

## Contribution Planning and Review Form Instructions

This Microsoft Word document is formatted so employees and their supervisors can easily enter information in the necessary fields and then print and sign a hard copy.

To use this form:

1. This form has a mixture of protected areas and free text areas. In the free text areas, data can be added like any other work document
2. Move through the document using a combination of <tab> key movement and <mouse/arrow> movement.
3. The free text areas are gray highlights in the data entry areas. Press <tab> to move forward through the fields. Press <shift-tab> to move to the previous field. Or use your mouse <cursor> to click on the desired field.
4. The free text areas that require text entry to describe contribution goals or other subjective entry are not protected and data entry is accomplished like any other word document.
5. There is no restriction on the number of pages to describe contribution goals and results.
6. The CCAS Salary Appraisal Form Part I and a completed Contribution Planning and Review Form become the employee's rating of record.

<h2 style="margin: 0;">Contribution-based Compensation and Appraisal System</h2> <h3 style="margin: 0;">Contribution Planning and Review Form</h3>	DoD Civilian Acquisition Workforce Personnel Demonstration Project
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EMPLOYEE NAME (FIRST NAME, MI, LAST NAME)			EMPLOYEE SSN		DATE OF HIRE	
EMPLOYEE'S POSITION TITLE			COMMAND		LOCATION	
EXPECTED OCS	CAREER PATH (NH, NJ or NK)	SERIES	BROADBAND LEVEL (I, II, III or IV)	PERIOD COVERED: *		
				From:		To:

SUPERVISOR'S NAME	* NOTE: The CCAS rating period is October 1 through September 30. Initial counseling for is normally 30 days from the date of hire of the new employee.
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Privacy Act Statement (552a of 5 U.S.C.)

1. **AUTHORITY:** Section III.D, Federal Register Notice dated January 8, 1999.
2. **PURPOSE:** The primary purpose of counseling is to define organizational mission and values, discuss individual job expectations and contribution goals, reinforce good contribution/work related behavior, correct inadequate contribution/work related behavior, and enhance the Ratee's ability to set and reach career goals. The best counseling is forward looking, concentrating on the future and what needs to be done better. Counseling should be timely. Counseling only at the end of the rating is too late since misunderstandings that impact contribution and work related behavior cannot be resolved in time for improvement before the end of the annual rating period.
3. **ROUTINE USE:** The CCAS Appraisal Form will be provided to the rated individual either directly or forwarded to the rated individual. A copy will be maintained in the ratee's Official Personnel File. This form and Part I are for organizational use only and will be returned to the rated individual after review by the supervisor and the pay pool panel. In addition, information collected on this form will be used for statistical and impact analysis of this form as an evaluation instrument. In addition as an evaluation instrument, application for some training and programs may require the completion and submission of this form.
4. **DISCLOSURE:** Disclosure of the rated individual's SSN is voluntary. However, failure to verify the SSN may result in a delayed or erroneous processing of the individual's CCAS and applicable payouts, i.e., General Pay Increase, Contribution Rating Increase and Contribution Award (if eligible). Disclosure of the information in Section I, below) is voluntary. However, failure to provide the information requested will result in an appraisal of the rated individual without the benefits of that individual's comments. Should the rated individual use the Privacy Act as a basis not to provide the information requested in Section I, this form will contain the rated individual's statement to that effect and be forwarded through to the pay pool panel.

Rules for Counseling:

1. Face-to-face counseling is required for all civilians in the Civilian Acquisition Workforce Personnel Demonstration Project.
2. Use this form along a copy of the factors, discriminators, and descriptors for the rated individual's career path, i.e., NH, NJ or NK, and the Ratee's position requirements document.
3. Conduct initial counseling within at least the first 30 days of each rating period and again at the midpoint of the rating period. Other informal discussions are encouraged.

**VERIFICATION OF FACE-TO-FACE DISCUSSION**  
 The following face-to-face discussions of career path, broadband level, factors, factor weights (if any), discriminators, descriptors, expected Overall Contribution Score based on the employee's current base salary, and contribution goals for the rating period took place.

Face-to Face Counseling	Dates	Employee's Initials	Supervisor's Initials
Initial			
Mid-Point			

Mid-Point Remarks:			
Other Counseling, as needed			
Other Counseling, as needed			

**I. CURRENT YEAR'S GOALS:** Initial goals are normally established a few weeks after the employee begins working for the supervisor. Thereafter, each contribution review involves two copies of this form. Results are added to the copy with previously established goals (a copy should have been retained by both parties). A fresh, clean form will also be completed to the extent of listing new goals for the upcoming year. Employee and supervisor complete appropriate sections.

NOTE: The number of goals set for each factor is discretionary. Establish goals for all factors.

Following are suggested guidelines for establishing goals and goals:

1. Goals should be related to the missions of the organization, principal areas of job responsibility and may be assignment or skill-oriented.
2. They should be specific, stated as end results, and time-tied.
3. Insofar as possible, they should be objectively measurable.
4. They should be realistic and attainable, yet contain some "stretch".
5. They should be mutually understood by the individual and the supervisor.
6. They should be modified during the year as appropriate.

PERIOD COVERED:	From:		To:	
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For the six factors, discriminators, and descriptors, go to <http://dacm.rdaisa.army.mil> then scroll down to AcqDemo section.

<b>PROBLEM SOLVING.</b>
Part IV: Employee Support Form Contribution goals for the rating period:
▪
Part III: Employee Self Assessment
▪
Part II: Supervisor Assessment
▪
<b>TEAMWORK/COOPERATION.</b>
Part IV: Employee Support Form Contribution goals for the rating period:
▪
Part III: Employee Self Assessment
▪
Part II: Supervisor Assessment
▪
<b>CUSTOMER RELATIONS.</b>
Part IV: Employee Support Form Contribution goals for the rating period:
▪
Part III: Employee Self Assessment
▪
Part II: Supervisor Assessment
▪
<b>LEADERSHIP/SUPERVISION.</b>
Part IV: Employee Support Form Contribution goals for the rating period:
▪
Part III: Employee Self Assessment
▪
Part II: Supervisor Assessment
▪
<b>COMMUNICATION.</b>
Part IV: Employee Support Form Contribution goals for the rating period:
▪
Part III: Employee Self Assessment
▪
Part II: Supervisor Assessment
▪
<b>RESOURCE MANAGEMENT.</b>
Part IV: Employee Support Form Contribution goals for the rating period:
▪
Part III: Employee Self Assessment
▪
Part II: Supervisor Assessment
▪

**III. EMPLOYEE AND SUPERVISOR PRINT, SIGN AND DATE.**

My supervisor has discussed the above information with me:

\_\_\_\_\_  
Print Employee's Name

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

This employee has been under my supervision for:		years		months
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\_\_\_\_\_  
Print Supervisor's Name

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

When completed, the employee retains the original. Copies will be forwarded to the Official Personnel File and should be retained by the supervisor.