



Welcome to the AcqDemo CCAS Appraisal Feedback for Supervisors eLearning course. It takes approximately 20 minutes to complete all sections.

This course is a continuation of the AcqDemo eLearning series. It complements the Giving and Receiving Feedback course, as well as the Understanding the Pay Pool Process course.

The goal of this course is to enhance supervisors understanding of giving appraisal feedback to their employees at the end of each AcqDemo appraisal cycle.

**Topics of Discussion**

- **Communicating CCAS Results**
  - PAQL
  - Categorical Scores
  - Numerical Scores
  - Payouts
- **Increased Contribution Opportunities**
- **AcqDemo Program Support**

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Providing appraisal feedback to your employees is the third and final annual conversation you are required to have with each employee. It is held after the completion of the pay pool process in order to inform employees of their appraisal results and, if applicable, pay pool payouts.

In this course, you will be provided with details about each of the appraisal scoring and payout elements along with talking points to help prepare you for this meeting.

# Communicating CCAS Results — Slide #4


## Part I Form Review

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-20	
Organization: AMC/LHBB	Retained Pay: No	To: 30-Sep-21	
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.			
Supervisor Print/Sign		Date	
Supervisor Print / Sign		Date	
Employee Print / Sign		Date	
<b>2021 Performance Details</b>		<b>2021 Contribution Details</b>	
Factors	PAQL	Factors	Cat Score Num Score
Job Achievement and/or Innovation	5	Job Achievement and/or Innovation	3H 79
Communication and/or Teamwork	3	Communication and/or Teamwork	3M 76
Mission Support	3	Mission Support	3M 77
Average Raw Score 3.7		<b>Overall Contribution Score 77</b>	
Performance Rating of Record 3		Expected Overall Contribution Score 75	
		Expected Contribution Range 72-79	


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At the conclusion of the CCAS cycle and once all pay pool decisions have been approved, the last step of the CCAS process is the Annual Appraisal Discussion conducted by the supervisor with each subordinate employee. The purpose is to discuss the employee’s appraisal results—the approved OCS, Performance Appraisal Quality Level and the pay pool payout decisions.

The Annual CCAS Salary Appraisal Form, the “Part I,” is generated once all scores and pay adjustments are final, including any General Pay Increase (GPI) and Locality Pay Area adjustments as directed by the President with the issuance of an Executive Order. Because the Part I includes information you will discuss with your employees, it can be a useful tool to guide the conversation and ensure you cover the scores, ratings, associated payouts, and next cycle expectations.

# Communicating CCAS Results — Slide #5

## Part I Form Review

Compensation  
Detail

Remarks

Compensation Detail			
\$87,435	Current Rate of Base Pay		
+ \$ 874	General Pay Increase	1.0%	
+ \$ 2,566	CRl (Salary Increase)	2.93%	
=	<b>\$90,875</b>	<b>New Rate of Basic Pay</b>	
+ \$14,495	Locality Pay	@ 15.95%	
=	<b>\$105,370</b>	<b>New Total Salary</b>	
\$ 2,872	Contribution Award		
+ \$ -	Carryover from CRl		
=	<b>\$ 2,872</b>	<b>Total Award</b>	

2022 Expected Contribution Level	
Expected Overall Contribution Score	77
Expected Contribution Range	72-81

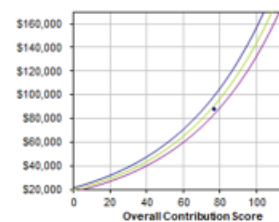
  

Privacy Act Statement (552a of 5 U.S.C.)  
 1. AUTHORITY: Section 552, Federal Register Notice dated November 9, 2017.  
 2. PURPOSE: This form summarizes the annual evaluation of an employee's contribution and performance through the CCAS assessment.  
 3. ROUTINE USE: This form is a computer-generated 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 CAGNets for no more than 4 years WAF's OIR Section 293.452 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

Remarks

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 result.





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It should be a retrospective look at lessons learned and insights that can be carried forward into the current appraisal period to improve outcomes and organizational impact. The discussion occurs in late December or early- to mid-January, upon conclusion of the pay pool process.

Let's take a closer look at each of the relevant sections of the Part I...

**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**
- **Quality Of Performance rating assigned to each factor in addition to contribution factor scores**
  - Average of three performance factor ratings translates to the annual rating of record for selection, awards and RIF purposes

**>> Assign a PAQL rating for EACH factor <<**  
*PAQL rating is the Rating of Record*  
*PAQL is NOT used for other compensation decisions*

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AcqDemo has a Quality of Performance assessment in order to meet requirements mandated by Congress in the Fiscal Year 2017 National Defense Authorization Act (NDAA) that requires all reduction-in-force decisions to be based primarily on performance.

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.

**Part I Form Review**

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

<u>2021 Performance Details</u>		<u>PAQL</u>
<b>Factors</b>	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 Payquil) scores are used to rate performance and the final score is the official 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)


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As part of your submission to the pay pool, you recommended a performance appraisal level of either Level 5 – Outstanding, Level 3 – Fully Successful, or Level 1 – Unacceptable for each of the three factors for each of your AcqDemo employees. To ensure fairness and consistency across the entire pay pool, the Pay Pool Panel evaluated your recommendations and made final decisions on the level ratings.

The three performance appraisal levels were then averaged to calculate the annual rating of record. An overall average of 4.3 or higher must be achieved in order to receive an overall rating of 5. If the average is less than 4.3, but no factors are rated as a 1, an overall rating of 3 is approved. If a Level 1 rating is approved for any factor, the overall rating of record will be a 1.

Explain the rationale to your employee for each factor’s PAQL level score, as well as how the overall rating of record was calculated.

## Categorical Scores — Slide #8




### Part I Form Review

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

2021 Contribution Details		Cat Score	Num Score
Factors	Job Achievement and/or Innovation	3H	79
	Communication and/or Teamwork	3M	76
	Mission Support	3M	77
<b>Overall Contribution Score</b>			<b>77</b>
Expected Overall Contribution Score			75
Expected Contribution Range			72-79

**Talking Points:**

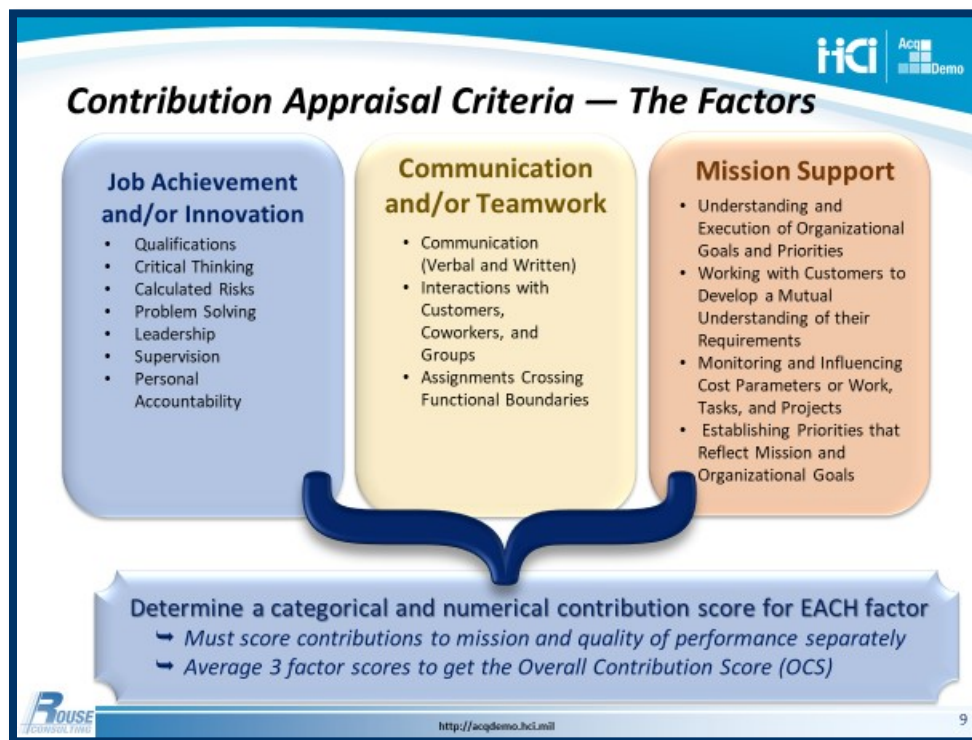
- Based on your current basic pay of \$\_\_\_\_, your expected Overall OCS was \_\_\_\_\_. This means your expected Categorical Score was \_\_\_\_\_.
- The Expected Contribution Range simply means scores that relate to 8% less and 8% more than your current salary. They do not indicate scores that you were or were not expected to achieve.

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Before going on to discuss the remaining information, remind your employee of their **Expected** Overall Contribution score and the **expected** corresponding Categorical score. This will help provide perspective to the employee for other key appraisal elements.

Also, explain how the Expected Contribution Range is determined and that if the employee scores anywhere within that range, AcqDemo will consider their contributions appropriate for their current compensation level.

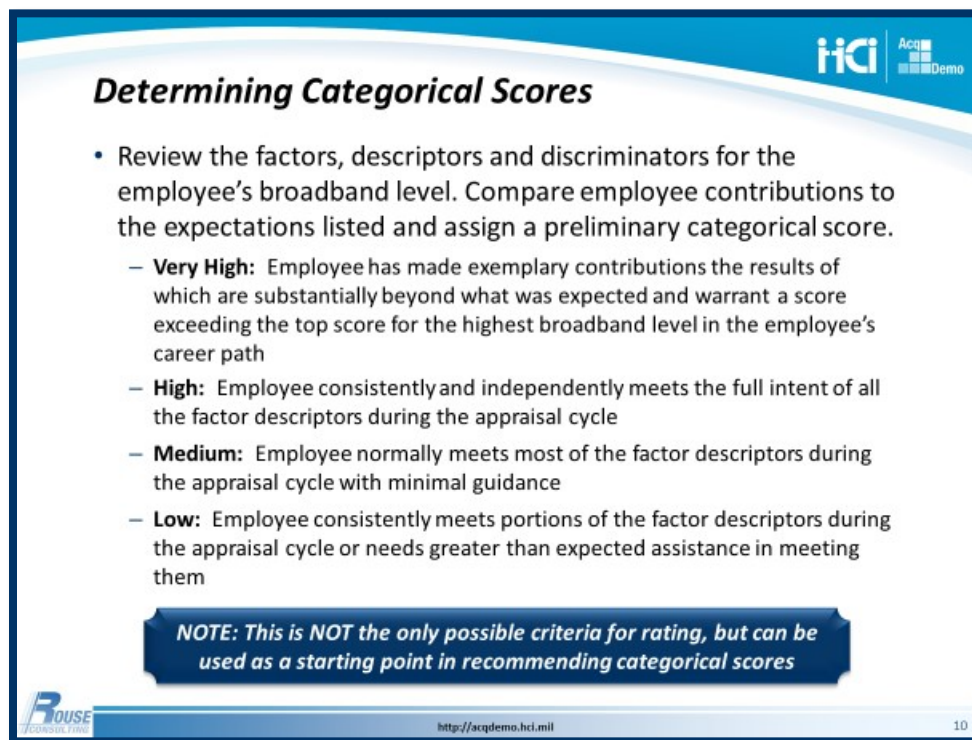
## Categorical Scores — Slide #9



Once the expected scores have been discussed, move on to talking about the *awarded* Categorical Scores for each of the three factors. The awarded categorical score determines the range of numerical scores available for selection, so it is critical the appropriate categorical score be awarded.



## Categorical Scores — Slide #10



**Determining 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.
  - **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
  - **High:** Employee consistently and independently meets the full intent of all the factor descriptors during the appraisal cycle
  - **Medium:** Employee normally meets most of the factor descriptors during the appraisal cycle with minimal guidance
  - **Low:** Employee consistently meets portions of the factor descriptors during the appraisal cycle or needs greater than expected assistance in meeting them

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

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The number of factor descriptors met at the Low, Medium, High, or Very High levels may serve as a preliminary determination of the appropriate categorical score for each factor. Based on current pay and position scope and level of responsibility, not all employees should expect to meet all descriptors and achieve “High” categorical scores. Explain that in order to “meet” a descriptor, the employee must *consistently* contribute at the full intent of the descriptor level language.

Extenuating circumstances may indicate a more appropriate score, however, and the pay pool can, after careful review, assign a score not normally associated with the employee's pay and position.

Because of the breadth of salaries associated with the NH-2 broadband level, additional categorical scores and ranges have been added. Essentially, they are extensions of the Low and Medium categorical levels intended to expand categorical score offerings for NH-2 positions and are labeled “Medium Low” and “Medium High.” Current pay and expected scores and ranges will indicate the appropriateness of a “Medium Low” or “Medium High” categorical score recommendation.

# Categorical Scores — Slide #11

**Using Factor Descriptors and Discriminators**

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

LEVEL DESCRIPTORS	DISCRIMINATORS
<b>LEVEL III</b> <ul style="list-style-type: none"><li>• Considered a functional/technical expert by others in the organization; is regularly sought out by others for advice and assistance.</li><li>• Pursues or creates certification, qualification, and/or developmental programs and opportunities for self and others.</li><li>• Guides, motivates, and oversees the activities of individuals and teams with focus on project/ program issues. Assumes ownership of processes and products, as appropriate.</li><li>• Develops, integrates, and implements solutions to diverse, highly complex problems across multiple areas and disciplines.</li><li>• 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.</li><li>• Defines, directs, or leads highly challenging projects/programs</li></ul>	<ul style="list-style-type: none"><li>• Leadership Role</li><li>• Mentoring/Employee Development</li><li>• Accountability</li><li>• Complexity/Difficulty</li><li>• Creativity</li><li>• Scope/Impact</li></ul>

*Use Descriptors for Categorical Scores*

*Use Discriminators for Numerical Scores*

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Contributions may not perfectly match all descriptors for a particular level and input for each discriminator is not necessary. The descriptors should be applied as a group to derive a single categorical score for each factor. Keep in mind, descriptors are written at the top of the broadband. You must determine the *degree* by which an employee's contributions have met or exceeded the factor level descriptors.

## Categorical Scores — Slide #12

**Categorical Scoring Talking Points**

- **Start with position value and expected contribution categorical score as identified in the contribution plan**
- **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**

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The pay pool evaluates the employee's self-assessment and your supervisor appraisal to determine if they provide enough information to support your recommended categorical score. If so, your recommended score will be sustained, and you should easily be able to explain why each categorical score was approved to your employee. If the documentation was insufficient, the pay pool likely had a conversation with you explaining why a different score was awarded. Be sure you discuss only the rationale behind the approved scores by the pay pool with the employee.

Next, we'll talk about the approved *numerical* scores for each factor.

## Numerical Scores — Slide #13

**Determining Numerical Scores**

• Review the factor discriminators to establish a rank order

Job Achievement and/or Innovation	Communication and/or Teamwork	Mission Support
<ul style="list-style-type: none"><li>• Leadership role</li><li>• Mentoring/Employee Development</li><li>• Accountability</li><li>• Complexity/Difficulty</li><li>• Creativity</li><li>• Scope/Impact</li></ul>	<ul style="list-style-type: none"><li>• Oral</li><li>• Written</li><li>• Contribution to Team</li><li>• Effectiveness</li></ul>	<ul style="list-style-type: none"><li>• Independence</li><li>• Customer Needs</li><li>• Planning/Budgeting</li><li>• Execution/Efficiency</li></ul>

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

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The factor discriminators, together with an organization’s annual goals, are the criteria used to determine numerical scores for each factor. To ensure employees understand how each factor is evaluated, it is often helpful to review the discriminators and discuss AcqDemo’s definition of “impact to mission” for each factor with them.

# Numerical Scores — Slide #14

**Numerical Scoring Considerations**

- Factor Discriminators and knowledge of employee contributions are used to rank order the results to determine the Numerical Score
- Numerical Score range must be associated with the respective Categorical Score range

**Factor 1: Discriminators**

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

**NH Career Path**  
Job Achievement and/or Innovation Factor

<b>3 High (3H)</b>	<b>79-83</b>
John, Dan	83
Susan	82
Bruce, Rick	81
James	80
Rose, Jo	79

*Logic and judgement must be applied when recommending numerical scores*

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Using the assessment information provided by the supervisors, and the employees as well if provided, the pay pool considers the relative value of the contributions achieved by each member of the pay pool. Based on the relative value of those contributions made to the mission of the organization as evaluated against the factor discriminators, contributions are rank ordered and numerical scores assigned to each of the three factors for each employee.

Note that multiple people can receive the same numerical score if the value of their contributions is considered to be equivalent. However, each employee's scores are confidential and cannot be discussed with other employees.

## Numerical Scores — Slide #15

**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 employee still do better?

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Again, remind the employee of the expected numerical score and then discuss what score was approved by the pay pool for each factor. Because pay pool data is confidential, you may not be able to explain exactly why your employee received the specific final numerical score, only that this is where he or she ranked among other employees who received the same categorical score.

**General CCAS Results Talking Points**

- Supervisors provide *recommended* categorical and numerical scores **only**
- Supervisory recommendations are vetted through the sub-panel and pay pool panel process
  - Sub-panels evaluate recommended scores relative to all employee contribution levels (rank order)
  - Sub-panel results (recommendations) are forwarded to the pay 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

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As a reminder, the scores you initially submitted to the pay pool were only recommendations for consideration. If proper documentation was submitted to support your recommendations, it is likely your suggested PAQL and categorical scores were approved. However, once your employees were evaluated across the entire pay pool, it is possible their numerical placement may have shifted, thereby changing your recommended factor score(s).

**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

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Be sure to discuss only the rationale behind the approved scores by the pay pool with the employee. You are never to disclose initial recommendations if they differ from what the pay pool approved; nor are you to express your displeasure with their decision to your employee. The employee may file a grievance and ask for reconsideration if they feel the scores are not, in their opinion, accurate or appropriate.



# Scatterplots — Slide #18

**Part I 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 Rail, 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 result.

The graph shows a coordinate system where the vertical axis represents Basic Pay (ranging from \$20,000 to \$160,000) and the horizontal axis represents Overall Contribution Score (ranging from 0 to 100). Three upward-sloping lines are plotted: the Upper Rail (top), the Standard Pay Line (SPL, middle), and the Lower Rail (bottom). A data point is plotted at approximately (85, \$80,000), which falls between the Lower Rail and the Upper Rail, indicating an 'Appropriately Compensated' status.

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

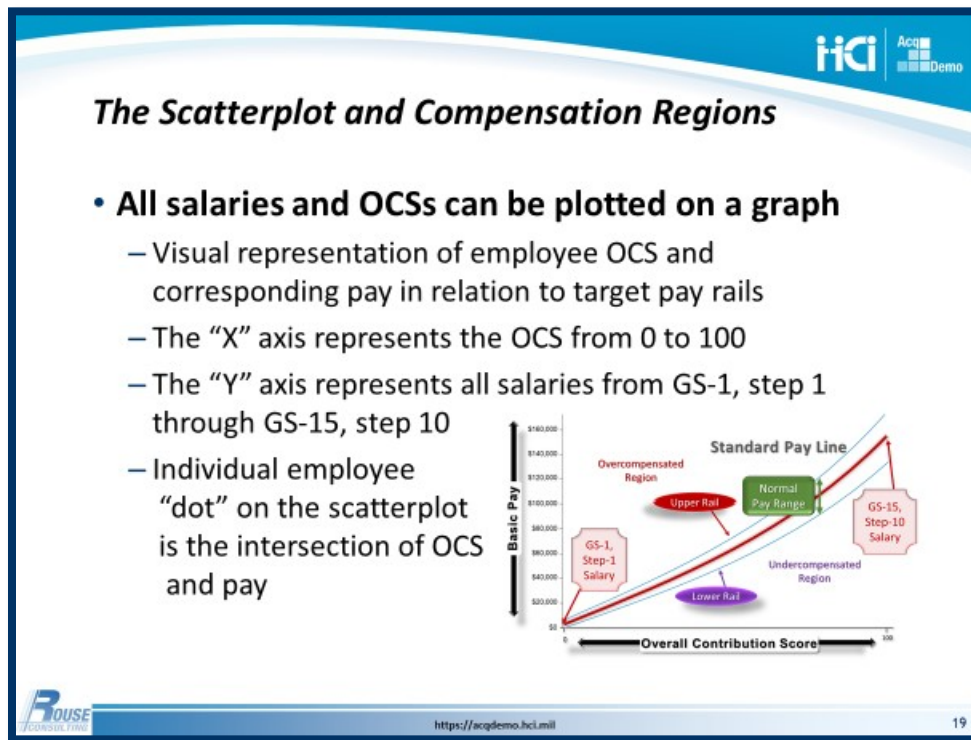
**Overcompensated:** Scores plot above the rails. These are data points representing employees who are contributing at a level less than what is expected for their pay and are thus considered overcompensated.

**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.

A scatterplot is included on the Part 1 Form to show where the employee's final OCS plotted relative to the Standard Pay Line.

## Scatterplots — Slide #19




Discuss with your employee the components of the scatterplot.

Along the X axis are overall AcqDemo contribution scores ranging from 0 to 100. The Y axis begins with the GS-1, step 1 basic pay and ends with a salary encompassing the GS-15, step 10 basic pay.


The relationship between the X and Y axes is the red line known as the Standard Pay Line (SPL). The Standard Pay Line is a natural logarithmic representation of the GS-1, step 1 basic pay amount and the GS-15, Step 10 basic pay amount.

Above and below the standard pay line are two additional “rails” known as the upper rail and the lower rail. Each of these rails are 8% in basic pay above and 8% below the Standard Pay Line and approximately 4 OCS points above and 4 OCS points below the SPL.

## Scatterplots — Slide #20




### 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)

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If your employee scored in the “C” region, it means the pay the employee is earning is appropriate for the level of contribution achieved during the CCAS cycle. That is the goal of AcqDemo’s compensation system – to appropriately compensate employees for the work and level of contribution achieved.

Verify awards eligibility for employees scoring in this region in your organization’s business rules so that you can confidently discuss award distribution with your employee.

## Scatterplots — Slide #21


### 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.

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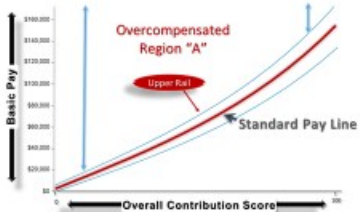
If your employee scored in the “B” region, it means they were undercompensated during the appraisal period relative to their level of contribution.

As such, it is likely they will be awarded a basic pay increase, or CRI. The amount of the increase will only go as high as the pay pool manager feels the employee will be able to meet and sustain in future years combined with the pay pool’s ability to pay for salary increases within the overall CRI budget.

## Scatterplots — Slide #22




### 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 severe contribution issues
  - Explain what actions were already taken
  - Because of your scores, you are now being placed on a CIP...

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If your employee scored in the “A” region, it means that they were overcompensated during the appraisal period for their position and level of contribution. Unless there are extenuating circumstances, the employee will now be placed on a Contribution Improvement Plan, or “CIP.” This is the one of the most serious adverse actions to be taken under AcqDemo, so be sure to seek guidance for next steps from your HR representative if you have not already done so.

# Final Payout Amounts — Slide #23

**Part I 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
- New rate of basic pay = current pay + GPI + CRI
- Added locality pay = New Total Salary
- Contribution Award (CA) is a lump sum payout computed from the approved OCS
- Carryover CRI is that amount of money that could not be awarded in salary increase because of pay caps due to broadband, control point or pay pool panel decisions

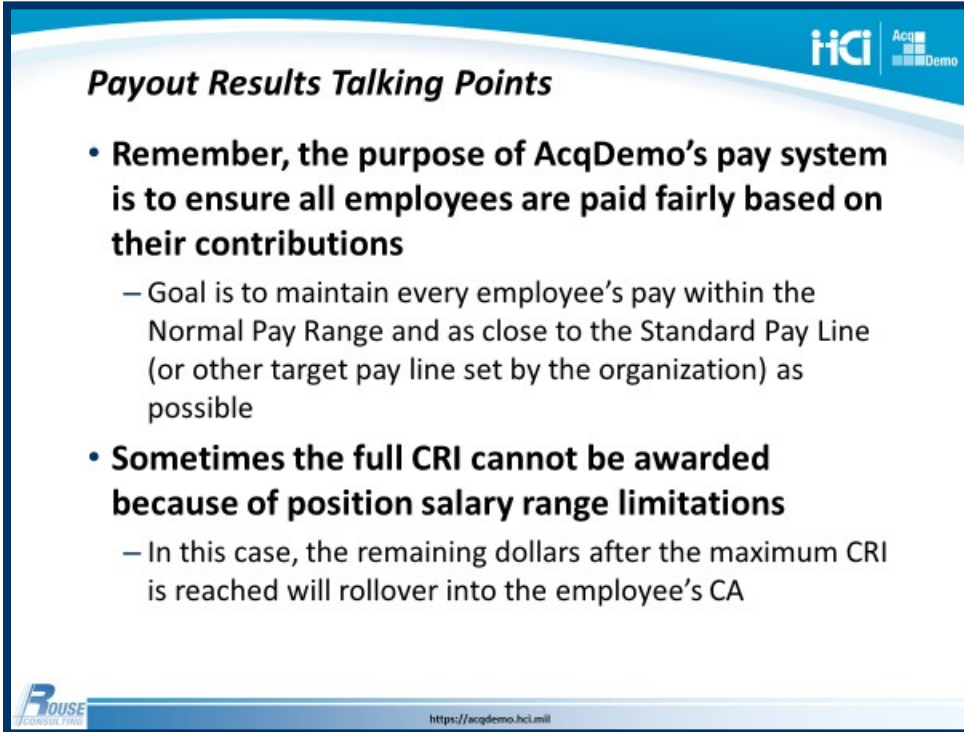
\$87,435	Current Rate of Base Pay	
+ \$ 874	General Pay Increase	1.0%
+ \$ 2,566	CRI (Salary Increase)	2.93%
= \$90,875	<b>New Rate of Basic Pay</b>	
+ \$14,495	Locality Pay	@ 15.95%
= \$105,370	<b>New Total Salary</b>	
\$ 2,872	Contribution Award	
+ \$ -	Carryover from CRI	
= \$ 2,872	<b>Total Award</b>	

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Eligibility for award distribution is determined by AcqDemo rules and your organization's business rules. Please check local policy to fully understand the requirements that apply to your pay pool.

Discuss with your employee which payouts they were eligible for and what they received based on the payout criteria and available funding levels.

## Final Payout Amounts — Slide #24



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***Payout Results Talking Points***

- **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

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As previously stated, the purpose of AcqDemo's pay system is to ensure all employees are paid commensurate with their level of contribution and position value. To do so, every employee's pay should plot within the Normal Pay Range and as close to the Standard Pay Line as possible in accordance with their contributions and the value of their position.

## Final Payout Results — Slide #25

**Part I Form Review**

**• Next cycle's Expected Overall Contribution Score (EOCS) is the EOCS matching the New Total Salary**

2022 Expected Contribution Level	
Expected Overall Contribution Score	77
Expected Contribution Range	72-81

**• If next cycle's EOCS is higher than the current year's EOCS range, 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

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When discussing next appraisal cycle's Expected Overall Contribution score with your employee, verify the corresponding categorical score area for that score. If it is higher than the previous range, the employee's contribution plan will need to be updated as quickly as possible to include the additional descriptor requirements that now need to be met in the current cycle. It is imperative that this happen quickly as one quarter of the appraisal cycle will have already passed before you are holding this appraisal feedback meeting.



**Concluding the Part I 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**

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It is entirely within the realm of possibility you will not have answers to every question your employee may ask at this meeting and that is perfectly okay. Have a copy of your organization's business rules at the ready as many answers can be found there. If there are still open questions, simply indicate to the employee that you will research the information requested and get back with them as soon as you have the answers.

At the end of the meeting, remind the employee to digitally sign the Salary Appraisal Form in CAS2Net.

## Increased Contribution Opportunities — Slide #27

**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?

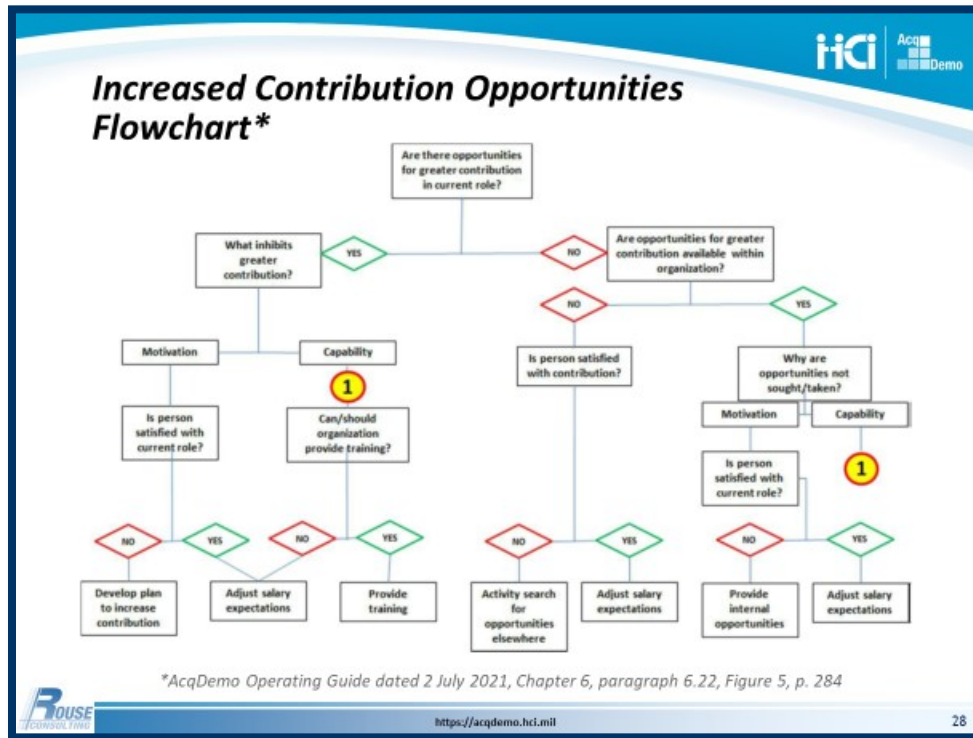
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Regardless of results, there are always opportunities to increase contribution level. You are required to discuss these opportunities with your employees during this appraisal feedback meeting.

# Increased Contribution Opportunities — Slide #28



\*AcqDemo Operating Guide dated 2 July 2021, Chapter 6, paragraph 6.22, Figure 5, p. 284

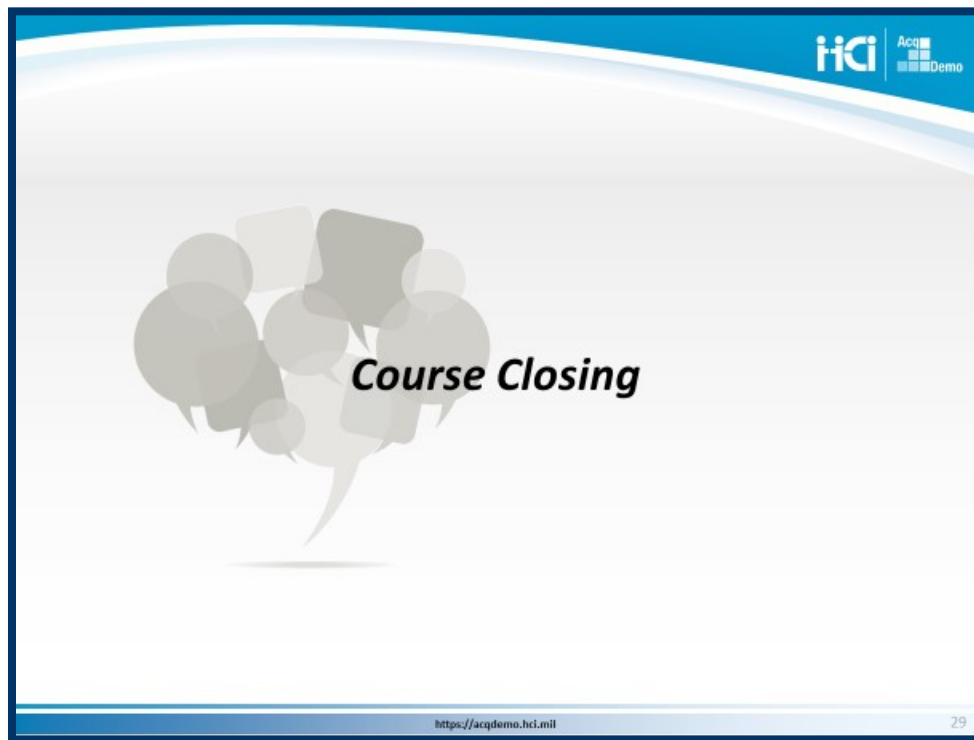


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This discussion guide flowchart can be found in the AcqDemo Operating Guide in Chapter 6 and will help walk you through this part of your conversation.

## Course Closing — Slide #29



Let's review some of the main learning points from this course.

We'll focus on the key topics and share a list of additional training courses available to you. We'll also point you to other AcqDemo resources and available support.

**Summary of Key Topics**

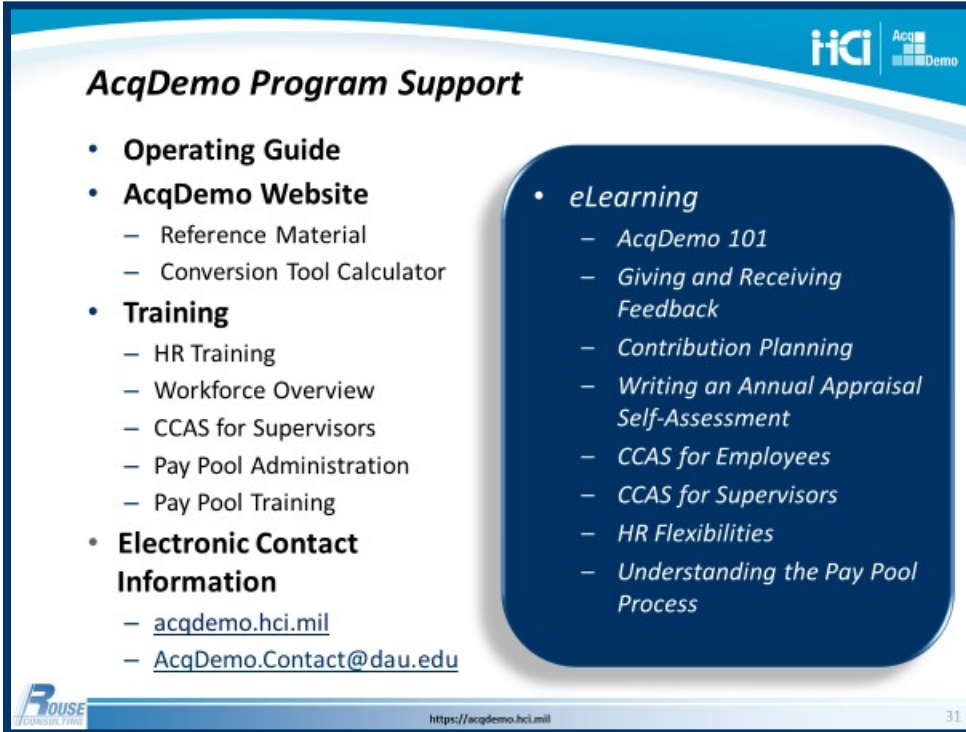
- Know your organization's business rules and how they affect compensation decisions
- Use the Part I Form to guide the Annual Appraisal Conversation
- Understand the relationship of the factor level descriptors and discriminators to the categorical and numerical scores awarded for each factor for each employee
- Never discuss your recommended scores with an employee if they differ from those approved by the Pay Pool Manager
- Discuss opportunities for increased contributions at the end of your meeting to set in motion plans for reaching organizational goals in the current appraisal cycle

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Highlights of this course's discussion topics are:

- Know your organization's business rules and how they affect compensation decisions
- Use the Part I Form to guide the Annual Appraisal Conversation
- Understand the relationship of the factor level descriptors and discriminators to the categorical and numerical scores awarded for each factor for each employee
- Never discuss your recommended scores with an employee even if they differ from those approved by the Pay Pool Manager
- Discuss opportunities for increased contribution at the end of your meeting to set in motion plans for reaching organizational goals in the current and future appraisal cycles

## Course Closing — Slide #31



The slide is titled "AcqDemo Program Support" and features the HCI logo in the top right corner. It lists various support resources in a bulleted format. A dark blue rounded rectangle on the right side highlights the "eLearning" section. At the bottom left is the ROUSE logo, and at the bottom center is the URL "https://acqdemo.hci.mil". The slide number "31" is in the bottom right corner.

- **Operating Guide**
- **AcqDemo Website**
  - Reference Material
  - Conversion Tool Calculator
- **Training**
  - HR Training
  - Workforce Overview
  - CCAS for Supervisors
  - Pay Pool Administration
  - Pay Pool Training
- **Electronic Contact Information**
  - [acqdemo.hci.mil](mailto:acqdemo.hci.mil)
  - [AcqDemo.Contact@dau.edu](mailto:AcqDemo.Contact@dau.edu)

**eLearning**

- *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*

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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.dau.mil](http://acqdemo.dau.mil). For questions, contact your local AcqDemo team or email the AcqDemo Program Office at: [AcqDemo.Contact@hci.mil](mailto: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.



The slide features a blue header with the HCI logo and 'AcqDemo' text. The main title is 'CCAS Appraisal Feedback for Supervisors' in bold black font. Below it is the subtitle 'DoD Civilian Acquisition Workforce Personnel Demonstration Project (AcqDemo)' in a smaller black font. A decorative horizontal line with a central blue dot is positioned above the large, blue, cursive text 'Thank you for Watching!'. The version number 'v1 1223' is located in the bottom right corner of the slide.

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