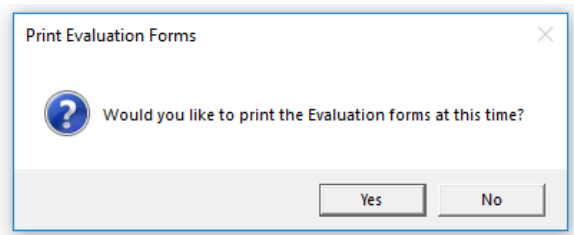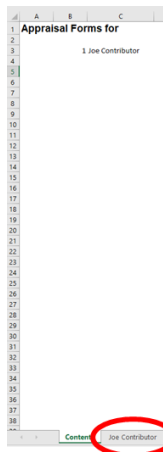Click "Generate Part 1 of Appraisal Forms"

Click "Yes" (Option to Validate)

Name Part 1 then Click "Save"

Click "Yes" or "No"

Part I: CCAS Salary Appraisal Form and Compensation Adjustment Form, click Tab with Employee's Name to open the Part I.

Part I: CCAS S+B1:O53alary Appraisal Form

Name:	JOE CONTRIBUTOR	**Series:**	###		**Appraisal Period:**	
CAS2Net IC T		**Broadband Lev**	IV		From:	1-Oct-17
Organizatio PM Widget		**Retained Pay:**	No		To:	30-Sep-18
Career Path NH		**Presumptive:**	None			

Approved By: Nathaniel Poc, Psy Pool Manager   **Effective Date of Appraisal:** January 1, 2019

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

_____   _____
                                                    Date

Supervisor Print / Sign   Date

Employee Print / Sign   Date

2018 Appraisal Detail

		Factor	Cat Scor	tem Scor	PAQL
Overall Contribution Score	86	Job Achievement and/or Innovation	4M	86	5
Expected Contribution Score	85	Communication and/or Teamwork	4M	86	5
Expected Contribution Range	81-88	Mission Support	4M	86	5
Delta OCS	1				
Performance Rating of Record	5				

Compensation Detail

```
    $100,797  Current Rate of Base Pay
+ $   1,412  General Pay Increase        1.4%
+ $   4,386  CRI (Salary Increase)       4.35%
  $106,595  New Rate of Basic Pay
+ $  31,254  Locality Pay          @  29.32%
  $######  New Total Salary
  $   1,772  Contribution Award
```

Employee Compensation Region Chart
Approved Compensation Region   C2

The graph plots the employee's current base salary versus the final OCS relative to the rails and standard pay line (SPL) relating contribution to compensation. The top and bottom lines are the Upper and Lower Rails, respectively. The middle line is the SPL. Region A is above the Upper Rail. Region B is below the Lower Rail. Region C is on or within the rails. Compensation regions determine the availability of salary increases and awards. The point on the graph below is the employee's...

2019 Expected Contribution Level

Expected Overall Contribution Score	87
Expected Contribution Range	83-90

Privacy Act Statement (552a of 5 U.S.C.)
1. AUTHORITY: Section IX2, Federal Register Notice dated January 8, 1999.
2. PURPOSE: This form summarizes 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 restricted to those with appropriate permissions. Information collected on this form may be used for statistical and impact analysis.

Remarks

2018 Compensation Adjustment Form

Name	JOE CONTRIBUTOR
2018 OCS:	86
2018 Salary:	$100,797
G:	$1,412
CRI Approved:	$4,386
Carryover Award:	$0
Alpha 1 Delta Y	$2,713
Alpha 2 Delta Y	$10,994
Award Discretionary:	$0
I Discretionary:	$2,329
G Discretionary:	$0
CRI Override:	0
CA Override:	0
CRI Rollover:	1
2019 Salary:	$106,595

The revised Part I: CCAS Salary Appraisal Form is the source document for the personnel actions required to correct the CRI, base salary and locality (NOAC 891), CA (NOAC 886), and if applicable, CRI Carryover (885).

The Compensation Adjustment Form is the source document for the Administrators with CAS2Net User Profile History edit access to update the History files in CAS2Net with the changes due to the grievance. Administrators who do not have access to edit the History files should contact their Group/Component Superuser or the PMO.

Action: Please inform your Administrators on this 2019 Retro GPI updated CMS tool to the CMS Grievance Mode.

Note: If you have any questions please email the AcqDemo Program Office, AcqDemo.Contact@hci.mil.