Giving CCAS Contribution and Performance Feedback

DoD Civilian Acquisition Workforce Personnel Demonstration Project (AcqDemo)

Presented by Rouse Consulting for
the AcqDemo Program Management Office

Topics of Discussion

- CCAS Required Conversations

- Constructive Feedback

- Difficult Conversations

- Communicating Appraisal Results

  - Salary Appraisal Form

  - Opportunities for Increased Contribution
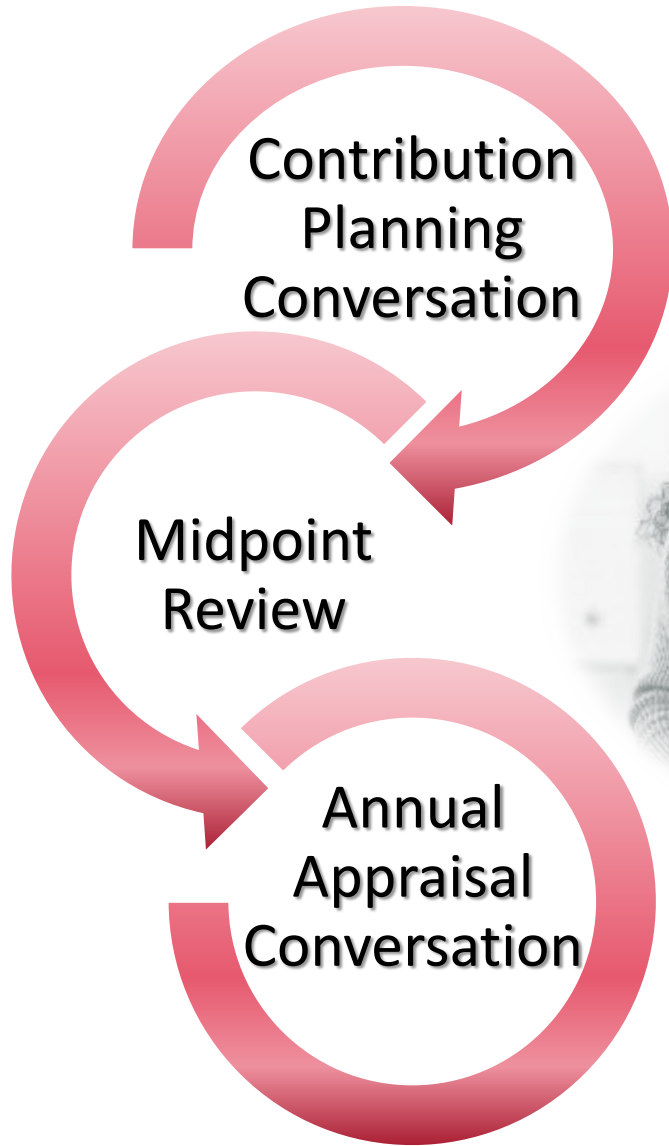
CCAS Required Conversations

Topics of Discussion

- The 3 required conversations
- Participants' roles and responsibilities for each conversation
- Contribution planning video

Three Required CCAS Conversations

Contribution Planning Conversation

Midpoint Review

Annual Appraisal Conversation

The Importance of a Contribution Plan

Contribution Planning Conversation

- Contribution Planning Conversation should include the following topics:
    - Previous cycle review
    - Contribution expectations for new cycle and how they tie into the organization's annual goals
    - Career path broadband level factor descriptors applicable to employee's current salary
    - Expected OCS, expected contribution range and expected categorical score (broadband level and low/med/high) corresponding to current salary
    - Quality of performance expectations
        - Understanding ratings of 1, 3, and 5

Contribution Plan must be completed within 30 days of October 1st each year, within 30 days of starting a new position, and may need to be modified throughout the appraisal period as priorities change.

Contribution Planning Discussion Roles and Responsibilities

Employees

- Understand organization mission/goals

- Be prepared to discuss expected contribution

- Assess training and development needs

- Ask questions

Supervisors

- Schedule meeting

- Review mission, goals, plans, priorities

- Establish contribution expectations

- Establish Quality of Performance expectations

- Ensure employee understands your expectations

- Document the discussion in CAS2Net

It is imperative a well-constructed Contribution Plan be set in motion so the employee can effectively contribute to the organization's mission at a level consistent with their pay.

Contribution Planning Video

Midpoint Review Conversation

- Midpoint Review Conversation should include the following topics:
  - Employee strengths, contributions, and performance to date
  - Changes in mission and goals
  - Contribution expectations and modifications, if needed
  - Quality of Performance expectations and modifications, if needed
  - Clarification of expectations as needed
  - Review of factor descriptors and discriminators
  - Areas of improvement, if needed

Midpoint Review Assessment completed each cycle between March and May

Midpoint Review
Roles and Responsibilities

Employees

- Review contribution and performance expectations
- Prepare Midpoint Review Self-Assessment in CAS2Net (in accordance with local business rules)
- Prepare to discuss accomplishments, contributions to date
- Prepare to discuss potential changes needed or obstacles to success
- Ask questions

Supervisors

- Schedule meeting
- Review mission, goals, plans, priorities, PRD
- Prepare Midpoint Review in CAS2Net
- Modify contribution expectations, if needed
- Modify performance expectations, if needed
- Discuss areas of success and ways to improve, if required
- Expectations for continued success

Annual Appraisal Conversation

- **Annual Appraisal Conversation** covers:
  - Final Annual Appraisal, factor scores and Overall Contribution Score (OCS)
  - Performance Appraisal Quality Level and Rating of Record (RoR)
  - Contribution Rating Increase (CRI)
  - Carryover Award, if applicable
  - Contribution Award (CA)
  - Areas of success and opportunities for greater contribution
  - Areas for improvement

Review and sign **Annual Appraisals, Ratings** and **Payout Results** in January

Annual Appraisal Conversation
Roles and Responsibilities

Supervisors

- Schedule meeting
- Review the Annual Appraisal
- Communicate final outcomes of the pay pool process
- Discuss Performance Appraisal Quality Level rating and RoR
- Discuss areas of success and ways to improve, if needed
- Discuss options to request reconsideration, if needed
- CAS2Net – enter date and method of communication, sign, and release

Employees

- Review the appraisal
- Understand the ratings
- Ask questions
- Discuss any adjustments to current Contribution Plan and expected contributions, if needed
- Upon release in CAS2Net, sign the Salary Appraisal Form

Questions? – Concerns? – Thoughts?

Constructive Feedback

Topics of Discussion

- How feedback shapes performance and contribution

- Feedback opportunities

- Feedback guidelines

- Mapping constructive feedback

How Feedback Shapes Performance and Contribution

- Builds understanding of goals

- Facilitates employee and supervisor engagement

- Increases communication

- Contributes to a more complete and accurately documented appraisal

- Encourages supervisors to recognize accomplishments in a timely manner

- Encourages continuous improvement and learning

Feedback Opportunities

- Communicating contribution and performance expectations and employee progress

  - Recognizing and praising success

    - Day-to-day, publicly, verbally or written

  - Addressing contributions and performance not being met

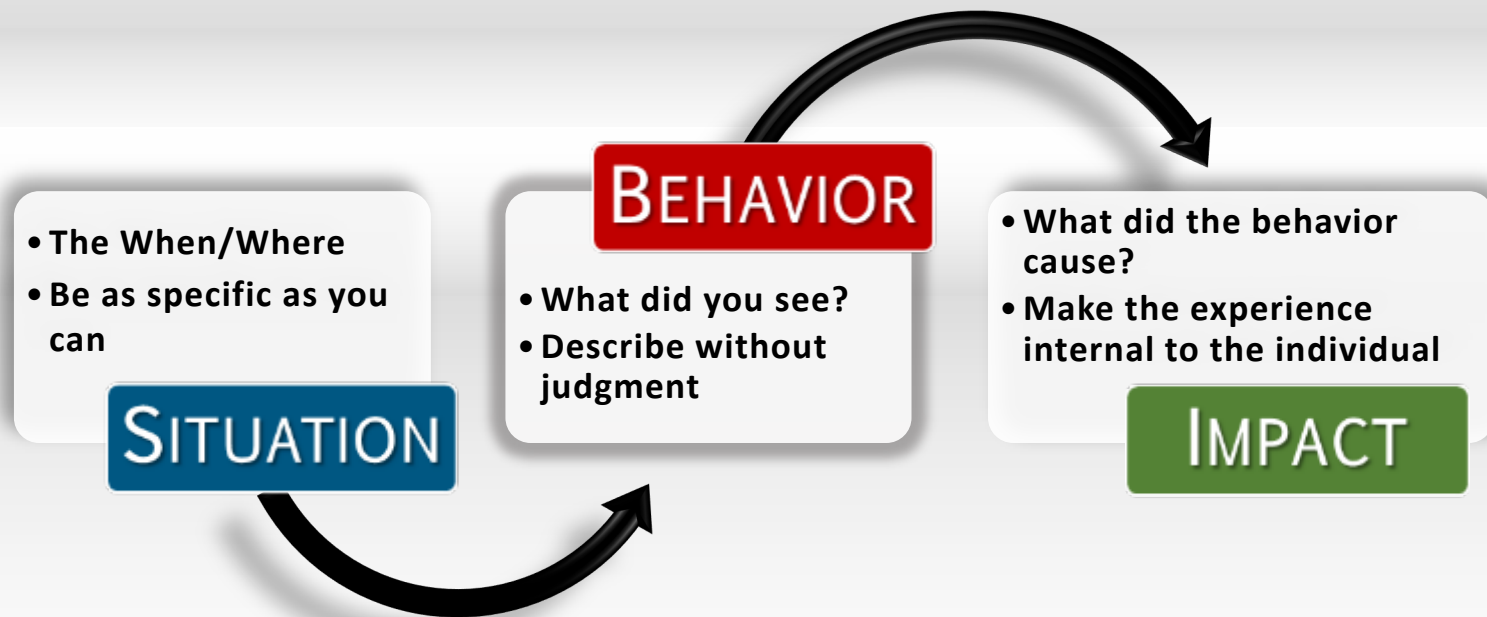- Building trust and respect

Feedback Guidelines

- Plan ahead and be prepared

- Open, pleasant atmosphere

- Avoid interruptions or distractions

- Give specific examples

- Ask open-ended questions

- Invite questions

- Listen—giving full attention

- Summarize and reiterate the key message

- Highlight progress and express confidence

- Thank the person

Mapping Constructive Feedback

- Identify solutions and improvements
- Recognize major strengths and significant contributions

BEHAVIOR

SITUATION
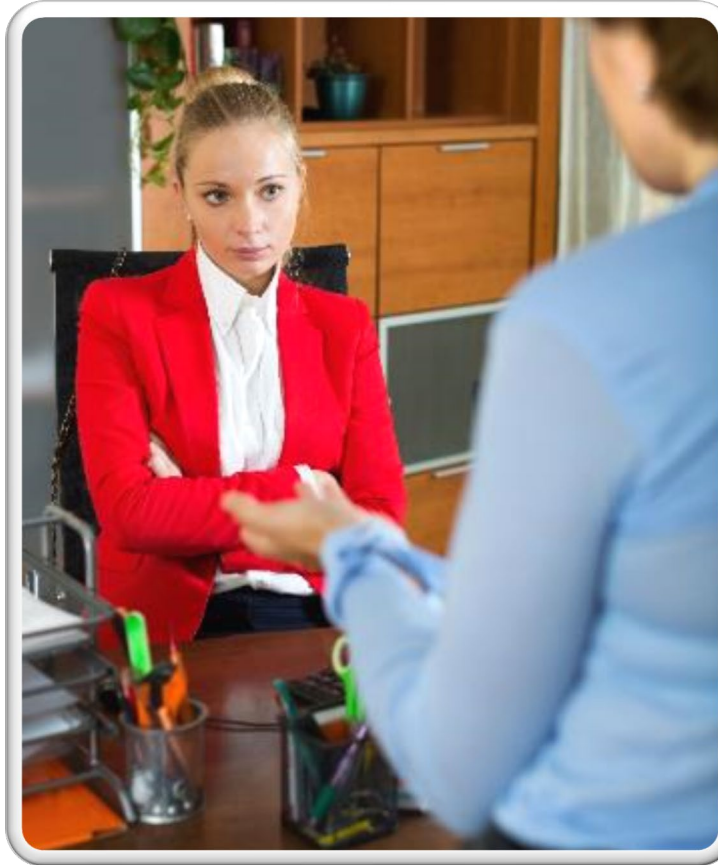- The When/Where
- Be as specific as you can

- What did you see?
- Describe without judgment

IMPACT
- What did the behavior cause?
- Make the experience internal to the individual

Questions? – Concerns? – Thoughts?

Difficult Conversations

Difficult Conversations

- Addressing inadequate contribution and/or performance

- Planning for difficult conversations

- Giving and accepting corrective feedback

- Difficult conversation video

Inadequate Contribution and/or Performance

Goal of System: Appropriate compensation for contribution to mission effectiveness

- Contribution Improvement Plans (CIPs) must be considered when…
  - Contributions and/or performance to mission accomplishment are inadequate

Inadequate contribution and/or performance occurs…	Inadequate contribution and/or performance could result in…
- When employee's OCS plots in the Overcompensated Region - Unacceptable performance, PAQL rating of 1, in any contribution factor	- Reassignment - Reduction in pay and/or broadband level - Removal from Federal service

Planning for Difficult Conversations

- Prepare the conversation
- Anticipate reactions
- Stay on point

- Get to the point early
- Don't play judge or make assumptions
- Summarize what has been said and heard
- Manage toward the desired outcome
- Collaborate to identify the real problems and possible solutions

Difficult

Conversation

Video

Questions? – Concerns? – Thoughts?

Communicating Appraisal Results

Topics of Discussion

- Communicating CCAS Results

- Salary Appraisal Form Review

- Opportunities for Increased Contributions

Communicating CCAS Results

Communicating CCAS Results

- Use the Part I: CCAS Salary Appraisal Form to guide the conversation

- Convey the relationships between and among…
    - Final factor OCSs, contribution expectations, and factor level descriptors
    - EOCS, OCS range, final OCS, and payout distribution
    - Contribution and performance results

Communicating CCAS Results

- Arm yourself with a good understanding of the pay pool process, especially…
  - Pay pool funding levels
  - How payouts are computed
  - The organization's business rules as they apply to…
    - Compensation strategy and policies
    - The relative value among positions in the organization
    - How control points (if applicable) are established and applied and their impact on payout distribution decisions
    - What this all means to the employee

Sub-Panel and Pay Pool Panel Deliberations

Action	Questions
Sub- and Pay Pool Panel	
✓ Review the recommended contribution and PAQL scores given ✓ Review the appraisals to justify the recommended scores ✓ Decide how the *value* of the contribution impacts the categorical score (i.e., a High versus a Medium) ✓ Discuss and reach consensus on approved scores	✓ Are there any inconsistencies between narratives and recommended scores? ✓ What categorical score is appropriate when factor descriptors have not all been met, but the *value* of the contribution has made a significant impact?
✓ Review and resolve inconsistencies between the categorical and numerical scores ✓ Resolve inconsistencies between the contribution and PAQL scores	☞ Are there any inconsistencies within and/or between the contribution rating, PAQL rating and narratives?
Pay Pool Panel	
✓ Review compensation adjustments resulting from the ratings	☞ Any issues? ☞ Is the distribution fair and equitable across the Pay Pool?

Aggregate Pay Pool Results

- Local business rules may provide aggregate results shown in this slide and the next that may be useful when discussing employee contribution and performance results if available at the time of the appraisal feedback discussion
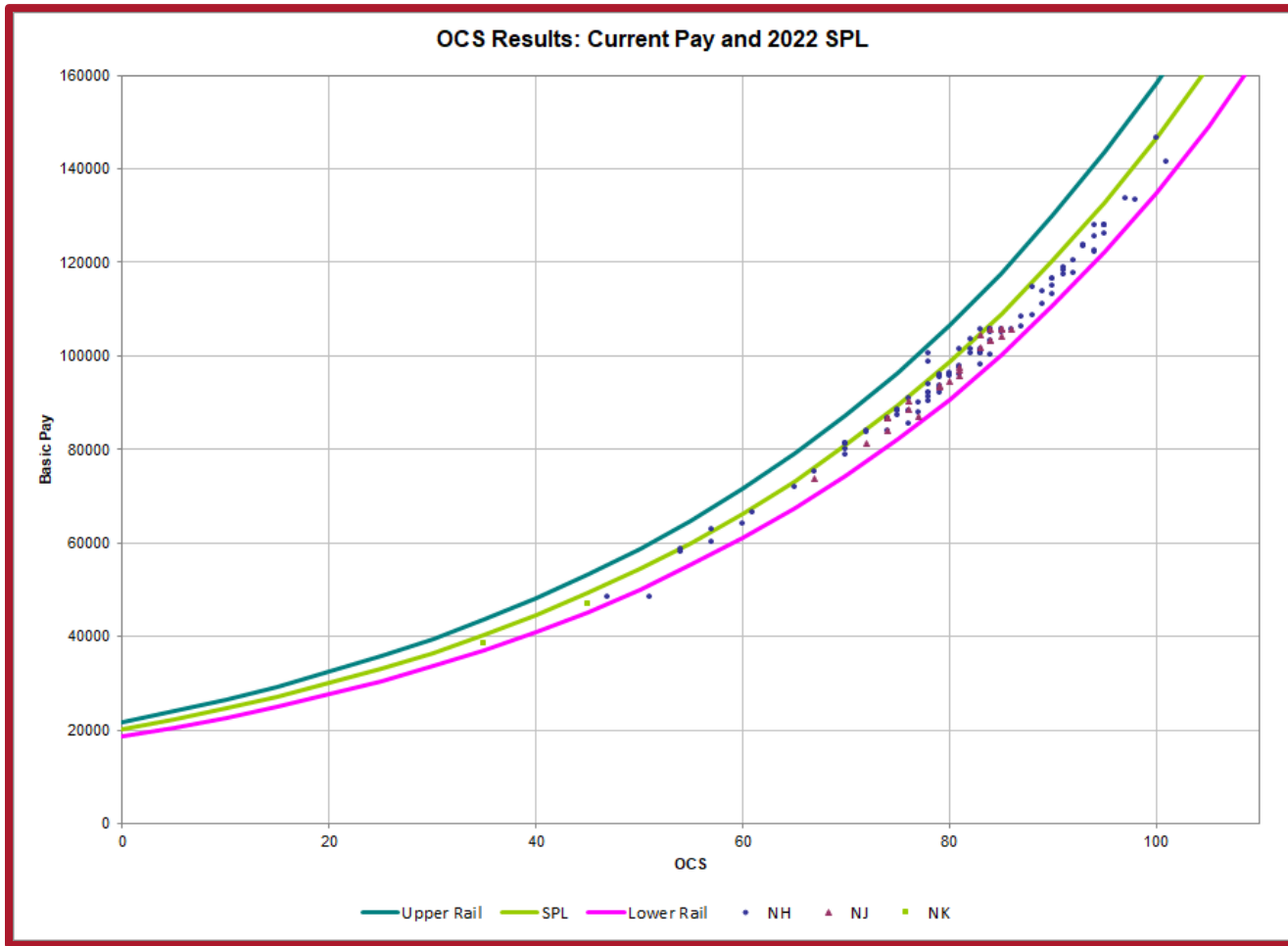
Rails Report

Final

Rail Zone	NH Number	NH Percent	NJ Number	NJ Percent	NK Number	NK Percent	Total Number	Total Percent
A (Above the UR)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
C1 (UR to SPL)	8	7.9%	0	0.0%	0	0.0%	8	6.1%
C2 (SPL to LR)	92	91.1%	29	100.0%	2	100.0%	123	93.2%
B (Below the LR)	1	1.0%	0	0.0%	0	0.0%	1	0.8%
Total	**101**	100.0%	**29**	100.0%	**2**	100.0%	**132**	100.0%

Performance Rating of Record

Rating of Record	NH Number	NH Percent	NJ Number	NJ Percent	NK Number	NK Percent	Total Number	Total Percent
1 (Unacceptable)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
3 (Fully Successful)	53	54.6%	21	72.4%	2	100.0%	76	59.4%
5 (Outstanding)	44	45.4%	8	27.6%	0	0.0%	52	40.6%
Total	**97**	100.0%	**29**	100.0%	**2**	100.0%	**128**	100.0%
Modal	3		3		3		3	

Aggregate Pay Pool Results

- Aggregate scatterplot, if available, may assist in discussing employee contribution results

OCS Results: Current Pay and 2022 SPL

Part I: CCAS Salary Appraisal Form Review

End-of-Cycle Discussion — Salary Appraisal Form

Identifying info

Signatures

Appraisal Details

Part I: CCAS Salary Appraisal Form

Name:	Joe Contributor	Series:	0801	**Appraisal Period:**	
CAS2Net ID:	31	Broadband Level:	III	From:	1-Oct-22
Organization:	AMC/LHBB	Retained Pay:	No	To:	30-Sep-23
Career Path:	NH	Presumptive:	None		

Approved By: Bob Arnold, Pay Pool Manager   **Effective Date of Appraisal:** January 1, 2024

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

_____   _____
Supervisor Print/Sign   **Date**

_____   _____
Supervisor Print / Sign   **Date**

2023 Performance Details	PAQL
Job Achievement and/or Innovation	5
Communication and/or Teamwork	3
Mission Support	3
Average Raw Score	3.7
Performance Rating of Record	3

2023 Contribution Details	Cat Score	Num Score
Job Achievement and/or Innovation	3H	79
Communication and/or Teamwork	3M	76
Mission Support	3M	77
Overall Contribution Score		**77**
Expected Contribution Score		75
Expected Contribution Range		72-79

(Factors)

End-of-Cycle Discussion — Salary Appraisal Form

Compensation Detail

Remarks

Compensation Detail

	$93,021	Current Rate of Basic Pay as of 30 Sep 2023	
+	$ 1,302	General Pay Increase	1.4%
+	$ 2,907	CRI (Salary Increase)	3.13%
=	**$97,230**	**New Rate of Basic Pay**	
+	$ 16,043	Locality Pay	16.50%
=	**$113,273**	**New Total Salary**	
	$ 3,337	Contribution Award	
+	$ -	Carryover from CRI)	
=	**$3,337**	**Total Award**	

2024 Expected Contribution Level

Expected Overall Contribution Score	76
Expected Contribution Range	73-80

Employee Compensation Region Chart

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

Remarks

*Basic pay on 30 September and does not include any promotion increase, temporary promotion increase, or ACDP basic that was approved

Privacy Act Statement (552a of 5 U.S.C.)
1. AUTHORITY: Section II.D, Federal Register Notice dated November 9, 2017.
2. PURPOSE: This form summaries the annual evaluation of an employee's contribution and performance through the CCAS assessment.
3. ROUTINE USE: This form is a computer generated form that is produced for each employee and contains the overall contribution score, performance rating of record and space for the signature of the supervisor, and the employee. The original of this form will be maintained in CAS2Net for no more than 4 years IAW 5 CFR Section 293.402 and in accordance with agency procedures.
4. DISCLOSURE: The information contained within this form is personal in nature and is restricted to those with appropriate permissions. Information collected on this form may be used for statistical and impact

Salary Appraisal Form Review

- Discuss the PAQL scores and the criteria upon which they are based

2023 Performance Details		PAQL
Factors	Job Achievement and/or Innovation	5
	Communication and/or Teamwork	3
	Mission Support	3
	Average Raw Score	3.7
	Performance Rating of Record	3

Talking Points:

- PAQL (pronounced *pay-quil*) scores are used to rate performance for the Rating of Record

- It does not impact basic pay or locality pay

- It is used for retention purposes in the event of a Reduction-in-Force (RIF)

Quality of Performance

- CCAS includes assessment of the quality of **performance** an employee demonstrates in achieving his/her expected contribution results during an appraisal cycle

- Quality of Performance rating is assigned to each factor in addition to contribution factor scores

- Average of three Performance Appraisal Quality Level (PAQL) factor ratings translates to the annual performance rating of record

Assign a PAQL rating for EACH factor
➥ *Translates to the annual Performance Rating of Record*
➥ *PAQL is NOT used for other contribution-based compensation decisions*
➥ *Additional Component/Agency criteria may apply*

Expected Contribution Criteria – The Factors

Job Achievement and/or Innovation

- Qualifications
- Critical Thinking
- Calculated Risks
- Problem Solving
- Leadership
- Supervision
- Personal Accountability

Communication and/or Teamwork

- Communication (verbal and written)
- Interactions with customers, coworkers, and groups
- Assignments crossing functional boundaries

Mission Support

- Understanding and execution of organizational goals and priorities
- Working with customers to develop a mutual understanding of their requirements
- Monitoring and influencing cost parameters or work, tasks, and projects
- Establishing priorities that reflect mission and organizational goals

Determine a PAQL score for EACH factor
➡ *Must score contributions to mission and quality of performance separately*
➡ *Average 3 factor scores to get the rating of record*

Performance Appraisal Quality Level 5

PAQL Level	Examples	Final Rating of Record Computation
Level 5 — Outstanding	Employee's performance made distinguishable outcomes, set precedent(s), industry-wide recognition, etc.	Average of 3 factor ratings > 4.3 = **5**
AcqDemo Operating Guide Definition		
An employee's quality of performance exhibited in achieving his/her contribution results substantially and consistently surpasses the factor-specific expected contribution criteria and the employee's contribution plan goals and objectives.		

Talking Points:

- A Level 5 score is incredibly hard to achieve

- Your performance must "substantially and consistently" surpass expected contribution criteria

- You (DID or DID NOT) meet this criteria, and here is why…

Performance Appraisal Quality Level 3

PAQL Level	Examples	Final Rating of Record Computation
Level 3 — Fully Successful	Employee's performance gets the job done and sometimes exceeds expectations.	Average of 3 factor ratings < 4.3 = **3**
AcqDemo Operating Guide Definition		
An employee's performance consistently achieves, and sometimes exceeds, the factor-specific expected contribution criteria and his/her contribution plan goals and objectives.		

Talking Points:

- A 3 is a very good rating and what most employees should expect to receive

- It means that you consistently met all expected criteria and sometimes exceeded it

- For example, you did well on (give specific examples) and this is where you exceeded our goals (give specific examples)

Performance Appraisal Quality Level 1

PAQL Level	Examples	Final Rating of Record Computation
Level 1 — Unacceptable	Employee's performance shows unsatisfactory quality, quantity or timeliness of work, incomplete, etc.	Any single factor score of 1 = Overall Rating of 1
AcqDemo Operating Guide Definition		
An employee's performance fails to meet the expected contribution criteria and the required results for the goals and objectives set forth in his/her contribution plan for the appraisal cycle.		

Talking Points:

- As you know from our discussions during the past appraisal cycle, you were experiencing some severe performance issues.
    - Explain what actions were already taken
- Some business rules may state that those with a score of 1 will be denied the General Pay Increase (GPI). You will keep your current basic pay and locality pay.
- Because of the Level 1 score, you are now being placed on a Contribution Improvement Plan (CIP). This will give you the opportunity to make notable and continuous improvements. The consequence for unsuccessful improvements may lead to reduction in pay, movement to a lower broadband, or removal from federal service.

Salary Appraisal Form Review

- Discuss Categorical and Numerical scores as compared to their expected Categorical Scores and expected OCS

2023 Contribution Details	Cat Score	Num Score
Job Achievement and/or Innovation	3H	79
Communication and/or Teamwork	3M	76
Mission Support	3M	77
Overall Contribution Score		**77**
Expected Contribution Score		75
Expected Contribution Range		72-79

(Factors labels the left side of the table)

Talking Points:

- Based on your basic pay of $_____ on 30 September, your Expected Overall OCS was _____. This means your expected Categorical Score was _____.

- The Expected Contribution Range simply means scores that relate to 8% less and 8% more than your current salary. They do not indicate scores that you were or were not expected to achieve.

Explaining Categorical Scores

- Review the factors, descriptors and discriminators for the employee's broadband level. Compare employee contributions to the expectations listed and assign a preliminary categorical score.

  - **Low:** Employee consistently meets **portions** the factor descriptors during the appraisal cycle or needs greater than expected assistance in meeting them

  - **Medium:** Employee normally meets **most** of the factor descriptors during the appraisal cycle with minimal guidance

  - **High:** Employee consistently and independently meets the full intent of **all** the factor descriptors during the appraisal cycle

  - **Very High:** Employee has made exemplary contributions the results of which are substantially beyond what was expected and warrant a score exceeding the top score for the highest broadband level in the employee's career path

> *NOTE: This is NOT the only possible criteria for rating, but can be used as a starting point to recommend categorical scores*

Explaining Factor Descriptors and Discriminators

Factor 1: Job Achievement and/or Innovation for NH-III

LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL III	
• Considered a functional/technical expert by others in the organization; is regularly sought out by others for advice and assistance. • Pursues or creates certification, qualification, and/or developmental programs and opportunities for self and others. • Guides, motivates, and oversees the activities of individuals and teams with focus on project/ program issues. Assumes ownership of processes and products, as appropriate. • Develops, integrates, and implements solutions to diverse, highly complex problems across multiple areas and disciplines. • Develops plans and techniques to fit new situations to improve overall program and policies. Establishes precedents in application of problem-solving techniques to enhance existing processes. • Defines, directs, or leads highly challenging projects/programs	• Leadership Role • Mentoring/Employee Development • Accountability • Complexity/Difficulty • Creativity • Scope/Impact

Descriptors *lead to* **Categorical Scores**

Discriminators *lead to* **Numerical Scores**

Categorical Scoring Talking Points

- Start with position value and expected contribution categorical scores as shown in the Part 1 form

- Discuss which descriptors were met — provide an example for each

- Discuss which descriptors were not met and explain why not if the employee believes some or all were met

- Wrap up with how this corresponds to what was expected based on the employee's salary

Explaining Numerical Scores

- Review the factor discriminators to establish a rank order

Job Achievement and/or Innovation

- Leadership role
- Mentoring/Employee Development
- Accountability
- Complexity/Difficulty
- Creativity
- Scope/Impact

Communication and/or Teamwork

- Oral
- Written
- Contribution to Team
- Effectiveness

Mission Support

- Independence
- Customer Needs
- Planning/Budgeting
- Execution/Efficiency

➤ Same for all broadbands and career paths
➤ Help establish relative value of contributions
  ➥ *Places degree of impact into context*

Explaining Numerical Scores

- Review the factor discriminators and knowledge of employee's contributions to rank order the results to determine the Numerical Score

- Numerical Score must be within the range associated with the respective Categorical Score

Factor 1: Discriminators
• Leadership Role
• Mentoring/Employee Development
• Accountability
• Complexity/Difficulty
• Creativity
• Scope/Impact

3 High (3H)	79-83
John, Susan	83
Dan	82
Bruce, Rick	81
James	80
Rose, Joe	79

Apply logic to your thought process and judgment when recommending numerical scores.

50

Numerical Scoring Talking Points

- Discuss how Factor scores compared to expected scores

- Explain how discriminators were used to determine appropriate numerical scores (especially if they resulted in the employee receiving a higher or lower than expected score)

- In what areas can the employee still do better?

General CCAS Results Talking Points

- Supervisors provide **recommended** categorical and numerical scores *only*

- Supervisory recommendations are vetted though the sub-panel and pay pool panel process
  - Sub-panel results (recommendations) are forwarded to the pay pool panel for final vetting and payout decisions in consideration of…
    - Relative value of individual level of contribution, impact of results and position value
    - Available pay pool funding levels
  - Sub-panels (or pay pool panels) evaluate recommended scores relative to all employee contribution levels (rank order)

General CCAS Results Talking Points

- The time to voice disagreement with pay pool decisions is prior to final approval
  - NEVER disclose supervisory disagreement with pay pool decisions
  - If results differ from recommendations and the pay pool panel did not provide the rationale for the change with the supervisor, the sub-panel manager or Pay Pool Administrator may be able to provide the rationale supporting the panel's decision

Salary Appraisal Form Review

- Explain the significance of the scatterplot
  - Relationship to the target pay line
  - Significance of rail placement
  - Relationship between contribution and compensation

Employee Compensation Region Chart

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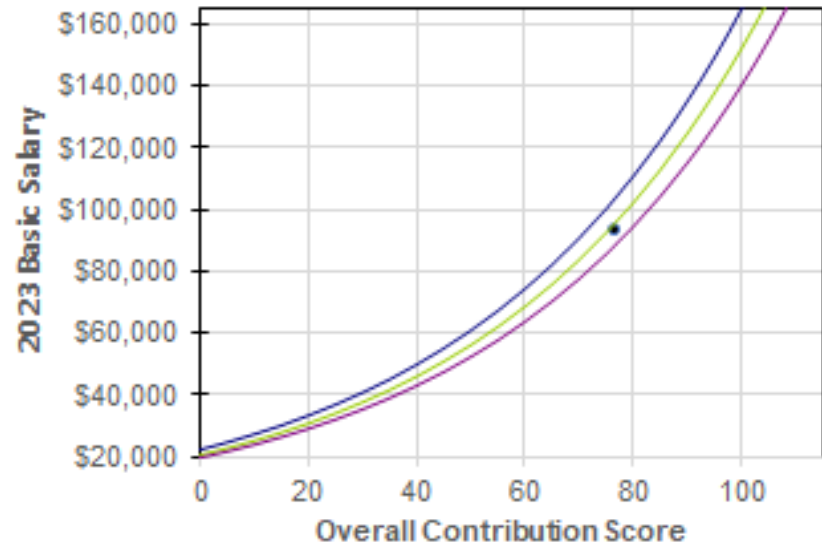
The Scatterplot and Compensation Regions

- All salaries and OCSs can be plotted on a graph
  - Visual representation of employee OCS and corresponding pay in relation to target pay rails
  - The "X" axis represents the OCS from 0 to 100
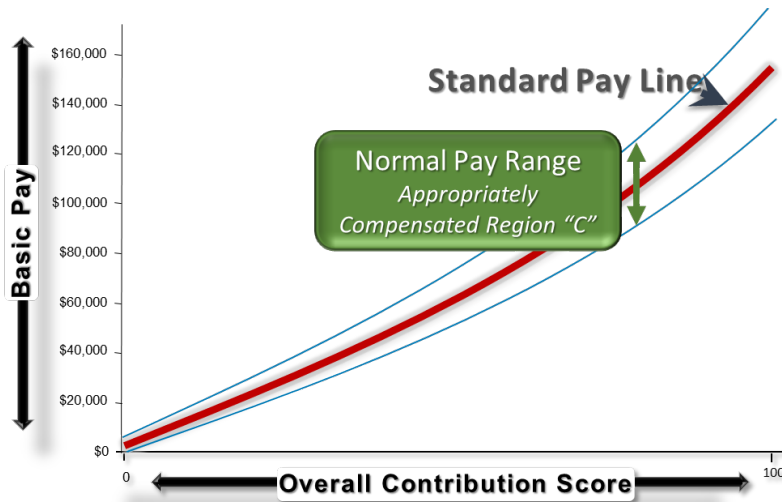 - The "Y" axis represents all salaries from GS-1, step 1 through GS-15, step 10
  - Individual employee "dot" on the scatterplot is the intersection of OCS and pay
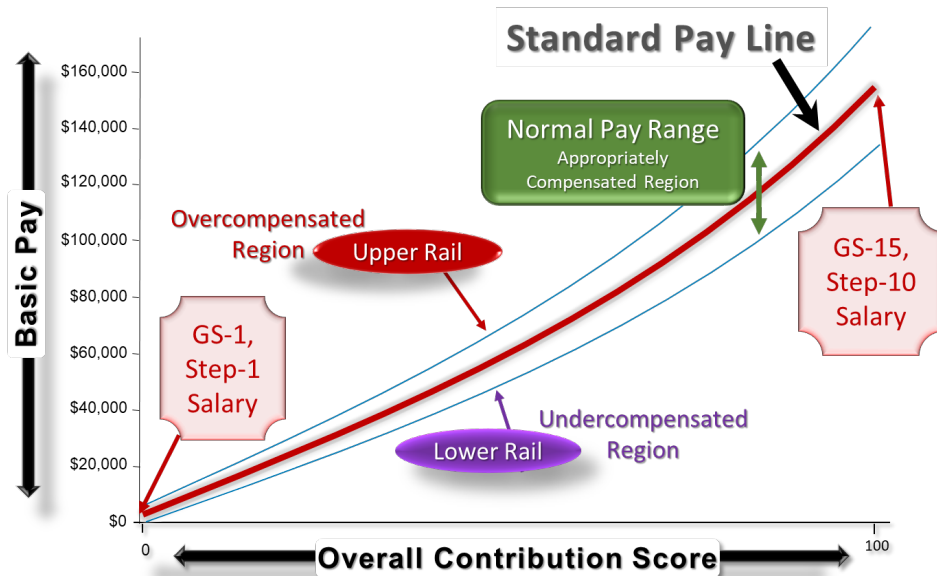
The Scatterplot and Compensation Regions

- Region "C" is that region between the Upper Rail and Lower Rail

- Individual salary and OCS coordinates plotting in this region are considered to be appropriately compensated

Talking Points:

- The goal of AcqDemo is to pay appropriately and the system is designed to move each employee in the "C" region as close to the Standard Pay Line as possible

- You are currently positioned (where), which means (what)

- Your score may be close to the same as the last cycle if your contributions have had a similar impact during this year's cycle. Your salary aligns with your level of contribution, your position's value, and your expected level of contribution. Good job!

The Scatterplot and Compensation Regions
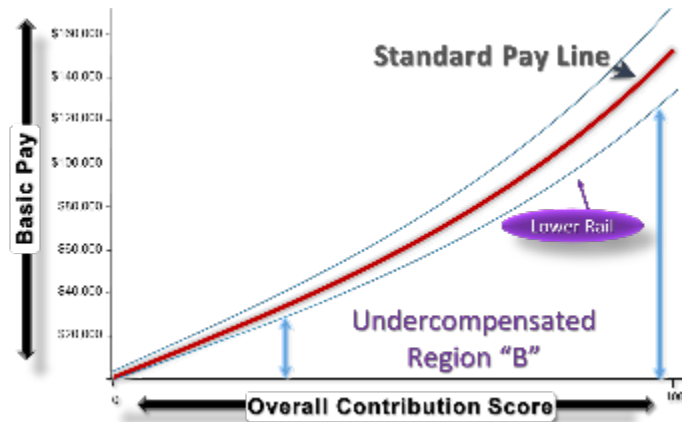
- Region "B" is the area below the lower rail and contains all OCS and salary coordinates plotting below that rail

Talking Points:

- You have had an exceptional year contributing to the success of our organization

- You are considered to be *undercompensated* since the level of contribution exceeds the rate of pay

- Accordingly, the pay pool has awarded you a high score, salary increase and bonus

- Expect that next year, while your score may be close to the same if your contributions have similar impact, your payout may be less due to this cycle's salary increase. This means you are being more appropriately paid all year long.

The Scatterplot and Compensation Regions
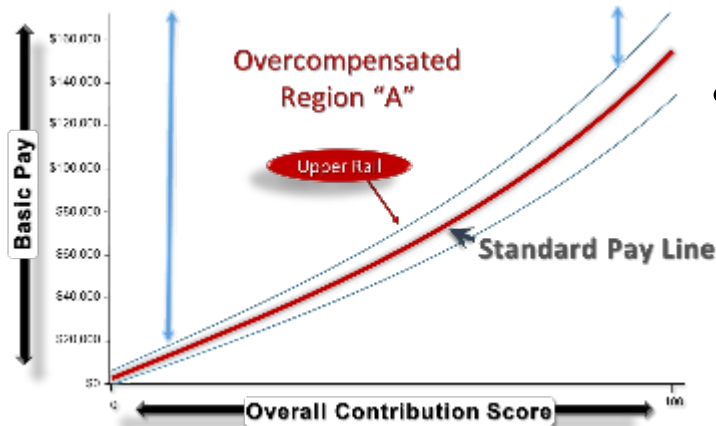
- Region "A" is the plot area above the upper rail and contains all OCS and salary coordinates plotting above that rail

Talking Points:

- You are considered to be *overcompensated* since your current pay exceeds your level of contribution
  - As you know from our discussions during the past appraisal cycle, you were experiencing some contribution issues
  - Explain what actions were already taken
    - GPI – may be denied, reduced or given in full IAW business rules
    - No CRI and no CA
  - Because of your scores, consideration will be given to the appropriateness of placing you on a CIP

- Review payout results and how they were determined (computed)

Compensation Detail

	$93,021	Current Rate of Basic Pay as of 30 Sep 2023	
+	$ 1,302	General Pay Increase	1.4%
+	$ 2,907	CRI (Salary Increase)	3.13%
=	**$97,230**	**New Rate of Basic Pay**	
+	$ 16,043	Locality Pay	16.50%
=	**$113,273**	**New Total Salary**	
	$ 3,337	Contribution Award	
+	$ -	Carryover from CRI)	
=	$3,337	Total Award	

Salary Appraisal Form Review

- Current rate of basic pay is basic pay before CCAS adjustments

- General pay increase is annually approved GS pay scale adjustment

- CRI (contribution rating increase) is basic pay increase earned from rated individual contribution throughout the CCAS Cycle

Compensation Detail

		Amount	Description	
		$93,021	Current Rate of Basic Pay as of 30 Sep 2023	
+	$	1,302	General Pay Increase	1.4%
+	$	2,907	CRI (Salary Increase)	3.13%
=		**$97,230**	**New Rate of Basic Pay**	
+	$	16,043	Locality Pay	16.50%
=		**$113,273**	**New Total Salary**	
	$	3,337	Contribution Award	
+	$	-	Carryover from CRI)	
=		$3,337	Total Award	

- New rate of basic pay = current pay + GPI + CRI

- Added locality pay = New Total Salary

- Contribution Award (CA) is a lump sum payout and includes any carryover CRI

- CRIs are the result of a multi-step calculation that begins with the sum of all basic pay amounts of all employees in the pay pool at cycle's close

  - Product of all employee basic pay multiplied by organization's funding percentage (normally around 2%)

  - Resulting pot of money is divided by the product of all *target* salaries after OCSs are approved

  - Result is a percentage that is then applied to each employee's positive pay gap, the product of which becomes the CRI earned

  - Same process applies to CA computations except total *adjusted* pay (basic pay + locality) is used in the first step

- Remember, the purpose of AcqDemo's pay system is to ensure all employees are paid fairly based on their contributions
  - Goal is to maintain every employee's pay within the Normal Pay Range and as close to the Standard Pay Line (or other target pay line set by the organization) as possible
- Sometimes the full CRI cannot be awarded because of position salary range limitations
  - In this case, the remaining dollars after the maximum CRI is reached will rollover into the employee's CA

Salary Appraisal Form Review

- Next cycle's Expected Overall Contribution Score (EOCS) is the EOCS matching the new basic pay

2024 Expected Contribution Level	
Expected Overall Contribution Score	76
Expected Contribution Range	73-80

- If next cycle's EOCS is higher than the current year's EOCS, the contribution plan should be reviewed for possible revision since a higher EOCS may indicate a higher level of contribution expectation
  - Exception would be if current cycle's OCS is based on a uniquely significant contribution beyond established expectations
  - Set a future meeting to review and modify contribution plan if appropriate for current cycle CCAS expectations

Concluding the Salary Appraisal Form Review

- Answer any other questions the employee may have and if the answer is unknown,
  - Do the research and get back with the employee or
  - Recommend the best source for an answer
    - E.g., Labor Relations, Classification, etc.
- Have the employee digitally sign the Salary Appraisal Form in CAS2Net

Increased Contribution Opportunities

Increased Contribution Opportunities

Regardless of results, lead a discussion on how the employee can continue to increase their opportunities to contribute during the next cycle.

Are there greater opportunities for greater contribution in current role?

Yes

No

What inhibits greater contribution?

Are opportunities for greater contribution available within org?
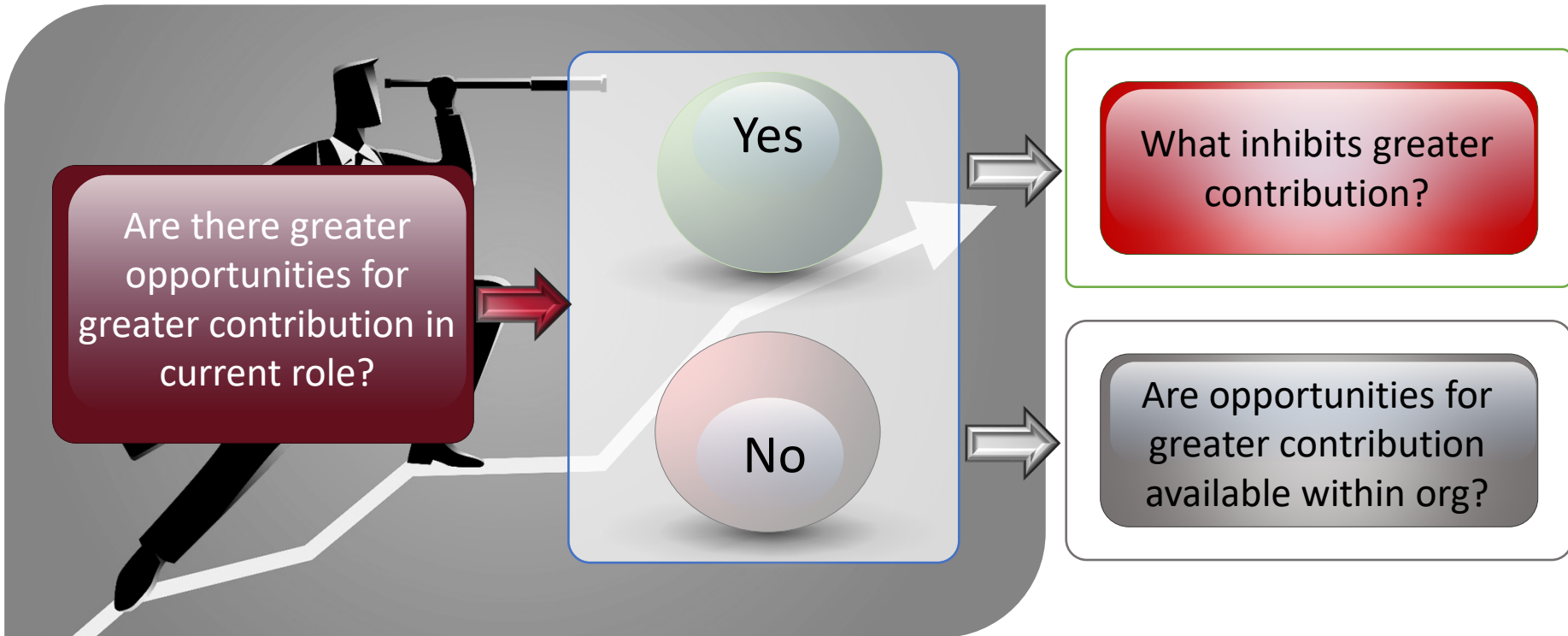
Increased Contribution Opportunities Flowchart*
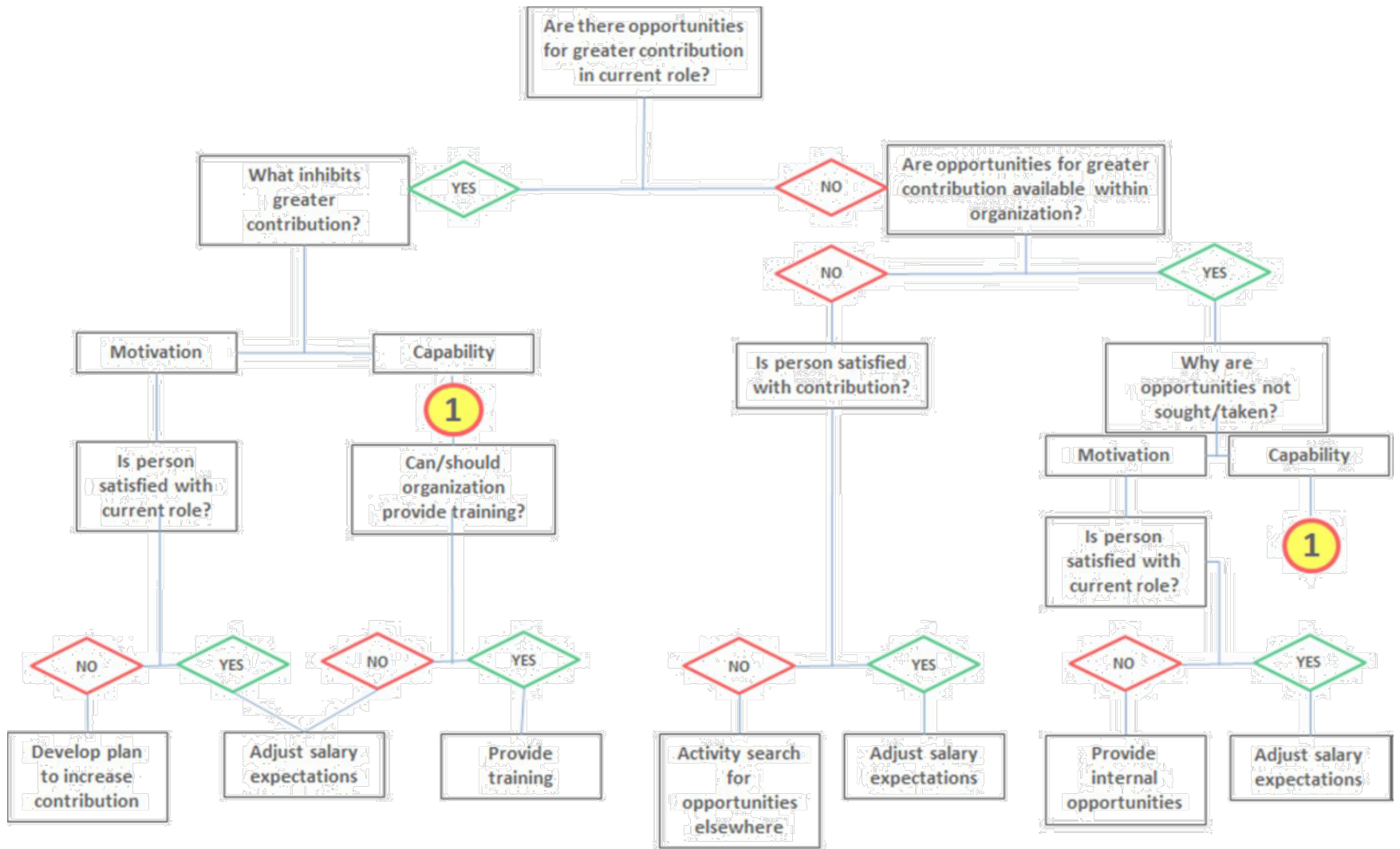
* AcqDemo Operating Guide, Chapter 6, paragraph 6.22, Step 6, Figure 5

Increased Contribution Opportunities

- **Yes,** there are opportunities for greater contributions *in the employee's current role/position*
  - Explore what circumstances may be inhibiting the employee from achieving them
    - Employee lacks motivation but *is* satisfied with current role/position
      - A discussion about position value, current compensation and expectations may be warranted
    - Employee lacks motivation and is *not* satisfied with current role
      - Work together to develop a plan to increase contribution
        - Adjust Contribution Plan to challenge the employee

Increased Contribution Opportunities

- **Yes,** there are opportunities for greater contributions *in the employee's current role/position*
  - Employee lacks sufficient knowledge, skill or ability to increase contribution
    - Provide training to enhance capabilities
      - Training is not available or is not appropriate
        - A discussion about compensation and expectations may be warranted
        - Are there mentoring or "shadowing" possibilities?

Increased Contribution Opportunities

- **No** opportunities exist for greater contribution *in the employee's current role/position*
  - *Other* positions with higher contribution expectations are available in the organization
    - Discuss possibilities for career enhancement/advancement both within and outside the organization
    - Encourage employee to seek out other increased contribution opportunities
      - Positions with greater contribution expectations within the same broadband or in a higher broadband

Increased Contribution Opportunities

- **No** opportunities exist for greater contribution *in the employee's current role/position*
  - *Other* positions with higher contribution expectations are available in the organization
    - Employee likes current role/position and is not motivated to move to another position
    - Ensure employee understands contribution and compensation expectations for current role/position

Increased Contribution Opportunities

- **No** opportunities exist for greater contribution *in the employee's current role/position*
  - Other positions with higher contribution expectations are available in the organization
    - Employee is interested in moving to a position with higher contribution expectations but lacks sufficient knowledge, skill or ability to qualify
      - Provide training to enhance capabilities
      - Training not available or not appropriate
        - Are there mentoring or "shadowing" possibilities?
        - Ensure employee understands contribution and compensation expectations for current role/position

Questions? – Concerns? – Thoughts?

Course Closing

Summary of Key Topics

- Plan and prepare for each conversation

- Ensure employees have solid and appropriate contribution plans in place

  - Update when needed

- Understand the relationship of the factor level descriptors and discriminators to contribution planning, position value and expected level of contribution

- Be open to feedback

- Know your organization's business rules and how they affect compensation decisions

- Use the Salary Appraisal Form to guide the Annual Appraisal Conversation

AcqDemo Program Support

AcqDemo Program Office

- Operating Guide
- AcqDemo Website
  - Reference Material
  - Conversion Tool Calculator
- Training
  - Workforce Overview
  - CCAS for Supervisors
  - HR Training
  - Business Rules Development
- Electronic Contact Information
  - acqdemo.hci.mil
  - AcqDemo.Contact@dau.mil
  - *[Insert local contact information here]*

eLearning

- ➤ *AcqDemo 101*
- ➤ *Contribution Planning*
- ➤ *Giving and Receiving Feedback*
- ➤ *CCAS Appraisal Feedback for Supervisors*
- ➤ *Writing an Annual Appraisal Self-Assessment*
- ➤ *CCAS for Employees*
- ➤ *CCAS for Supervisors*
- ➤ *HR Flexibilities*
- ➤ *Understanding the Pay Pool Process*
- ➤ *Spreadsheets Training*
- ➤ *CAS2Net 2.0 for Employees and Supervisors*
- ➤ *CAS2Net 2.0 for Administrators*

Giving CCAS Contribution and Performance Feedback

**DoD Civilian Acquisition Workforce
Personnel Demonstration Project (AcqDemo)**

*Thank you
for attending!*

*Please complete the Class Evaluation Form
and return it to your Training Coordinator*