Writing an Annual Appraisal Self-Assessment in AcqDemo
Course Outline
(3-hour classroom-style)

I. Introduction
A. Course Topics and Activities
B. Course Objectives
C. Introductions/Housekeeping/Ground Rules/Parking Lot

II. Contribution-based Compensation & Appraisal system (CCAS) Overview
A. CCAS cycle
B. Responsibilities of the Personnel Policy Board, Pay Pool Panel, Supervisors and Employees
C. Rating Overview
D. Payout Overview

III. Annual Appraisal Self-Assessments
A. Support Tools
B. Keeping Records of Contributions
C. Writing Contribution Statements
   1. Suggested Writing Model
   2. Examples of Effective and Ineffective Contribution Statements
D. Steps for Writing an Effective Assessment
E. Group Activity – Writing an Effective Contribution Statement

IV. CAS2Net
A. CAS2Net Overview
B. Logging in to Cas2Net
C. Entering an Annual Appraisal Self-Assessment

V. Course Review
AcqDemo Contribution Planning
Course Outline
(3-hour classroom-style)

I. Introduction
   A. Introductions/Housekeeping/Ground Rules/Parking Lot
   B. Course Objectives
   C. Course Topics and Activities

II. Contribution Planning Overview
   A. Overview of the Contribution Planning process
      a. Appraisal Cycle
      b. Roles of Employee and Supervisor
      c. Importance of Contribution Planning in the CCAS Process
   B. Review CCAS Factors, Descriptors and Discriminators
   C. Support Tools
      a. PRD
      b. Contribution Plan
      c. Organizational Mission/Goals

Factors, Descriptors, and Discriminators

III. Contribution Planning
   A. Effective and Inadequate Examples of proposed expectations
   B. Writing an Effective Contribution Plan
      a. List your most important expected contributions to mission to be made during the upcoming review cycle
      b. Determine if impact can be clearly identified/documeneted for each contribution
      c. Determine which factors best tie to each expectation
      d. Succinctly explain each expectation and its proposed impact
      e. Ensure all 6 factors have been addressed
      f. Suggested writing model
   C. Group Activity – Writing Contribution Planning Expectations
   D. Individual Activity – Writing YOUR Contribution Plan Expectations
   E. Review

IV. CAS2Net
   A. CAS2Net Overview
   B. Logging in to Cas2Net
   C. Entering Contribution Planning

V. Summary and the Road Ahead
Rating Official Assessment Training Course Outline
(Full Day classroom-style)

I. Introduction
   a. Course Topics and Activities
   b. Course Objectives
   c. Introductions/Housekeeping/Ground Rules/Parking Lot
   d. Activity – Supervisor Concerns

II. Compensation Strategies
   a. Theories of Compensation Strategy
   b. Compensation issues for your organization
   c. Supervisor’s role in implementing a compensation strategy

III. Contribution-based Compensation & Appraisal system (CCAS) Overview
   a. Components of the CCAS process
      i. CCAS cycle
      ii. Roles of Employee, Supervisor and Pay Pool Panel
   b. 11-Step CCAS process

IV. Understanding Factors, Descriptors and Discriminators
   a. Typical Acquisition Functions/Behaviors
   b. The 6 Factors
   c. Broadband-specific Descriptors
   d. Relating contributions to the Descriptors

V. Writing an Annual Appraisal
   a. Tools to use
   b. Keeping records of contributions
   c. Annual Appraisal writing steps
   d. Writing Effective Contribution Statements
   e. Suggested writing model
   f. Activity – Writing an Annual Appraisal

VI. Assessing Employee Contributions
   a. Scoring Overview
   b. Determining Categorical Scores
   c. Determining Numerical Scores
   d. Activity – Assessing Employee Contributions
   e. Special Situations

VII. Rewarding the Employee Contributions
   a. Pay Pool Funding
   b. Payout Calculations
   c. CCAS Reward Payout Criteria
   d. Selecting Target Salary

VIII. Feedback and Updates on Contribution Expectations
   a. End-of-Cycle Discussion
   b. CCAS Salary and Appraisal Form, Part I
   c. Inadequate Contribution
d. Grievance Process

e. Activity – Communicating Appraisal Results

IX. **CAS2Net**
   a. CCAS Salary Appraisal Form
   b. CAS2Net Overview
   c. Logging in to CAS2Net
   d. Entering data into CAS2Net

X. **Summary and the Road Ahead**