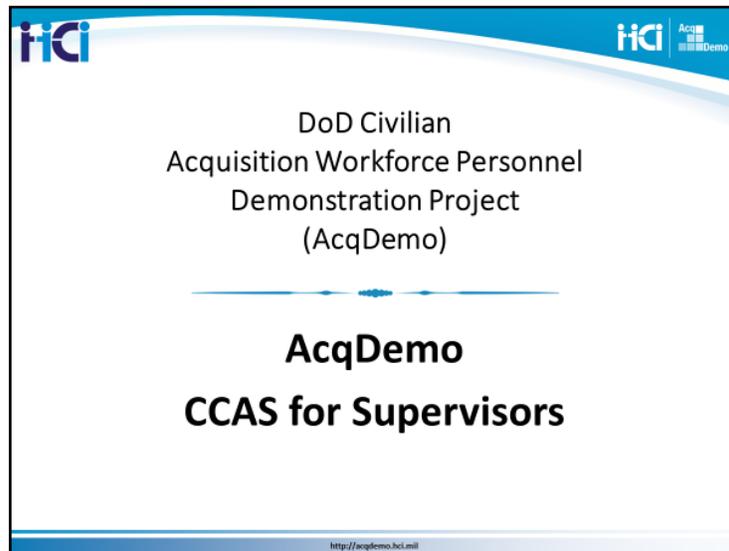


1.0 INTRODUCTION AND OVERVIEW

1.1 Slide 2, Course Introduction



Welcome to the **AcqDemo CCAS for Supervisors** course.

This course is a continuation of the AcqDemo eLearning series. You should complete **AcqDemo 101** prior to beginning this course as several related topics presented here were first explained in **AcqDemo 101**. The goal of this course is to enhance your understanding of the Contribution-based Compensation and Appraisal System (CCAS) process.

1.2 Slide 3, Course Overview

Course Objectives

At the completion of this course, participants will be able to:

- ▶ Summarize the major elements of the CCAS process
- ▶ Understand elements of effective Contribution Plans
- ▶ Understand the roles and responsibilities of the required CCAS conversations
- ▶ Understand the elements of an effective Annual Appraisal
- ▶ Apply scoring techniques to assess employee contributions and Quality of Performance
- ▶ Describe how final scores and associated rewards are determined
- ▶ Communicate CCAS results to employees

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The specific objectives of this course are to:

- Summarize the major elements of the CCAS process
- Understand elements of effective Contribution Plans
- Understand the roles and responsibilities of the required CCAS conversations
- Understand the elements of an effective Annual Appraisal
- Apply scoring techniques to assess employee contributions and Quality of Performance
- Describe how final scores and associated rewards are determined
- Communicate CCAS results to employees

1.3 Slide 4, CCAS Design Overview

Design Overview

- Another approach to performance management...
...with two key differences:
 1. **Designed to focus employees on creating impact**
 - Acquisition is a knowledge-based business—we depend on people to use their knowledge to advance mission performance
 - Discussing employee expectations will focus on contribution planning vs. performance objectives
 - Shapes professional acquisition workforce by using three standard factors to score employee contributions

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CCAS is short for Contribution-based Compensation and Appraisal System. It is another approach to performance management with two key differences:

First, it is designed to focus employees on creating impact:

- Acquisition is a knowledge-based business—we depend on people to use their knowledge to advance mission performance;
- Discussing employee expectations will focus on contribution planning vs. performance objectives; and
- It shapes the professional acquisition workforce by using three standard factors to score employee contributions.

1.4 Slide 5, Design Overview (Continued)

CCAS Design Overview
(Continued)

- Another approach to performance management
...two key differences:
 2. **Designed to align compensation with level of contribution**
 - Basic pay level translates to expected contribution level
 - Assessed contribution level compared to the expected contribution level to determine compensation eligibility
 - AcqDemo software applications facilitate equitable distribution of pay pool funds

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Second, it is designed to align compensation with individual levels of contribution

- Basic pay level translates to an expected contribution level;
- The assessed contribution level is compared to the expected contribution level to determine compensation eligibility; and
- AcqDemo software applications facilitate equitable distribution of pay pool funds.

2.0 CCAS MECHANICS

2.1 Slide 6, The CCAS Cycle



The CCAS appraisal cycle includes the 12-month fiscal year plus three months following the appraisal period for the pay pool panel process. The CCAS process includes 6 major events: (1) Contribution Planning; (2) Mid-point Review; (3) Annual Appraisal Self-Assessment; (4) Annual Appraisal; (5) Pay Pool Process; (6) Annual Appraisal Discussion.

The Contribution-based Compensation and Appraisal System (CCAS) process involves formal meetings and informal feedback throughout the cycle and uses contribution planning and assessment documents that are recorded in CAS2Net, the CCAS software tool, to determine appraisal results.

While the rating cycle begins 1 October, to be eligible for a CCAS rating, you must be under AcqDemo for at least 90 consecutive calendar days during the period beginning 1 July and ending 30 September.

Beginning of the Appraisal Period

The CCAS appraisal cycle begins 1 October. This is the time when you and your supervisor discuss the new cycle contribution planning expectations for the following 12-month appraisal period, ending 30 September.

Mid-Point

The timing of the Mid-Point Assessment is locally determined, but usually falls in the March to April timeframe. Supervisors and employees work together to document progress, identify any known issues, and make any necessary course corrections.

End of the Appraisal Period

At the end of the rating period, you will complete your Annual Appraisal Self-Assessment in accordance with local policy.

The rating and pay pool panel process begins in October. During that time your supervisor assesses your level of contribution to the organization's mission throughout the year. He or she reviews your self-assessment and assigns categorical scores to each of the 3 factors.

The sub-pay pools meet to review the categorical scores proposed by your supervisor and assign a numerical score to each of the 3 factors. The Pay Pool Panels usually meet in November or early December to finalize scores and determine compensation adjustments and awards.

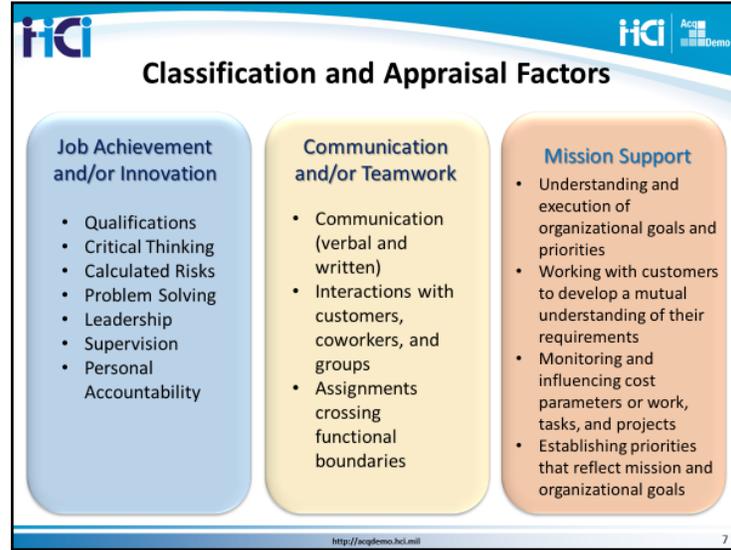
Results

At the end of the pay pool process, your supervisor communicates to you the results approved at the pay pool meetings. This Annual Appraisal discussion typically occurs in January. At the conclusion of the meeting, you and your supervisor sign the CCAS Salary Appraisal Form indicating this meeting has occurred. Any pay adjustments are effective the first full pay period in January.

To be eligible for the payout based on your CCAS rating, you must be in an AcqDemo organization on the effective date of the payout, which is the beginning of the first full pay period in January.

An employee who leaves after the end of the appraisal period, but before the effective date of the payout may receive compensation in the form of a Special Act or other such award at the discretion of the pay pool manager.

2.2 Slide 7, Classification and Appraisal Factors



In AcqDemo, there are three Factors. These Factors cover the tasks performed within a typical acquisition business environment. Each of the three Factors apply to all employees and are standard across all AcqDemo organizations. The three factors are:

Job Achievement and/or Innovation –includes qualifications, critical thinking, calculated risks, problem solving, leadership, supervision, and personal accountability;

Communication and/or Teamwork – focus is on communication, both verbal and written; interactions with customers, coworkers, and groups; and assignments crossing functional boundaries;

Mission Support – the 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; and establishing priorities that reflect mission and organizational goals.

2.3 Slide 8, Sample Descriptors and Discriminators

LEVEL DESCRIPTORS		DISCRIMINATORS
LEVEL III <ul style="list-style-type: none"> Anticipates problems, develops sound solutions and action plans to ensure program/mission accomplishment. Establishes customer alliances, anticipates and fulfills customer needs, and translates customer needs to programs/projects. Identifies and optimizes resources to accomplish multiple projects'/programs' goals. Effectively accomplishes multiple projects'/programs' goals within established guidelines. 		Independence Customer Needs Planning/Budgeting Execution/Efficiency
LEVEL IV <ul style="list-style-type: none"> Defines, integrates, and implements strategic direction for vital programs with long-term impact on large numbers of people. Initiates actions to resolve major organizational issues. Promulgates innovative solutions and methodologies. Assess and promulgate, fiscal, and other factors affecting customer and program/project needs. Works with customer at management levels to resolve problems affecting programs/projects (e.g., problems that involve determining priorities and resolving conflicts among customers' requirements). Formulates organizational strategies, tactics, and budget/action plan to acquire and allocate resources. Optimizes, controls, and manages all resources across projects/programs. Develops and integrates innovative approaches to attain goals and minimize expenditures. 		Independence Customer Needs Planning/Budgeting Execution/Efficiency

Every Factor contains Descriptors for each respective broadband level within each career path. The Descriptors state what is important to the mission of the organization and describe employees' contributions at different broadband levels. Descriptors are developed at the top of the broadband level to foster employee growth within each broadband level.

The discriminators refine the descriptors to help define the type and complexity of work; degree of responsibility; and scope of contributions that need to be ultimately accomplished to reach the highest basic pay potential within a broadband level for an employee's position and contributions. They are the same for all levels of contribution.

For compensation and appraisal purposes, these three Factors are used to set expectations during the contribution planning process and later used to assess the level of contribution at the end of the cycle.

2.4 Slide 9, Broadband Level Score Ranges

Levels	Categorical	NH Point Range	NJ Point Range	NK Point Range
Very High*	High	115	95	70
	Med	110	91	67
	Low	105	87	64
IV	High	96-100	79-83	--
	Med	84-95	67-78	--
	Low	79-83	61-66	--
III	High	79-83	62-66	57-61
	Med	67-78	52-61	47-56
	Low	61-66	43-51	38-46
II	High	62-66	47-51	42-46
	Med High	51-61	41-46	--
	Med	41-50	36-40	30-41
	Med Low	30-40	30-35	--
I	Low	22-29	22-29	22-29
	High	24-29	24-29	24-29
	Med	06-23	06-23	06-23
	Low	00-05	00-05	00-05

**Very High scores may only be used for employees paid at the maximum of the highest broadband in their career path.*

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The AcqDemo workforce includes three career paths: Business Management and Technical Management Professional (NH), Technical Management Support (NJ), and Administrative Support (NK). Each career path contains three or four broadband levels and associated point ranges for scoring factors during the appraisal process.

This chart shows the different score ranges for each AcqDemo career path and broadband level.

At the beginning of the appraisal cycle each employee receives an Expected Overall Contribution Score (EOCS) which is calculated using their current basic pay. This becomes the expected target at which employees should aim to contribute.

At the end of the performance cycle, Supervisors and Pay Pool Panels will rate the employee's level of contribution to the mission for each of the three factors. The rounded average of the three factor scores will create an Overall Contribution Score (OCS). The OCS is then compared with the Expected OCS to determine if and how much of a change in compensation is appropriate.

The goal of CCAS is to make basic pay consistent with employees' contributions to the mission of the organization.

2.5 Slide 10, Expected Contribution Range Calculator

2018 Expected Contribution Range Calculator

Basic Pay Only

Enter Base Pay/Retained Pay	Career Path	Broadband	Max Pay	Retained Pay?	Expected Contribution Range		
					Upper Rail	Standard Pay Line	Lower Rail
\$82,750	NH	3	\$98,317	No	Expected Contribution Range = 71	75	78

Pay Used in Calculation: \$82,750

Click on Boxes for Dropdown List to Select

Calculate an Expected Contribution Range (ECR) at the beginning of the appraisal period using a calculator found at the AcqDemo website.

acqdemo.hci.mil/tools

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Not all positions can be valued at the highest level of the broadband as not all positions are paid at the top end of a broadband. Your Expected Overall Contribution Score is the score that equates to your current basic pay. The Expected Contribution Range identifies the minimum and maximum score range appropriate for your pay and corresponds to the expected levels of contributions you are to make during the appraisal period. Receiving an Overall Contribution Score anywhere in this range means you are being appropriately compensated for the level of contributions you achieved during the appraisal period.

Employees may determine their Expected Overall Contribution Score and Expected Contribution Range at any time by using the online Expected Contribution Range Calculator. The calculator provides the employee's expected score in the Standard Pay Line column, as well as the upper and lower ranges for appropriate contribution aligned with that basic pay.

The Expected Contribution Range Calculator can be found on-line at: acqdemo.hci.mil/tools.

3.0 CONTRIBUTION PLANNING AND FEEDBACK

3.1 Slide 11, New Cycle Discussion

New Cycle Discussion

- Understand organizational mission and annual goals and convey to employees
- Align Contribution Plan with...
 - ↳ Organizational goals
 - ↳ Compensation Strategies
 - ↳ Position Management plans
- Adjust Contribution Plan as needed throughout the cycle
 - Understand the correlation of expectations to factor descriptors, current basic pay, and expected contribution range
 - Apply component specific guidance for documentation

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The New Cycle Discussion is the first of three annual formal conversations that must be held between supervisors and employees and is focused on contribution planning for the new appraisal cycle. It should be held within 30 days of the start of each appraisal cycle.

It is imperative supervisors understand the mission, and more importantly the annual organizational goals, and convey that information to employees. This information is the driver for contribution planning purposes.

Supervisors should consider their organization's compensation and position management plans, so that contribution plans align with yearly organizational goals and compensation strategies. All positions in a band are not equal. Some have the potential for salary to grow to the top of the band and some do not. Supervisors should ensure that their expectations for the contribution plans reflect this information.

It is expected that not all work assignments will be known at the beginning of the appraisal cycle. Therefore, the contribution planning that takes place in October will likely need to be adjusted throughout the appraisal cycle as new contribution expectations materialize.

Ensure that all 3 factors are addressed in the Contribution Plan at a level appropriate to the employee's classification and pay, as all 3 factors must be scored at the conclusion of the appraisal period.

Check local policy for the format to be used to document the contribution planning results.

3.2a Slide 12, Contribution Planning Video



Let's take a look at a contribution planning session between supervisor and employee to better understand how this process works.

CONTRIBUTION PLANNING VIDEO SCRIPT

(In an office setting)

MARGARET: John, I'm glad you had a chance to look over all the information I sent to you before our meeting today. That will save us a lot of time. I'm sure you have quite a few questions after reading everything. Before we get started, let me give you an overview of our organizational goals for the upcoming year.

We have three main initiatives that all employees should focus on:

- 1) Affordability – achieving cost targets for all our programs
- 2) Effectiveness – delivering our programs on time
- 3) Efficiencies – finding ways to reduce total ownership costs

JOHN: Right, I saw that. I see how my work ties to the first two, but I don't really see how I would have any impact on efficiencies. For the most part, I document what gets decided, put it in the proper format, and then distribute the results to all the stakeholders.

MARGARET: I disagree. I think you can contribute to efficiencies. As a matter of fact, you have great insight. And I would like you to focus your energy on efficiencies this year. Here's what I have in mind...

Looking down the list of deliverables for the upcoming year, I would like you to continue to document our instructions and keep them updated as necessary.

JOHN: Great. These will help everyone follow consistent instructions and I see how it clearly links to Goal 2—delivering our programs on time.

MARGARET: Absolutely, but let's reach for more. Within our existing instructions, and definitely for any new instructions that get developed, I'd like you to analyze the processes, look for inefficiencies throughout our product lines, and see if there are ways we can do things better. I think we all get in a rut of doing things the same way year after year. And with all the work that keeps coming our way, we have to find ways to be more efficient.

JOHN: That would be quite a change from what I currently do. I don't know if I am completely ready for that, but it would be a wonderful challenge to take on.

MARGARET: I think you are more than ready John. And I am here to assist you in whatever ways I can help. Now, first of all, based on your current pay what is your Expected Overall Contribution Score?

JOHN: 70

MARGARET: OK. What *categorical score* falls in line with your Expected Overall Contribution Score?

JOHN: It's right at three medium (3M).

MARGARET: Right. Then since this is a writing-based objective, which factor do you feel is most relevant in this particular objective?

JOHN: After looking at each one, I believe it falls under Communication and/or Teamwork

MARGARET: Perfect. Let's incorporate some of that factor descriptor language then into this first objective. Using the CRI writing model; C- contribution, R- result, and I- impact, let's capture your instruction documentation information.

C = Lead author of PEO Instructions, keeping them updated as necessary

R = Present briefings to gain consensus/approval from our stakeholders. With that, introduce and implement innovative approaches to institutionalize our best practices.

I = Efficient processes will reduce the total ownership costs of our product lines.

JOHN: I understand all that. But I don't see how reducing costs would be within my control. I don't have that level of authority.

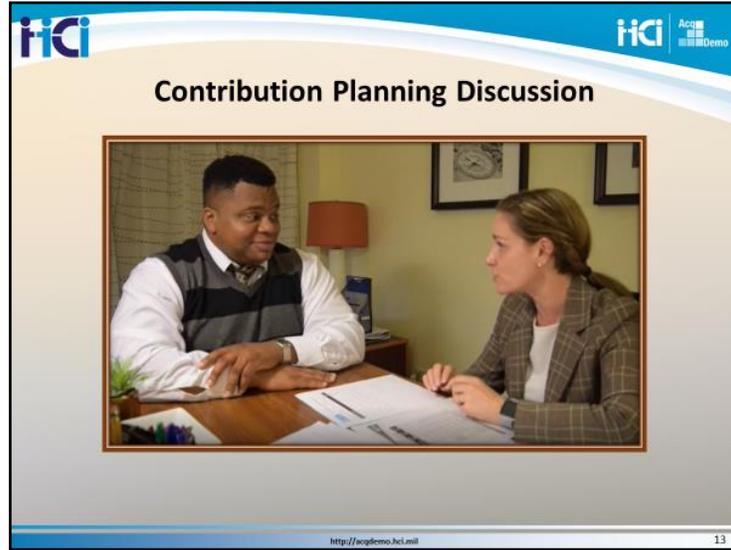
MARGARET: You may not have total control, but you do have a strong ability to influence. AcqDemo is focused on value to mission results. Keep in mind you have an "Expected Contribution Range" of

scores to try to hit. Achieving the lower end of that range would mean successful completion of this objective, sure, but at a minimal impact level. To achieve a higher score, you will need to show your work has had a significant impact on our ability to meet our organizational goals. In this case, specifically toward Goal #3, this would be an example of finding ways to reduce total ownership costs through efficiencies. All of us, me included, will need to strive to find better and more efficient ways to get our work done this year.

Also, successful completion of this objective will result in a Performance Appraisal Quality Level Rating of 3 – Successful (also known as PAQL for short). To obtain a PAQL Rating of 5– Outstanding, the results must substantially and consistently surpass expectations.

(End Scene)

3.2b Slide 13, Contribution Planning Discussion



The conversation continues until all of the known contributions are identified and expectations discussed for the current appraisal period.

The employee continues to develop the draft contribution plan, documents it in CAS2Net, and submits it to the supervisor for approval when ready.

The plans can, and should, be updated throughout the year as priorities shift and high value assignments are given or changed.

3.3 Slide 14, Midpoint Review

Midpoint Review

- Midpoint Review discussion addresses...
 - ↳ Activities and contributions to date
 - ↳ Changes in mission and goals
 - ↳ Quality of Performance
- Ongoing supervisory responsibilities...
 - ↳ Monitor and document employee progress
 - ↳ Provide additional coaching and feedback
 - ↳ Address contribution and performance issues as they occur
 - ↳ Provide mentoring for career development
 - ↳ Document Midpoint Review and additional feedback discussions in CAS2Net

Mid-Point Review Assessment completed each cycle between March and April

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The second required step in the CCAS cycle is the midpoint review. This usually occurs in the March-April timeframe.

At that meeting, you will discuss activities and major accomplishments your employees achieved up to that point in the CCAS cycle against the goals and objectives identified in their contribution plans.

The Midpoint Review is written by the supervisor. Supervisors continuously monitor and document employee's progress; give additional coaching and feedback throughout the cycle; address contribution issues immediately upon identification; and provide mentoring for career development. The mid-year meeting provides a scheduled opportunity to discuss and formally document the employee's progress.

The records used to support the mid-point review meeting may include reports, collected data, surveys, written notes collected during the appraisal cycle, such as emails from others or personal notes. Supervisors may also use the additional feedback module in CAS2Net to record comments to the employee at any time during the cycle. Supervisors will document the discussions in CAS2Net.

3.4 Slide 15, How Feedback Shapes Performance

How Feedback Shapes Performance

- Builds understanding toward goals
- Facilitates employee and supervisor engagement
- Increases communication
- Contributes to a more complete and accurately documented appraisal
- Encourages supervisors to recognize accomplishments in a timelier manner
- Encourages continuous improvement and learning

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A CAS2Net supervisory module available for supervisors to use is called Additional Feedback. A supervisor may want to provide additional feedback to employee multiple times during the appraisal cycle and may do so at any time.

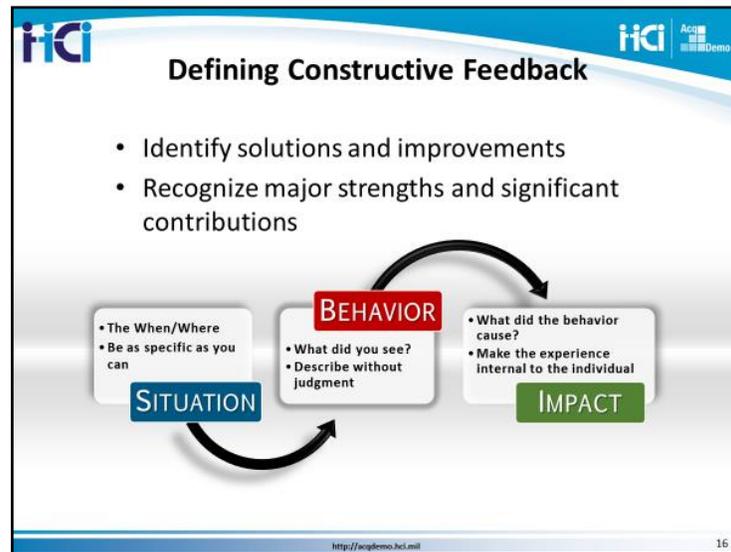
Top performing organizations have a certain thing in common; they are continuously improving. They are constantly striving to find ways to make their best even better. One way this is done is by embracing feedback. There is a focus on listening to the feedback from every stakeholder across the entire organization including clients, employees, suppliers, vendors, etc.

Effective feedback shapes performance by

- Helping us understanding expectations towards goals
- Facilitates employee and supervisor engagement
- Increases communication
- Contributes to a more complete and accurately documented appraisal
- Encourages supervisors to recognize accomplishments in a timelier manner
- Encourages continuous improvement and learning

Feedback opens the doors for initial and continuous communication, information exchange, collaboration, the creation of strategies, product and service development, improved relationships, and improved actions and responses.

3.5 Slide 16, Constructive Feedback



Constructive Feedback is not just praise or criticism. It is a recommended set of instructions that aims to collaboratively improve the overall quality of a product or service. It is specific. It promotes positive change and engagement.

Constructive feedback is often mistaken as something negative. It doesn't have to be. Even though it might not sound right, constructive feedback is the best kind of feedback. It gives you an observation from another perspective that you may not have seen or recognized.

When handled tactfully and professionally, constructive feedback is a positive experience that helps you make the most of your talents and abilities; it moves you in the right direction; it creates positive change; and it directs you to solutions.

The Center for Creative Leadership created a tool to help us provide effective constructive feedback. The **SBI Model** contains three key elements:

Situation: The When/Where. Be as specific as you can.

Behavior: What did you see? Describe without judgement.

Impact: What did the behavior cause? Make the experience internal to individual.

Let me give you an example. The supervisor might start a conversation...

SITUATION: During the last 2 months, I observed serious and significant payroll processing errors.

BEHAVIOR: There were 5 reports of paychecks with the wrong amount and 7 reports of paychecks with the wrong locality pay.

IMPACT: These errors create re-work, instill lack of confidence from our workforce, and can create stressful and negative consequences for our affected employees.

This can now begin the collaborative conversation:

“What do you think is causing these errors? Can we create a check and balance or an automated way to ensure the errors don’t repeat? You have done a great job on other programs to create processes and systems that prevent these types of errors. Let’s work on this together.”

3.6 Slide 17, Difficult Conversation Video



Okay, let's look at an example of a Difficult Conversation

DIFFICULT CONVERSATION SCRIPT

(IN A PRIVATE OFFICE, SUPERVISOR IS WORKING AT THE DESK. EMPLOYEE KNOCKS AND ENTERS THE ROOM. SUPERVISOR STANDS AND SHAKES EMPLOYEE'S HAND THEN CLOSES THE DOOR.)

MARGARET: Hi, John. Come on in. Have a seat. Thank you for meeting with me. *[Margaret sits.]* I wanted to discuss the newest team project that I asked you to join. Your skill set is exactly what we need to drive this project.

JOHN: Thank you, I appreciate that. I also want to thank you for this opportunity.

MARGARET: You are welcome. You work hard. And I appreciate your work ethic. I did observe at the last meeting that you prefer to work independently and are eager to get things done fast?

JOHN: I really do. *(EXCITEDLY)*

MARGARET: For this team project, I believe that we need to be more deliberate in the process. It's important to get input from each team member before we move on to the next phase to ensure that we don't miss anything or create re-work.

JOHN: *(CONFUSED LOOK)* I see. *(SHORT PAUSE)* I appreciate the feedback, Margaret. I get so excited and passionate about the I'm doing that I like to get the ball rolling and don't want to slow the momentum.

MARGARET: There is nothing wrong with being excited or passionate about the work. Those are some of the reasons you are on this team.

JOHN: But it's the speed?

MARGARET: Yes.

JOHN: I don't see what's wrong with getting things done quickly. The sooner the better, right?

MARGARET: Speed is always good if it is thorough and efficient. I want to make sure that we dot all our I's and cross all our T's as I've noticed some errors creeping into your work causing the team to have to backtrack and correct at times. There are many stakeholders and moving parts in this and I want to make sure that we do it the right way, the first time.

JOHN: Okay, so what would you have me do?

MARGARET: I'd like to ensure that all the team members have time to analyze the data and provide input, before we move on to the next phase. How do you think we can make that happen?

JOHN: I can build some windows into our project schedule to allow sufficient time for analysis and feedback?

MARGARET: That's a great idea. Please send me a new proposed timeline and I will review it and send it out to the team. Each team member was selected for their subject matter expertise, yours included, John.

The input from everyone on this team is valuable and essential for our success. Your contributions will help us meet our mission and goals. Thank you.

JOHN: Thank you.

(SHAKE HANDS)

- End Scene -

3.7 Slide 18, Closeout Assessments

Closeout Assessments

- Occurs in-cycle whenever an employee changes positions or there is a change in supervisor
- Captures contributions made to date so that an employee's full yearly contributions are recorded and can be considered by the pay pool
- Recorded in CAS2Net
- Meeting held to discuss what has been recorded

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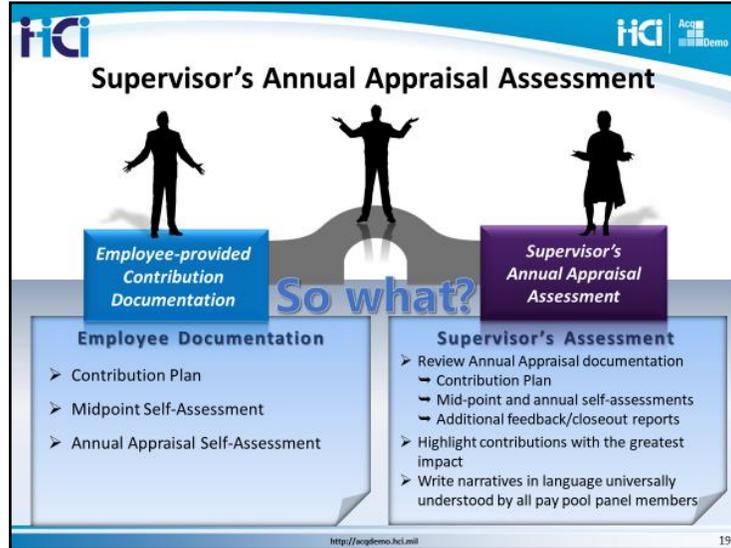
A closeout assessment in CAS2Net is required whenever there is a change in an employee's position or rating official mid-cycle. It enables the employee and supervisor to document contributions for partial year contributions but does not include any scores. There are no minimum periods for a rating official to complete a closeout.

The supervisor enters an overall closeout assessment or supervisor assessment by each factor. It is not to be used in lieu of the annual appraisal. The supervisor and employee meet to discuss the closeout information and document their meeting.

This information is then passed on to the gaining rating official so that person can have a full picture of the employee's contributions made throughout the entire appraisal period.

A Midpoint Review may be used in lieu of a Closeout if departing during the time period designated for Midpoint Reviews by the organization.

3.8 Slide 19, Annual Appraisal Assessments



The third required step in the CCAS cycle is the annual appraisal. During this step you assess the contributions of each of your employees against all three factors.

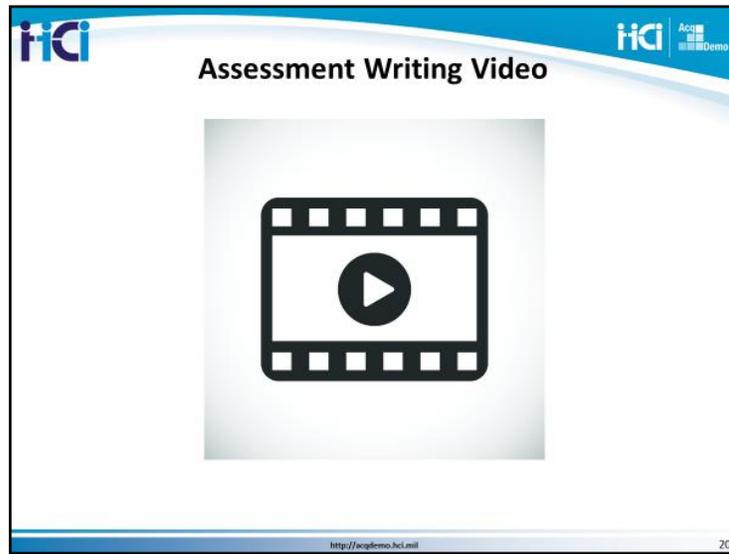
To get started, review employee contribution planning documentation, midpoint and annual self-assessment if available, and any additional feedback and/or closeout reports.

Compare contributions against the appraisal criteria (the three factor descriptors and discriminators) and the expectations documented in the contribution plans. Note that a contribution may warrant mention under more than one factor.

Highlight those contributions which made the most impact throughout the appraisal cycle; describe them in concise statements. Remember to use language that all pay pool panel members can understand. And remember to indicate how each contribution impacted the organization's mission making sure that each statement passes the "So what test?"

Let's look in at a coaching session between a supervisor and an employee who is attempting to write their annual appraisal-self assessment.

3.9a Slide 20, Assessment Writing Video



Let's look in at a coaching session between a supervisor and an employee who is attempting to write their annual appraisal-self assessment.

ASSESSMENT WRITING VIDEO SCRIPT

(In an office setting)

MARGARET: John, thank you for forwarding me a copy of your draft self-assessment. I've read over it and I think you've done a great job so far. I can't require that you change anything on it, but I would like to make some suggestions where I believe you could better advocate for your contributions.

JOHN: Oh, okay. Thanks for taking the time to review it. I really appreciate it. What suggestions or improvement opportunities did you see?

MARGARET: I've circled a couple of things where your contributions are clearly stated, but you don't really back them up with results or impact. I think it would be best for your appraisal to include all three elements of our C-R-I writing model for each of your contributions. You know – Contribution-Results-Impact.

JOHN: OK, I'm not quite sure how to articulate the impact of my work in some areas.

MARGARET: Well, let's take a look at one of them together and see if I can help with that. For the documentation of the PEO instructions for example, how many were updated or newly added this year?

JOHN: I'd have to go back to check for sure, but I think we updated around 8 of them, and then added 3 new ones.

MARGARET: Great. Verify that information and then include the names of the key documents in the “R –Results” portion of this contribution statement. Now, what about the most important part, impact? Your statement needs to pass the “So What” test. In other words, how do you feel your work impacted the mission of our organization this year?

JOHN: We found quite a few redundancies in some of our policies and even some conflicting language that we cleaned up. That definitely helped people in the field to complete some of their taskings more efficiently.

MARGARET: You reviewed this with the team and logged that throughout the year as we had discussed, right?

JOHN: Yes, we did. I’ll pull out those reviews and include those in the “I-Impact” part of my statement.

MARGARET: Perfect. That really is the single most important part of your self-assessment in order for the pay pool to fully understand the importance and value of your contributions. Writing a laundry list of contributions with no specifics relating to results or impact doesn’t really give the pay pool much to go on when they look for who has made major contributions to the mission this year.

(End Scene)

3.9b Slide 21, Completing the Assessment Writing Coaching Session

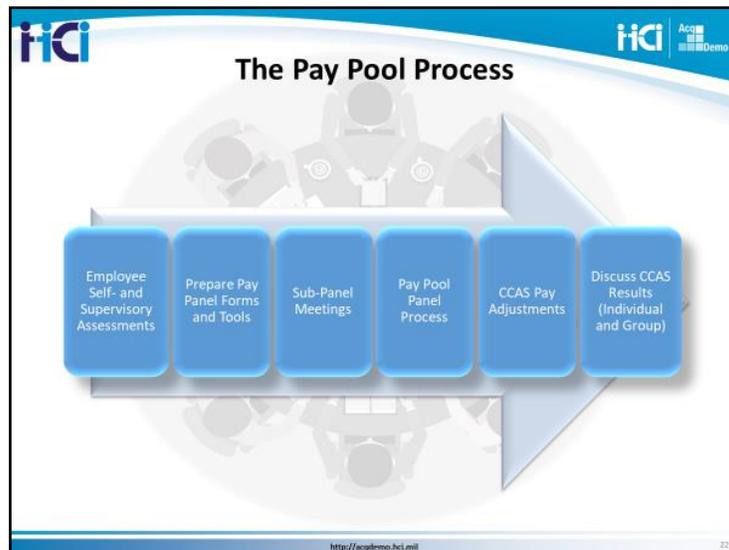


The conversation continues until the employee feels comfortable modifying his self-assessment draft in a way that best advocates for his major contributions made during the appraisal period.

The employee updates the self-assessment in CAS2Net and submits it to their supervisor. Next, the supervisor writes an Annual Appraisal of the employee. Both documents are submitted to the sub pay pool and pay pool for consideration during their deliberations.

4.0 THE PAY POOL PROCESS

4.1 Slide 22, The Pay Pool Process



Now that we've discussed the CCAS process and touched on some of the elements of the contribution assessment process, let's take a brief look at the overall pay pool panel process - AcqDemo's process for evaluating contribution, quality of performance, and aligning compensation to contribution.

The process starts with the supervisor requesting a self-assessment from the employee. Using that information along with personal knowledge and frequently, input from customers, the supervisor assesses the employee's contribution against the three factors and completes the supervisory appraisal. For each factor, the supervisor recommends a categorical contribution range and performance appraisal quality level (PAQL) rating.

A key component to this process is the preparation of documents needed for the panel members to review and reach consensus on scores and payout distributions. The Pay Pool Administrator will provide the pay panel members with the contribution assessments of employees in the pay pool and a populated Compensation Management Spreadsheet (CMS) to be used to document appraisal and payout decisions made during pay pool deliberations.

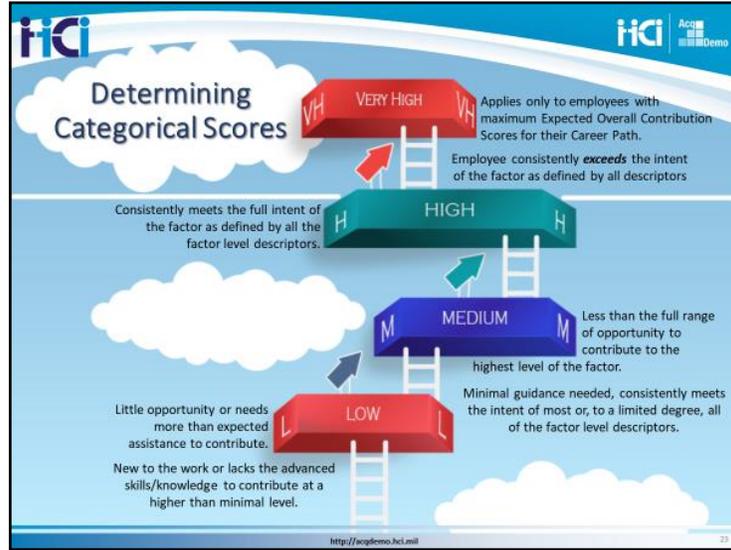
Next, the sub-panels will meet to review employee contributions in terms of equity, consistency, and grouping. They will also assign categorical and numerical scores for final review by the pay pool panel.

Once the sub-panels have completed their review and assigned numerical scores, the pay pool then reviews all employees' OCS and PAQL ratings from Sub-Panel results. During the pay pool panel process, inconsistencies are identified and corrected as appropriate and once consensus has been reached, the pay pool manager will approve and finalize the OCSs and PAQL ratings.

The next, and to most employees, the most important task the pay pool panel will perform is to allocate payouts for CRI and CA. The CMS will complete the necessary computations based on the payout factor established by its algorithm. The pay pool panel will review the CMS's payout distributions and ensure they are equitable and in line with the organization's compensation management policies. Adjustments are made as necessary.

The end-of-cycle discussion between supervisors and their employees is the final step in the pay pool process and can only occur after the Personnel Policy Board has approved pay pool panel results and the annual General Pay Increase and locality percentages have been finalized in the CMS. At this time, the organization will prepare and present a report of CCAS results to the general employee population.

4.2 Slide 23, Determining Categorical Scores



At the end of the appraisal cycle, the pay pool process begins.

To begin, the supervisor uses the employee self-assessment, if available, along with customer feedback, his or her own knowledge, and any other applicable sources and compares the employee's contributions to the expectations listed in the appropriate factor descriptors and discriminators and then assigns a preliminary categorical score for each factor in CAS2NET. This rating is called the **categorical score**.

Contributions may not perfectly match all descriptors for a particular level and input for each discriminator is not necessary. The descriptors should be used as a group to derive a single evaluation of each factor. Descriptors are written at the top of the broadband. Determine the degree by which an employee's contributions have met or exceeded the factor descriptors.

4.3 Slide 24, Assigning Categorical Scores

The slide displays a table titled "Assigning Categorical Scores" with the following structure:

NH Contribution Matrix		Factors		
		Job Achievement and/or Innovation	Communication and/or Teamwork	Mission Support
Very High	High			
	Med			
	Low			
Level IV	High			
	Med			
	Low			
Level III	High (79 – 83)	3H		
	Med (67 – 78)		3M	3M
	Low (61 – 66)			
Level II	High			
	M/H			
	Med			
Level I	M/L			
	Low			

At the bottom of the slide, the URL <http://acqdemo.hci.mil> and the slide number 24 are visible.

Next, compare contributions to the factor descriptors and discriminators to assign recommended categorical scores. Factor descriptors cannot be modified or supplemented.

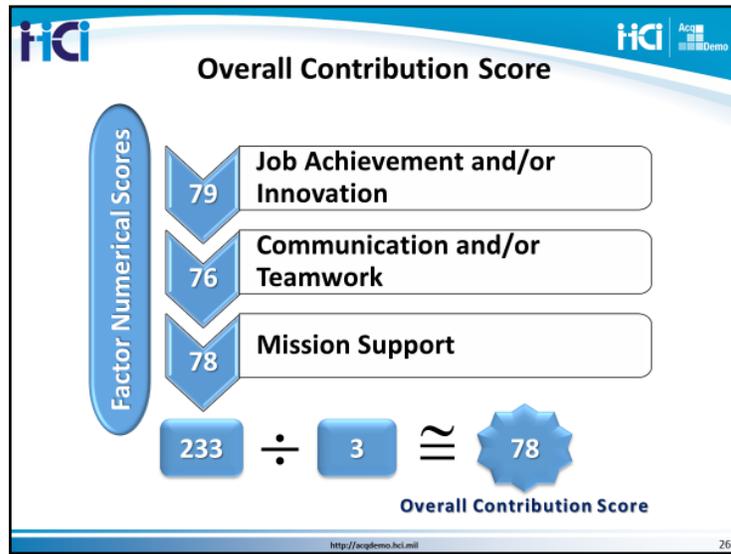
Finally, enter and submit your appraisals and corresponding categorical score recommendations in CAS2Net so they can be made available to the sub pay pool panel.

4.4 Slide 25, Assigning Numerical Scores

NH Contribution Matrix		Factors		
		Job Achievement and/or Innovation	Communication and/or Teamwork	Mission Support
Very High	High			
	Med			
	Low			
Level IV	High	3H (79)		
	Med		3M (76)	3M (78)
	Low			
Level III	High (79 – 83)			
	Med (67 – 78)			
	Low (61 – 66)			
Level II	High			
	M/H			
	Med			
	M/L			
	Low			

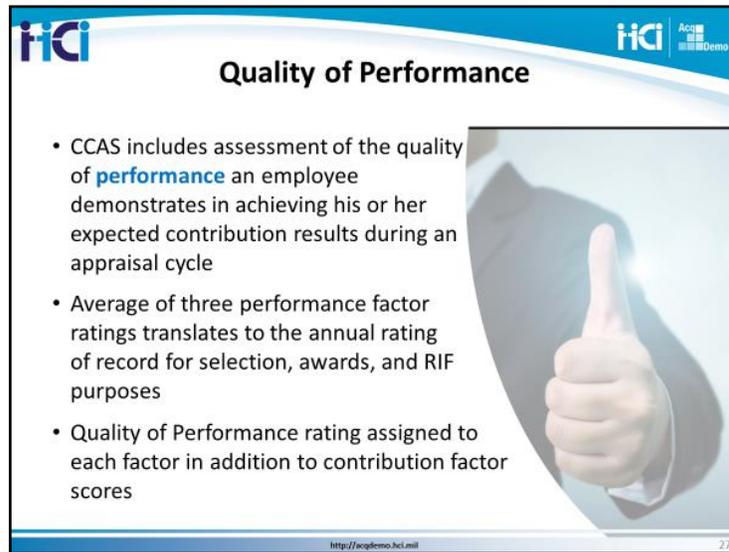
The pay pool meetings begin next. Using the assessment information provided by the supervisors, and the employees as well if provided, the pay pool considers the context of the contributions of each member of the pay pool. Based on the value of the contributions made to the mission of the organization, the contributions are rank ordered and numerical scores are assigned to each of the three factors for each employee.

4.5 Slide 26, Overall Contribution Score



After considering each preliminary Overall Contribution Score, or OCS, for equity and consistency, the pay pool manager approves a final score for each factor. Those scores are averaged and rounded to the nearest whole number resulting in an Overall Contribution Score for each employee.

4.6 Slide 27, Quality of Performance



Quality of Performance

- CCAS includes assessment of the quality of **performance** an employee demonstrates in achieving his or her expected contribution results during an appraisal cycle
- Average of three performance factor ratings translates to the annual rating of record for selection, awards, and RIF purposes
- Quality of Performance rating assigned to each factor in addition to contribution factor scores

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AcqDemo also has a Quality of Performance assessment in order to meet requirements mandated by Congress in the Fiscal Year 2017 National Defense Authorization Act (NDAA). We also refer to this as the Performance Appraisal Quality Level (PAQL).

The Quality of Performance rating may be used for the selection of employees for assignments, training, awards, promotions, and RIF purposes.

To appropriately capture performance, AcqDemo incorporates a performance assessment. The performance level assigned to each factor should reflect an employee's level of performance during the appraisal cycle as compared to the factor "Expected Contribution Criteria" language. A participating organization may supplement the generic criteria with additional standards that identify milestones, production, due dates, or other measurable aspects of success contributing to the organization's mission and are achievable during the appraisal cycle.

4.7 Slide 28, Performance Appraisal Quality Level Definitions



The slide features the HCD logo in the top left and right corners, and the text 'Acq Demo' in the top right. The title 'Performance Appraisal Quality Level Definitions' is centered at the top. Below the title is a table with two columns: 'Performance Appraisal Quality Level (PAQL)' and 'PAQL Criteria'. The table contains three rows of data. At the bottom of the table is a blue banner with the text '~ Additional Component / Agency policy may apply ~'. The footer of the slide includes the URL 'http://acqdemo.hcd.mil' and the number '28'.

Performance Appraisal Quality Level (PAQL)	PAQL Criteria
Level 5 — Outstanding	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.
Level 3 — Fully Successful	An employee's performance consistently achieves, and sometimes exceeds, the factor-specific expected contribution criteria and his/her contribution plan goals and objectives.
Level 1 — Unacceptable	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.

~ Additional Component / Agency policy may apply ~

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A preliminary performance appraisal level of either Level 5–Outstanding, Level 3–Fully Successful, or Level 1–Unacceptable will be assigned by the rating official to each of the three contribution factors. To ensure fairness and consistency across the entire pay pool, the Pay Pool Panel will make final decisions on the level scores.

4.8 Slide 29, PAQL Values

PAQL Values

- Quality of performance appraisal level ratings assigned to each factor are averaged.
- The average translates to the annual rating of record using the Rating Criteria, below:

Rating of Record	Rating Criteria
Level 5 — Outstanding	The average score of the three appraisal levels is 4.3 or greater, with no contribution factor being rated a “1” (Unacceptable), resulting in a rating of record that is a “5”.
Level 3 — Fully Successful	The average score of the three appraisal levels is less than 4.3, with no contribution factor being rated a “1” (Unacceptable), resulting in a rating of record that is a “3”.
Level 1 — Unacceptable	Any contribution factor rated as “1”.

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During the pay pool panel process, panel members will review the preliminary performance appraisal level justifications for the contribution factors and rating of record for all pay pool members for consistency and equity of application within the pay pool population before final approval.

The three performance appraisal levels are then averaged to calculate the annual rating of record. The resulting quotient will be rounded to the nearest tenth of a decimal point.

The annual rating of record will be recorded as a Level 5 - Outstanding, Level 3 - Fully Successful, or Level 1 - Unacceptable.

The average raw score of the three appraisal levels and the approved annual rating of record will be recorded in the Defense Civilian Personnel Data System.

5.0 PAY POOL FUNDING AND PAYOUT METHODOLOGY

5.1 Slide 30, Pay Pool Funding

Pay Pool Funding

- Contribution Rating Increase (CRI)**
 - Intended to be consistent with funds historically spent in GS on within-grade increases, quality-step increases and promotions between grades that are now banded
 - Minimum of 2% of activity's total basic pay budget of employees onboard as of 30 September
- General Pay Increase (GPI)**
 - Accounts for the cost of labor and percentage increase for the GS pay table
- Contribution Awards (CA)**
 - Intended to be consistent with funds historically spent in GS on performance awards
 - Minimum of 1% of activity's total adjusted basic pay budget
 - Will not exceed 90% of organization total awards budget

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Based on the scoring results, the pay pool manager, in consultation with the pay pool panel, determines the potential salary adjustment and contribution award for each employee. Overall, there are three pots of money available to the pay pool for distribution at the end of each appraisal cycle:

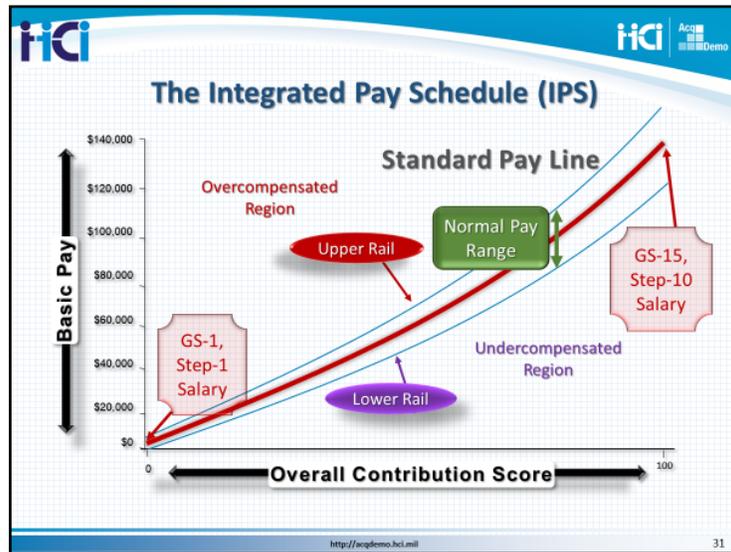
The amount of money available within the pay pool for salary increases, here called a Contribution Rating Increase (or CRI), is determined by the money that would traditionally have been available in GS for quality and within-grade step increases, and career promotions. The CRI pool of money will be set at no less than 2% of the activity's total basic pay budget (without locality). Components may optionally set higher amounts within their budgetary limits, unless a ceiling amount is directed by the AcqDemo Program Office, OPM, and/or OMB within any given year.

The General Pay Increase (or GPI) is an optional annual increase recommended by the President of the United States and approved by Congress.

The Contribution Award (or CA) pot includes what were formerly performance awards under the General Schedule. This money will be used for awards given under the CCAS process. The fund will be set at no less than 1 % of the activity's total adjusted basic pay budget (with locality). This fund will not exceed 90 % of the total awards budget, so as to allow for other awards not related to the CCAS process, e.g., on the spot awards and group awards to be given throughout the year.

The dollar amounts to be included in the pay pool will be computed based on the total of the basic pay of all employees in the pay pool as of 30 September each year.

5.2 Slide 31, The Integrated Pay Schedule



Now that we've discussed all of the steps, let's see an illustration on how it all plays out.

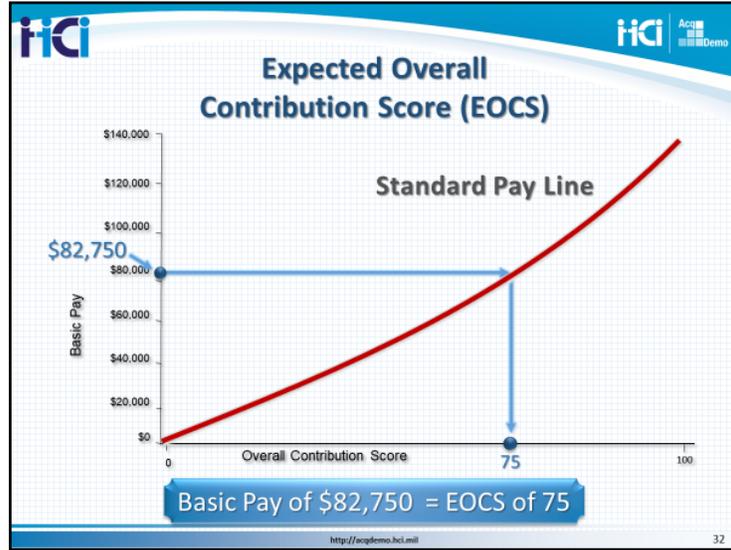
Let's begin with a graphic that illustrates how AcqDemo ties expected contribution to actual compensation. In talking about this graph we're going to cover a few things.

On this graph the Y-axis looks at AcqDemo basic pay in the same range as those within the GS pay scale. Along the X axis we have overall contribution scores ranging from 0 to 100.

To show the relationship between these two is this red line known as the Standard Pay Line. The Standard Pay Line starts at a point that's equivalent to basic pay associated with a GS1, Step 1 and ends at a point equivalent to the GS15, Step 10 basic pay.

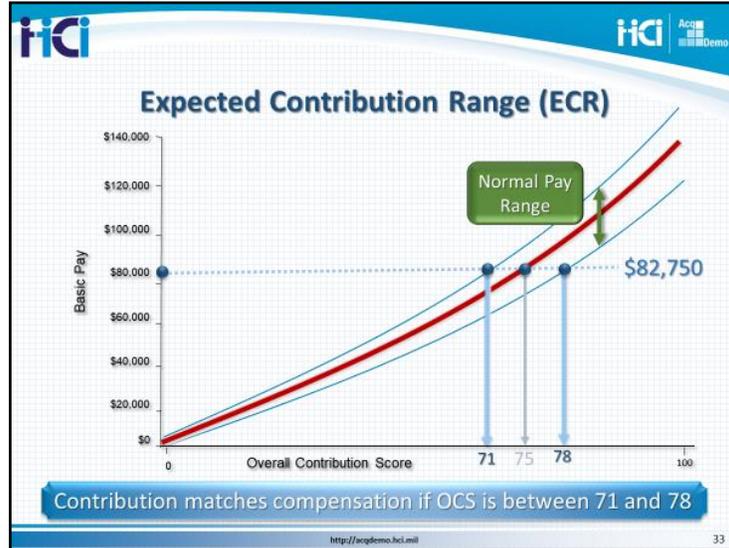
Surrounding the standard pay line, there are two additional rails known as the upper rail and the lower rail. You will see here that they are indicated in blue. Each of these rails are 8% in basic pay away from the Standard Pay Line. If we're to look at scores along the horizontal axis, you'll see that the Standard Pay Line is offset by the upper and lower rail by approximately 4 points to each side. Now, why does this become important? First it becomes important as we set your expected contribution.

5.3 Slide 32, Expected Overall Contribution Score (EOCS)



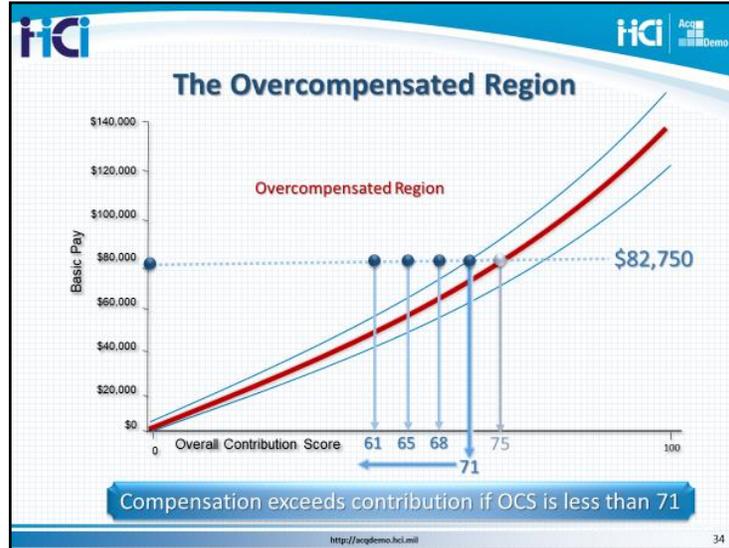
Let's say you are making \$82,750 in basic pay under AcqDemo. Your expected score is determined by the point at which your basic pay and OCS intersect on the Standard Pay Line. I just so happen to know that for a salary value of \$82,750, the score corresponding to that is a 75. So now we've identified the exact contribution score that corresponds to your current basic pay. This is known as your Expected Overall Contribution Score, or EOCS.

5.4 Slide 33, Expected Contribution Range (ECR)



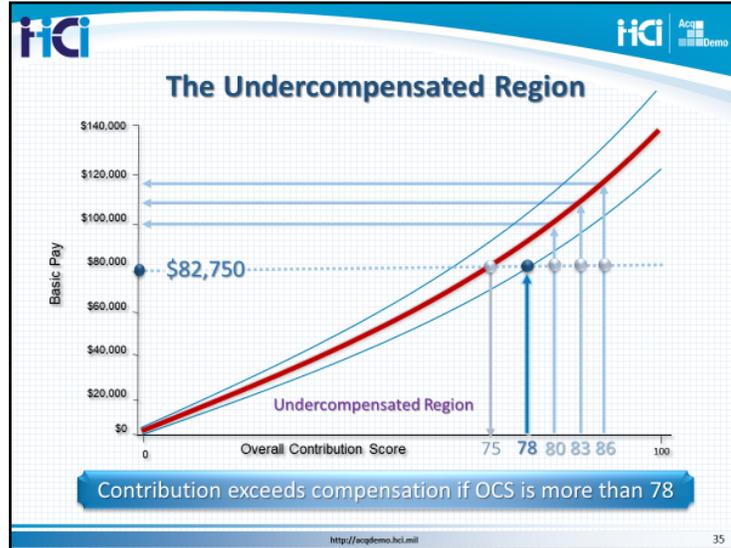
You'll also see where this salary figure intersects a range, which is known as the Normal Pay Range, at three different points. If we track the first point, again offset by about 4 points, we see it first intersects this Normal Pay Range at the point value of 71. And the last point it intersects is at a point value of 78. So, this means an OCS falling anywhere between 71 and 78 indicates a level of contribution within what's known as your Expected Contribution Range, or ECR. Now, what are the other two zones?

5.5 Slide 34, The Overcompensated Region



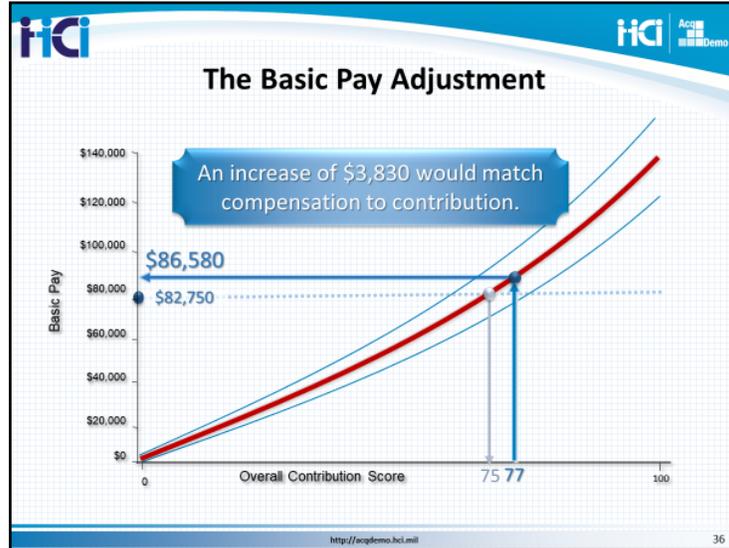
Instead of scoring within the Normal Pay Range, let's say you receive an OCS that is less than 71. This now places you above the normal pay range. So, plotting above the upper rail means that you're considered to be overcompensated for the level of contribution you achieved.

5.6 Slide 35, The Undercompensated Region



The third range is known as the Undercompensated Region. This means your basic pay is too low for your level of contribution. Let's say that again with that same \$82,750 salary, you receive an OCS that is higher than 78. If we track any of these scores back to the normal pay range, now we're talking about something much higher as far as a salary. This all relates to what's expected relative to your current basic pay. Let's now talk about what actually happens when a person is scored.

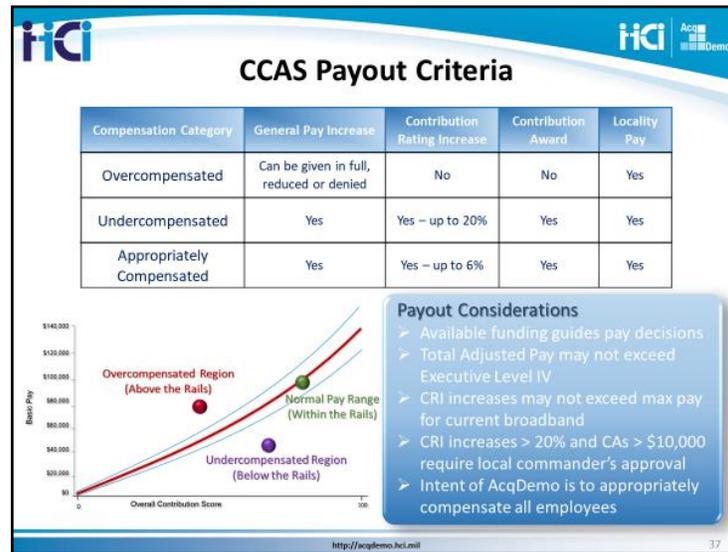
5.6 Slide 36, The Basic Pay Adjustment



Let's say that this individual with an expected score of 75 actually scores 77 for this appraisal period. To determine the value of that score we really just work in reverse of the original process shown earlier. We take the 77, track it back up to the Standard Pay Line, and bring it back over to the Y-axis, the Basic Pay line. Tracking it this way, we see that a 77 is equivalent to a basic pay of \$86,580. The difference between the expected OCS and the final score is +2 and the difference between the current basic pay and the basic pay equivalent to a 77 is \$3,830. That amount is what it would take to really bring you up to the level of compensation you should receive based on your level of contribution.

There are a lot of different factors that go into what you'll actually receive based on pay pool funding and other things; but as far as the basic mechanics of how the Normal Pay Range and the scale itself works, that's it.

5.7 Slide 37, CCAS Payout Criteria



An employee's final OCS will plot into one of three zones, Overcompensated, Undercompensated or Appropriately Compensated.

Overcompensated: Scores plot above the rails. These are data points of employees who are contributing less than what is expected for their pay and are thus considered overcompensated.

Undercompensated: Scores plot below the rails. These data points represent employees who are contributing more than what is expected for their pay and are thus considered undercompensated.

Appropriately Compensated: Scores plotting between the rails. These data points represent employees who are appropriately compensated for their level of contribution.

Aside from the guidelines above, there are other considerations for assigning Contribution Rating Increases (CRI) and Contribution Awards (CA). Those considerations include:

- Pay increase decisions based, in part, on available funding
- Basic pay plus locality pay may not exceed Executive Level IV basic pay
- CRI increases may not exceed maximum pay for the current broadband level
- CRI increases over 20% require local commander's (or equivalent) approval
- Pay pool manager can approve CA's up to \$10,000. Amounts exceeding \$10,000 require local commander's (or equivalent) approval
- Program intent is to appropriately compensate all employees

Requirements for award eligibility are determined by your organization's business rules. Please check local policy to fully understand the requirements that apply to your pay pool.

5.8 Slide 38, Annual Appraisal Discussion–Part I Form

Annual Appraisal Discussion — Part I Form

Identifying info

Name:	Joe Contributor	Series:	801	Appraisal Period:	
CA S2Net ID:	31	Broadband Level:	III	From:	1-Oct-17
Organization:	AM/CLHBB	Retained Pay:	No	To:	30-Sep-18
Career Path:	NH	Presumptive:	None		

Approved By: Bob Arnold, Pay Pool Manager **Effective Date of Appraisal:** January 1, 2019

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

Signatures

Supervisor Print / Sign _____ Date _____

Supervisor Print / Sign _____ Date _____

Employee Print / Sign _____ Date _____

Appraisal Details

2018 Appraisal Detail	Factor	Category	Numeric		PAQL
			Score	Score	
Overall Contribution Score	69	Job achievement and/or Innovation	3M	70	5
Expected Contribution Score	67	Communication and/or Teamwork	3M	69	3
Expected Contribution Range	64-71	Mission Support	3M	69	3
Delta OCS	-2				
Rating of Record	3				
		Average raw score of PAQLs			3.67

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At the conclusion of the CCAS cycle and once all pay pool decisions have been made final, the sixth step of the CCAS process is an Annual Appraisal Discussion to be held between each employee and their supervisor. The purpose is to discuss the employee’s appraisal, OCS, Performance Appraisal Quality Level, and the pay pool payout decisions using the Part I CCAS Salary Appraisal Form.

5.9 Slide 39, Part I Form

Part I Form

Compensation Detail

\$ 70,996	Current Rate of Basic Pay	
+ \$ 710	General Pay Increase	1.0%
+ \$ 1,955	CR (Pay Increase)	2.75%
= \$ 73,661	New Rate of Basic Pay	
+ \$ 10,430	Locality Pay	@ 14.10%
= \$ 84,091	New Total Salary	
+ \$ 1,815	Contribution Award	

2019 Expected Contribution Level

Expected Overall Contribution Score	69
Expected Contribution Range	65 - 73

Employee Compensation Region Chart
Approved Compensation Region

The graph plots the employee's current base pay versus the final OCS relative to the rate 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 Overcompensated. Undercompensated is below the Lower Rail. Appropriately Compensated is on or within the rails. Compensation regions determine the availability of pay increases and awards. The point on the graph below is the employee's appraisal score.

Remarks

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The Appraisal Form also includes Compensation Detail including any General Pay Increase (GPI), Contribution Rating Increase (CRI) and/or Contribution Award (CA). Your New Salary is calculated including any applicable locality pay.

If basic pay increases, the expected OCS and range for the new cycle increase.

The form shows your OCS plotted in the graph against the rails.

5.10 Slide 40, CCAS Reconsideration Process

CCAS Reconsideration Process

- Employees may request reconsideration of:
 - OCS Rating
 - Quality of Performance Rating
 - Supervisor Assessment

Process:

- Through a Collective Bargaining Agreement; or
- Administrative Grievance Procedure (5 CFR 771) as supplemented by local procedures
- Employee submits reconsideration to Supervisor
- Supervisor provides recommendation to Pay Pool Panel
- Pay Pool Panel may accept recommendation or reach independent decision
- Pay pool decision is final unless employee requires reconsideration by next higher official to Pay Pool Manager
- Next higher official renders final decision

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An employee may request reconsideration of their OCS, Quality of Performance Rating, and Supervisor Assessment.

The process is either through a Collective Bargaining Agreement or an Administrative Grievance Procedure (5CFR 771) as supplemented by local procedures:

- Employee submits reconsideration to Supervisor
- Supervisor provides recommendation to Pay Pool Panel
- Pay Pool Panel may accept recommendation or reach independent decision
- Pay pool decision is final unless employee requires reconsideration by next higher official to Pay Pool Manager
- Next higher official renders final decision

Check with your Component for specific request for reconsideration process timeline details.

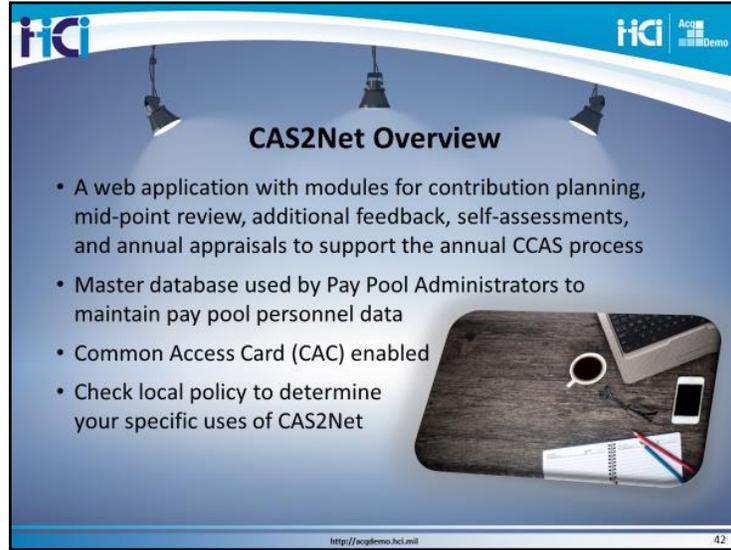
6.0 CCAS AND CAS2NET

6.1 Slide 41, Section Introduction



Now that you have been introduced to all of the individual components of CCAS, this section discusses the mechanism for electronically capturing CCAS-related data through AcqDemo's CAS2Net Information Technology system.

6.2 Slide 42, CAS2Net Overview



The slide features a blue header with the HCI logo on the left and the text 'HCI AcqDemo' on the right. The main title 'CAS2Net Overview' is centered at the top. Below the title is a bulleted list of four points. To the right of the list is an image of a desk with a laptop, a coffee cup, a smartphone, and a notebook. At the bottom of the slide, there is a URL 'http://acqdemo.hci.mil' and the number '42'.

CAS2Net Overview

- A web application with modules for contribution planning, mid-point review, additional feedback, self-assessments, and annual appraisals to support the annual CCAS process
- Master database used by Pay Pool Administrators to maintain pay pool personnel data
- Common Access Card (CAC) enabled
- Check local policy to determine your specific uses of CAS2Net

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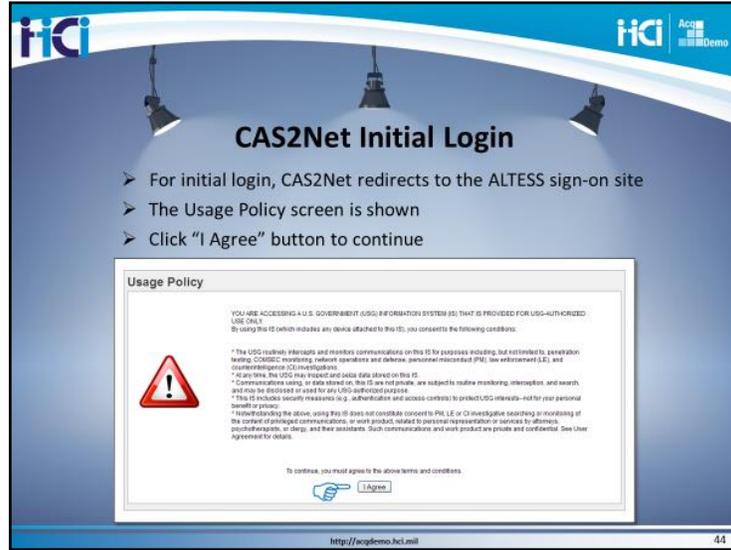
The Contribution-based Compensation and Appraisal System Software for the Internet, or CAS2Net for short, is a DoD-sponsored application which is maintained by the DoD AcqDemo Program Office. It is the software tool that is used to capture CCAS related data necessary in the annual appraisal cycle process.

6.3 Slide 43, Logging In to CAS2Net



You can access CAS2Net on a DoD government, CAC-enabled computer or laptop. Go to the website acqdemo.hci.mil. On the top of the screen is a link to the CAS2Net Login.

6.4 Slide 44, CAS2Net Initial Login

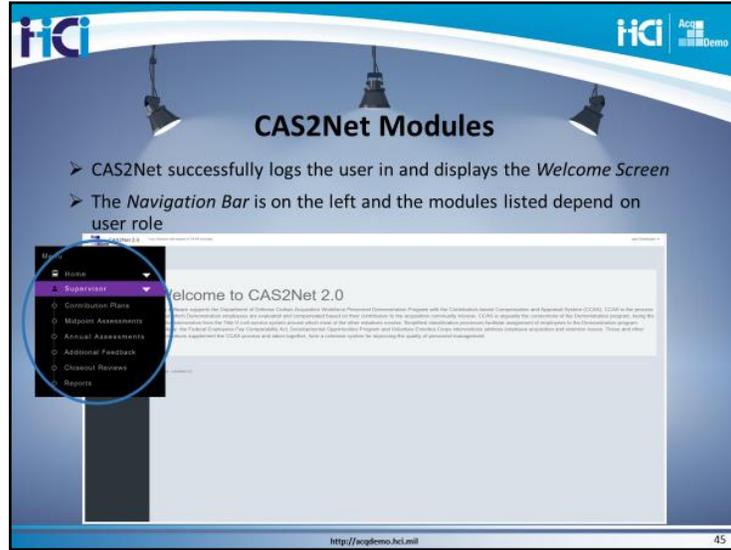


The screenshot shows a presentation slide titled "CAS2Net Initial Login". The slide has a blue header with the HCl logo and "AccQDEMO" text. The main content area is dark blue with three spotlights illuminating the text. The text on the slide lists three steps: 1. For initial login, CAS2Net redirects to the ALTESS sign-on site. 2. The Usage Policy screen is shown. 3. Click "I Agree" button to continue. Below the text is a screenshot of the "Usage Policy" screen. This screen has a white background with a red warning triangle icon on the left. The text on the Usage Policy screen reads: "YOU ARE ACCESSING A U.S. GOVERNMENT (USG) INFORMATION SYSTEM (IS) THAT IS PROVIDED FOR USG-AUTHORIZED USE ONLY. By using this IS (which includes any device attached to this IS), you consent to the following conditions." followed by several bullet points detailing usage restrictions and security measures. At the bottom of the Usage Policy screen, it says "To continue, you must agree to the above terms and conditions." and has an "I Agree" button with a hand cursor icon. The URL "http://acqdemo.hcl.mil" and the slide number "44" are visible at the bottom of the presentation slide.

- For initial login, CAS2Net redirects to the ALTESS single sign-on site
- The Usage Policy screen is shown
- Click the "I Agree" button to continue

From there, click the "CAC Login" button to sign-in. Once you have successfully logged in, the system screen appears.

6.5 Slide 45, CAS2Net Modules



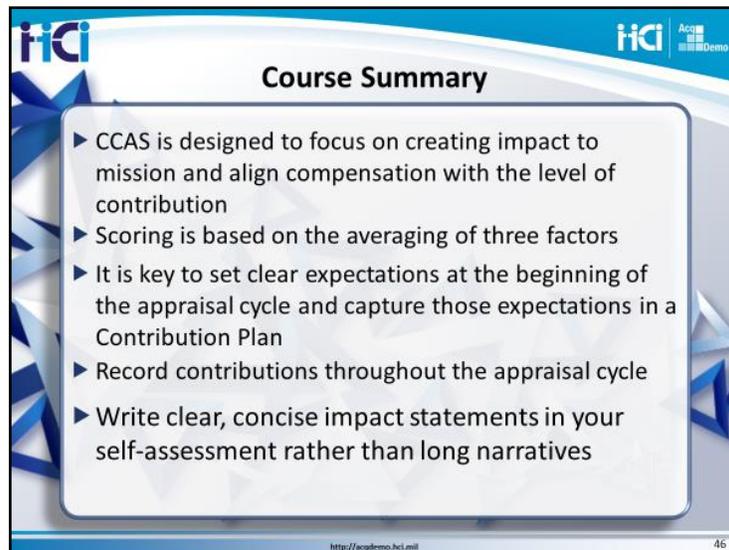
CAS2Net includes modules for contribution plans, mid-point review data, employee self-assessments, supervisor annual appraisals, and any additional feedback a supervisor would like to record during the appraisal cycle.

The menu on the left-hand side of the screen is customized for each user to match individual access rights to the available modules. Simply click on the name of any module to access a particular portion of the system.

If you are having any problems with the system, contact your local Pay Pool Administrator to report your issue.

7.0 COURSE CLOSING

7.1 Slide 46, Course Summary



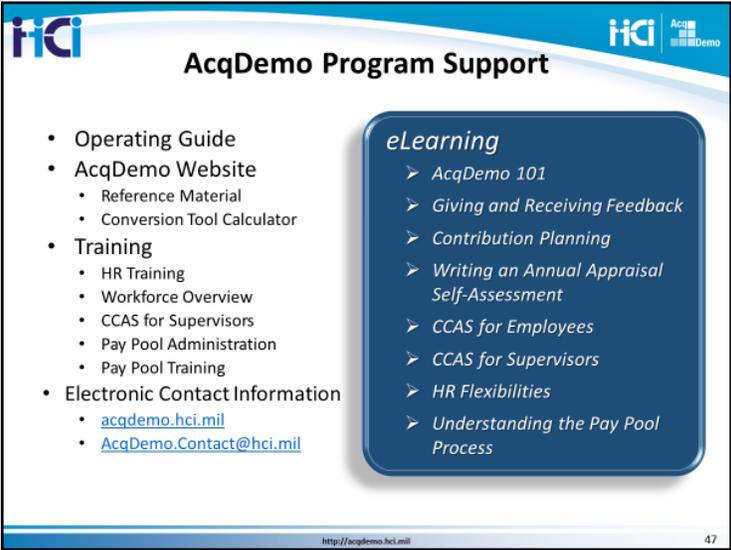
The slide is titled "Course Summary" and features the HCl logo in the top left and "HCl Acq Demo" in the top right. The main content is a list of five bullet points, each preceded by a right-pointing triangle. The background of the slide has a blue and white geometric pattern. At the bottom left, there is a URL: <http://acqdemo.hcl.mil>. At the bottom right, the number "46" is displayed.

- ▶ CCAS is designed to focus on creating impact to mission and align compensation with the level of contribution
- ▶ Scoring is based on the averaging of three factors
- ▶ It is key to set clear expectations at the beginning of the appraisal cycle and capture those expectations in a Contribution Plan
- ▶ Record contributions throughout the appraisal cycle
- ▶ Write clear, concise impact statements in your self-assessment rather than long narratives

The following is a summary of topics covered in this course:

- CCAS is designed to focus on creating impact to mission and align compensation with the level on contribution
- Scoring is based on the averaging of three factors
- It is key to set clear expectations at the beginning of the appraisal cycle and capture those expectations in a Contribution Plan
- Record contributions throughout the appraisal cycle
- Write clear, concise impact statements in your self-assessment rather than long narratives

7.2 Slide 47, AcqDemo Program Support



The slide, titled "AcqDemo Program Support", features the HCI logo in the top left and "AcqDemo" in the top right. The main content is organized into two columns. The left column lists support resources: Operating Guide; AcqDemo Website (with sub-points for Reference Material and Conversion Tool Calculator); Training (with sub-points for HR Training, Workforce Overview, CCAS for Supervisors, Pay Pool Administration, and Pay Pool Training); and Electronic Contact Information (with sub-points for acqdemo.hci.mil and AcqDemo.Contact@hci.mil). The right column, titled "eLearning", lists courses: AcqDemo 101; Giving and Receiving Feedback; Contribution Planning; Writing an Annual Appraisal Self-Assessment; CCAS for Employees; CCAS for Supervisors; HR Flexibilities; and Understanding the Pay Pool Process. The slide footer contains the URL <http://acqdemo.hci.mil> and the number 47.

The AcqDemo Program Office provides a variety of support. These include overall program operating procedures; a website that includes reference material, tutorials, and newsletters.

The AcqDemo website also provides training on subjects including HR training, Workforce Overview, CCAS for Supervisors, Pay Pool Administration, and Pay Pool Training.

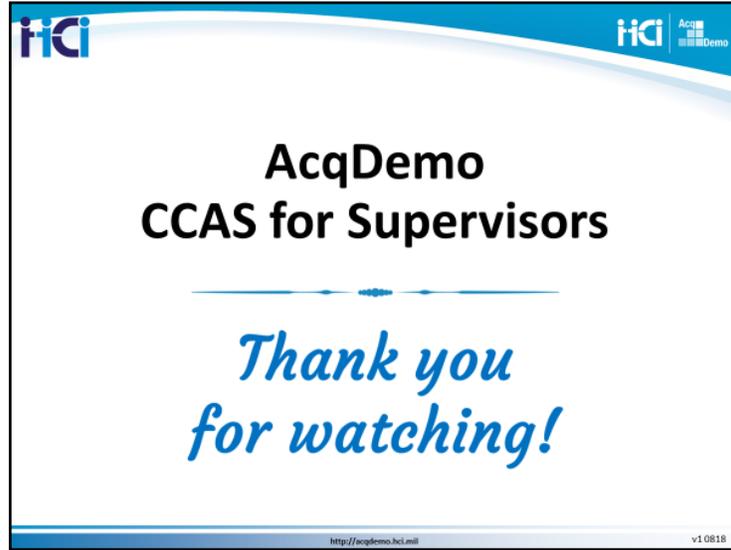
For program details, visit the AcqDemo website: acqdemo.hci.mil. For questions, contact your local AcqDemo team or email the AcqDemo Program Office at: AcqDemo.Contact@hci.mil.

The following e-Learning courses are also available:

- AcqDemo 101
- Giving and Receiving Feedback
- Contribution Planning
- Writing an Annual Appraisal Self-Assessment
- CCAS for Employees
- CCAS for Supervisors
- HR Flexibilities
- Understanding the Pay Pool Process

New courses will be developed, and existing courses updated as needed. Check the AcqDemo website for the latest training information.

7.3 Slide 48, Parting Thoughts



Congratulations! You have completed the CCAS for Supervisors course. We hope that you found this information helpful and that you enjoyed learning about the role each supervisor plays in the Contribution-Based Compensation and Appraisal System (CCAS) cycle.

You should now have a better understanding of the CCAS process. You should also be able to summarize the major elements of the CCAS cycle and have a better understanding of the supervisor's role during each step.

Thank you for watching and please let us know how we can best support your success in AcqDemo.