Civilian Acquisition Workforce Personnel Demonstration Project

An Introduction to CCAS

[Contribution-based Compensation and Appraisal System]

To start this introduction, please go to the next slide.

June 2, 2000

Instructions

- To obtain the full effect of this self-paced training presentation, it is recommended that you use the Slide Show feature of Power Point.

- The Slide Show feature can be activated by going to the Tool Bar, select Slide Show and then select View Show.

- To advance to the next slide
  - use the left mouse click, or
  - use the "PgDn" key on the keyboard

- To review the previous slide
  - use the right mouse click and select Previous, or
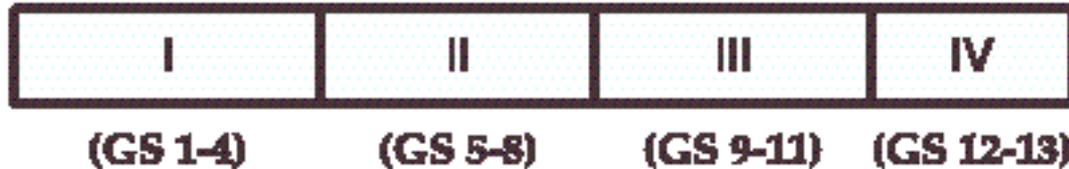 - if using the keyboard, use the "PgUp" key

There are three career paths with broadband levels.

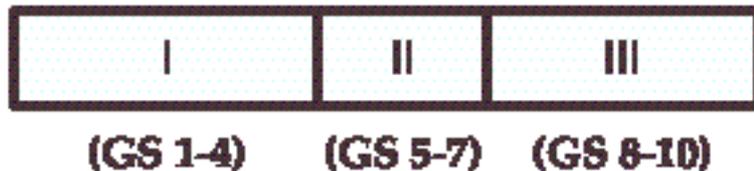**Business Management and Technical Management Professional (NH)**

I	II	III	IV
(GS 1-4)	(GS 5-11)	(GS 12-13)	(GS 14-15)
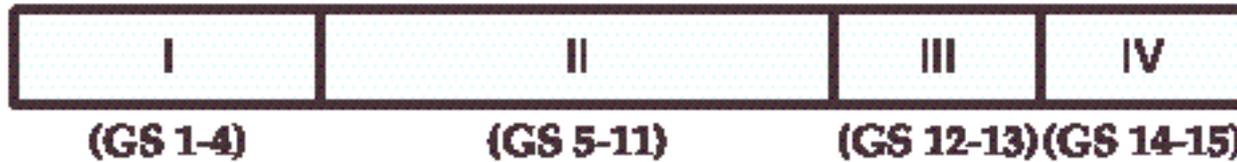
Career path with four levels

Technical Management Support (NJ)

I	II	III	IV
(GS 1-4)	(GS 5-8)	(GS 9-11)	(GS 12-13)

The salary range for a given broadband level of a career path corresponds to the General Schedule Pay Rates.

Administrative Support (NK)

I	II	III
(GS 1-4)	(GS 5-7)	(GS 8-10)

Career path with three levels

3

There are point ranges associated with each career path and broadband level

LEVELS		Business and Technical Professional	Technical Support	Administrative Support
		Point Range	Point Range	Point Range
IV	Very High	115	95	70
	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	42–51	39–46
II	High			
	M-H			
	Med			
	M-L			
	Low			
I	High	24–29	24–29	24–29
	Med	6–23	6–23	6–23
	Low	0–5	0–5	0–5

High, Med(ium), Low in any broadband level refers to your salary in relation to the salary range for your broadband. You are either in the high range, medium range, or low range of the salary range for the broadband. High, Med, Low does not mean that you are high, medium, or low contributor.

Table 4. Point Ranges

How Am I Evaluated Under the Contribution-based Compensation and Appraisal System (CCAS)?

You are evaluated against six factors.

- Factors
    - Problem Solving
    - Teamwork/Cooperation
    - Customer Relations
    - Leadership/Supervision
    - Communications
    - Resource Management
- Discriminators
    - Refine the Factors
    - Are the *Same* for All Levels of Contribution
    - No Modification
- Descriptors
    - Define Increasing Levels of Contribution
    - Are *Different* for Each Level of Each Career Path
    - No Modification

An example of a factor. This is for Resource Management for the Business Management career path.

LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL I • Uses assigned resources needed to accomplish tasks. • Plans individual time and assigned resources to accomplish tasks. • Effectively accomplishes assigned tasks.	- Scope of Responsibility - Planning/Budgeting - Execution/Efficiency
LEVEL II • Plans and utilizes ... goals. • Optimizes resour... established sched... • Effectively accom... resource guidelin...	- Scope of Responsibility - Planning/Budgeting - Execution/Efficiency
LEVEL III • Plans and allocates resources to accomplish multiple projects/programs. • Identifies and optimizes resources to accomplish multiple projects/programs goals. • Effectively accomplishes multiple projects/program... established guidelines.	- Scope of Responsibility - Planning/Budgeting
LEVEL IV • Develops, acquires, and allocates resources t... goals and strategic objectives. • Formulates organizational strategies, tactics, and bud... 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.	...ty - Execution/Efficiency

Please note that DISCRIMINATORS are the same for all levels.

Please note that DESCRIPTORS are different for each level.

An example of a factor. This is for Resource Management for the Business Management career path.

LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL I • Uses assigned resources needed to accomplish tasks. • Plans individual time and assigned resources to accomplish tasks. • Effectively accomplishes assigned tasks.	- Scope of Responsibility - Planning/Budgeting - Execution/Efficiency
LEVEL II • Plans and utilizes appropriate resources to accomplish project goals. • Optimizes resources ___ established schedules ___ • Effectively accompli ___ resource guidelines.	- Scope of Responsibility ___ Budgeting ___ Efficiency
LEVEL III • Plans and allocates re___ projects/programs. • Identifies and optimi___ projects/programs go___ • Effectively accompli___ established guideline___	___ Responsibility ___ Budgeting ___ Efficiency
LEVEL IV • Develops, acquires, and allocates resources to accomplish mission goals and strategic objectives. • 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.	- Scope of Responsibility - Planning/Budgeting - Execution/Efficiency

Factors are in the Federal Register, Army Operating Procedures, and Position Requirements Document or go to

http://dacm.sarda.army.mil/demo

Before discussing what appraisal forms to use and how to complete the forms, four basic concepts must be understood.

These four basic concepts are....

- Normal Pay Range and eligibility for compensation
- Expected Level of Contribution
- Delta OCS and Delta Salary
- Compensation from the Pay Pool

Concept # 1
Normal Pay Range and Eligibility for Compensation

The Normal Pay Range is the region bounded by the upper and lower rails, also called "between the rails".
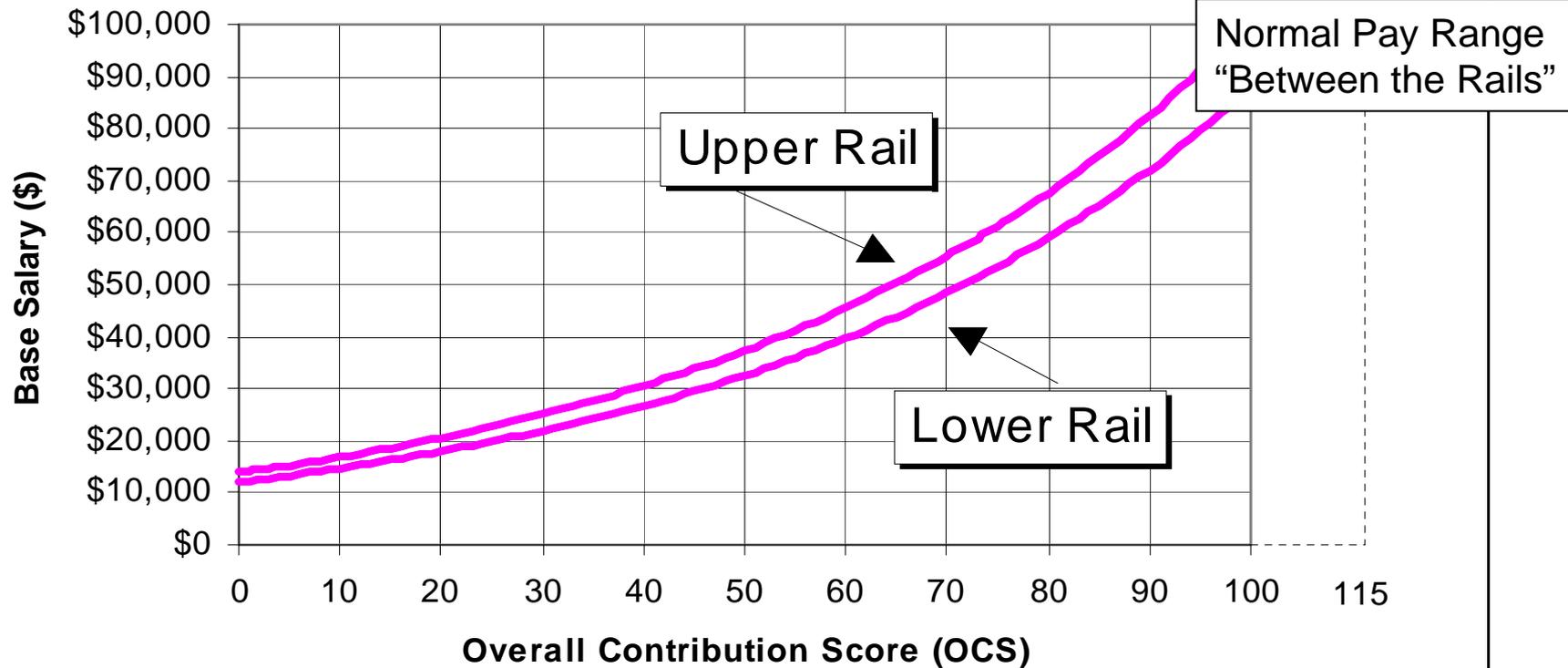
- Above the Upper Rail = Inappropriately Compensated A Region
- Normal Pay Range (Between the Rails) = Appropriately Compensated
- Below the Lower Rail = Inappropriately Compensated B Region

The region determines your eligibility for compensation. These are the compensation rules and limits.

Category	General Pay Increase	Contribution Rating Increase	Contribution Award	Locality Pay[1]
Inappropriately Compensated–A	Could be reduced or denied	NO	NO	YES
Appropriately Compensated	YES	YES[2]—Up to 6%	YES[5]	YES
Inappropriately Compensated–B	YES	YES[3,4]—Up to 20%	YES[5]	YES

[1] Basic pay plus locality pay may not exceed Executive Level IV basic pay.

[2] May not exceed upper rail of NPR for employee's OCS or maximum salary for current broadband level.

[3] Over 20% requires local commander's approval.

[4] May not exceed 6% above the lower rail or the maximum salary for current broadband level

[5] Pay pool manager approves up to $10,000. Amounts exceeding $10,000 require local commander's approval.

The Normal Pay Range was previously defined as the region bounded by the upper and lower rails. Midway between the upper and lower rail is the Standard Pay Line or SPL.

Upper Rail

Standard Pay Line

Lower Rail
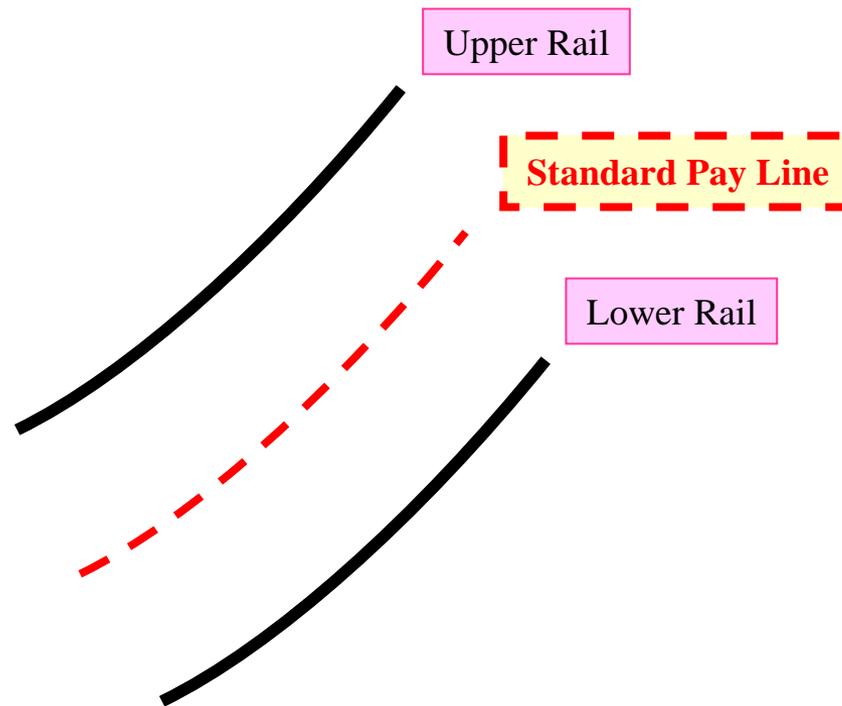
The Standard Pay Line or SPL is a mathematical relationship between contribution and salary. The SPL tracks from the lowest pay, GS-1 Step 1, to the highest pay, GS-15 Step 10. It is increased annually in accordance with the General Schedule pay increase.

14
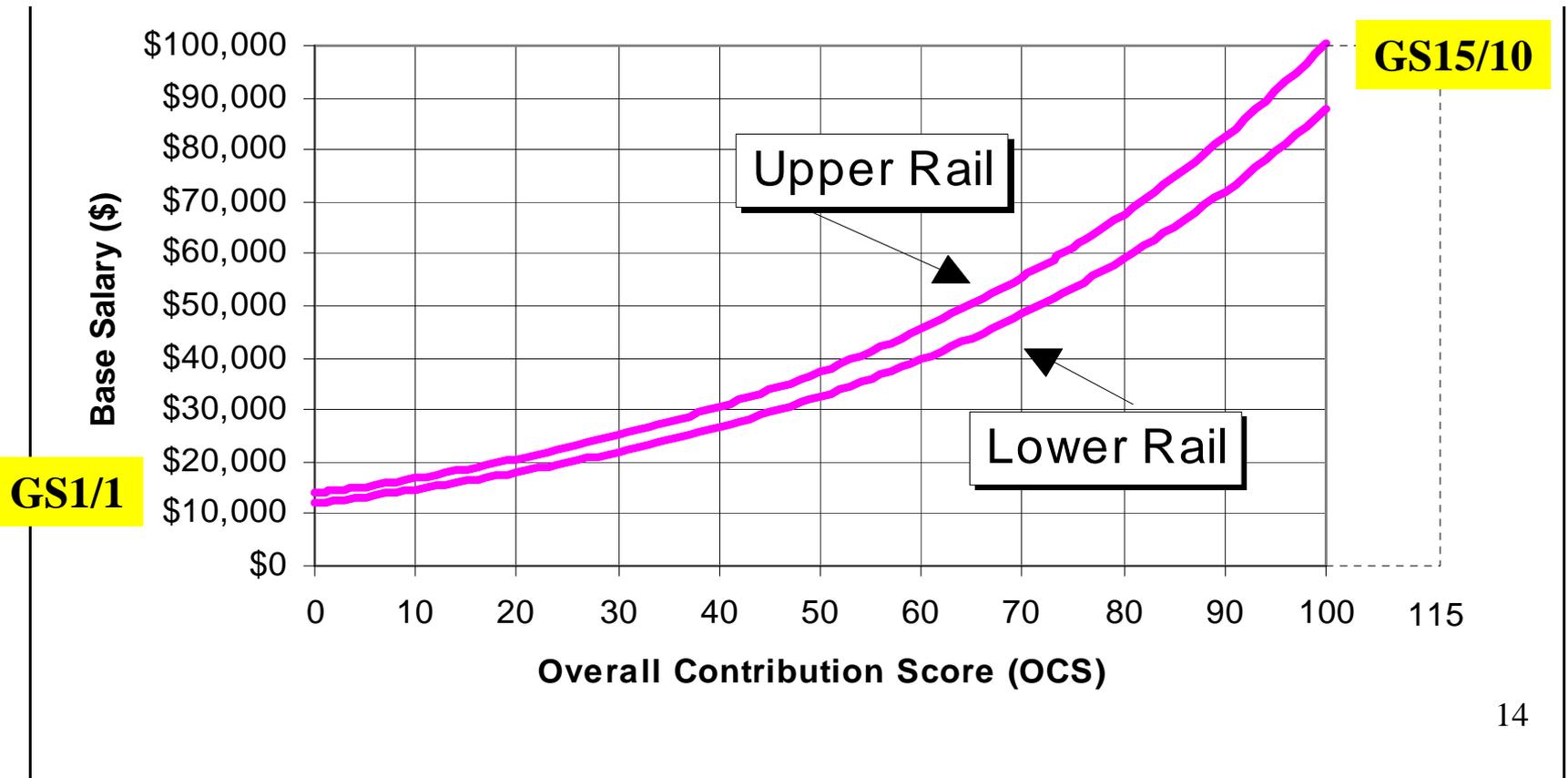
Another way to show this is the Normal Pay Range and Standard Pay Line Chart

GS 1 Step 1 →

|	OCS Score	SPL	*0.92 Upper Rail	*1.08 Lower Rail
Normal Pay Range **Standard Pay Line for 1999**				
GS01/1	1	$ 13,630	$ 12,540	$ 14,720
	2	$ 13,903	$ 12,791	$ 15,015
	33	$ 25,720	$ 23,663	$ 27,778
	34	$ 26,236	$ 24,137	$ 28,334
	35	$ 26,761	$ 24,621	$ 28,902
	36	$ 27,298	$ 25,114	$ 29,482
	37	$ 27,845	$ 25,617	$ 30,073
	38	$ 28,403	$ 26,131	$ 30,675
	39	$ 28,972	$ 26,654	$ 31,290
	40	$ 29,553	$ 27,189	$ 31,917
	41	$ 30,145	$ 27,734	$ 32,557
	42	$ 30,749	$ 28,289	$ 33,209
	43	$ 31,366	$ 28,856	$ 33,875
	44	$ 31,994	$ 29,435	$ 34,554
	45	$ 32,635	$ 30,025	$ 35,246
	46	$ 33,290	$ 30,626	$ 35,953
	47	$ 33,957	$ 31,240	$ 36,673
	48	$ 34,637	$ 31,866	$ 37,408
	49	$ 35,332	$ 32,505	$ 38,158
	50	$ 36,040	$ 33,156	$ 38,923
	96	$ 89,786	$ 82,604	$ 96,969
	97	$ 91,586	$ 84,259	$ 97,201
	98	$ 93,422	$ 85,948	$ 97,201
	99	$ 95,294	$ 87,670	$ 97,201
GS15/10	100	$ 97,201	$ 89,425	$ 97,201

GS 15 Step 10 →

Upper Rail

SPL

Lower Rail

15
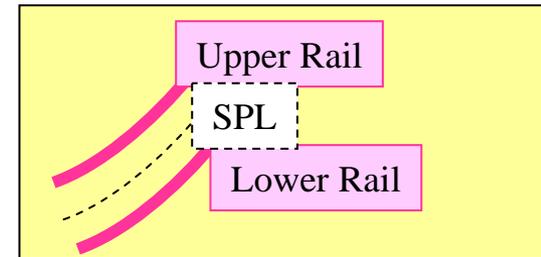
Concept # 2
Expected Level of Contribution

From the NPR and SPL Chart, you can determine your Expected Level of Contribution.

The Expected Level of Contribution is derived by equating your current **base** salary to an Overall Contribution Score (OCS) on the NPR and SPL Chart.

How is the Expected Level of Contribution Determined?

Employee's Base salary is $32,310.

Find the closest dollar amount in the SPL column to the employee's base salary

	OCS Score	SPL	*0.92 Lower rail	*1.08 Upper Rail
	39	$ 28,972	$ 26,654	$ 31,290
	40	$ 29,553	$ 27,189	$ 31,917
	41	$ 30,145	$ 27,734	$ 32,557
	42	$ 30,749	$	
	43	$ 31,366	$	
	44	$ 31,994	$	
	45	$ 32,635	$	
	46	$ 33,290	$	
	47	$ 33,957	$	
	48	$ 34,637	$	
	49	$ 35,332	$	

Normal Pay Range and Standard Pay Line for 1999

Expected Level of Contribution is 44

The NPR and SPL Table is updated annually upon the effective date of the General Schedule Pay Tables. For the current Table, go to or click on http://dacm.sarda.army.mil/demo

The Expected Level of Contribution for a base salary of $32,310 is 44.
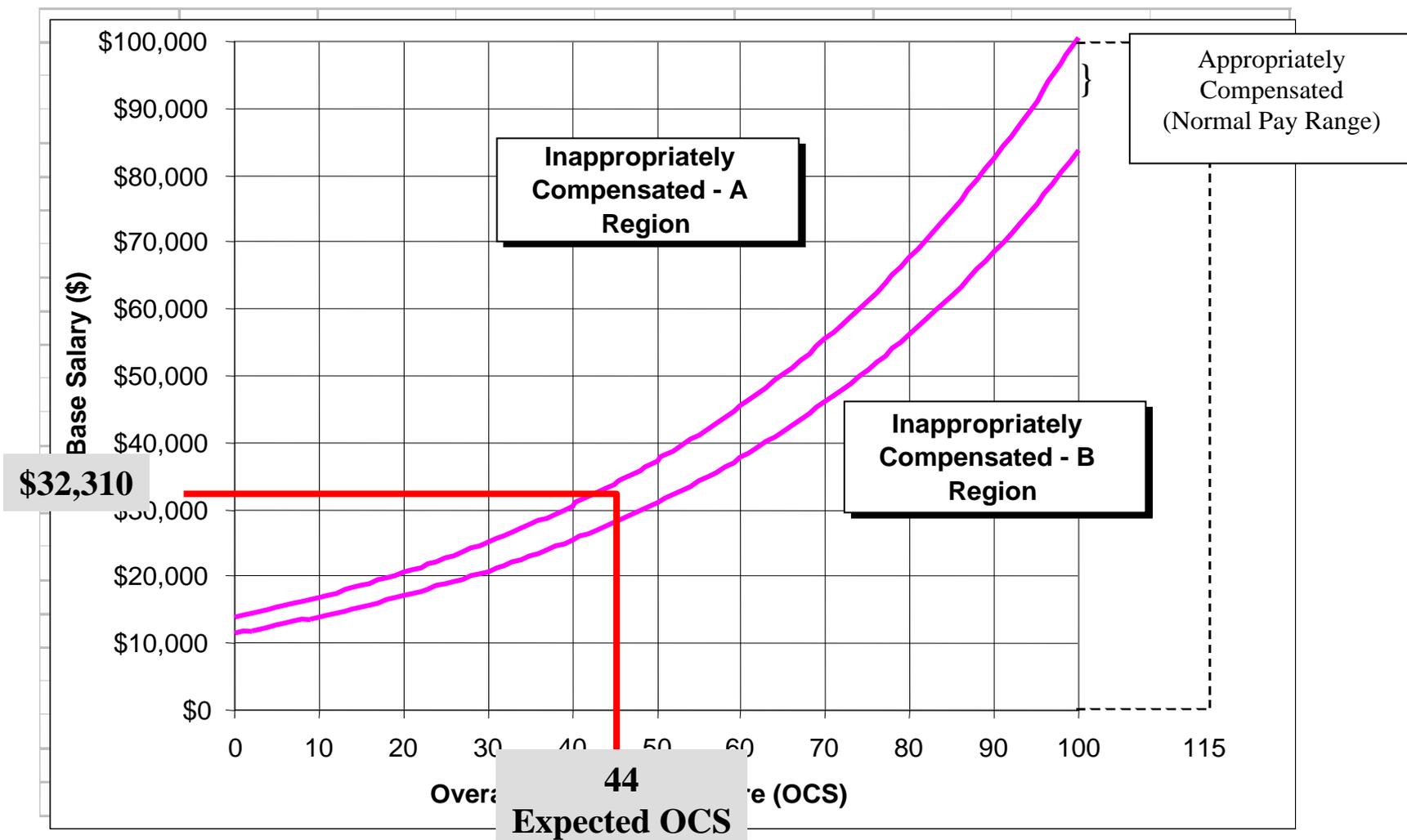
What is the approximate OCS range to remain within the Appropriately Compensated region?
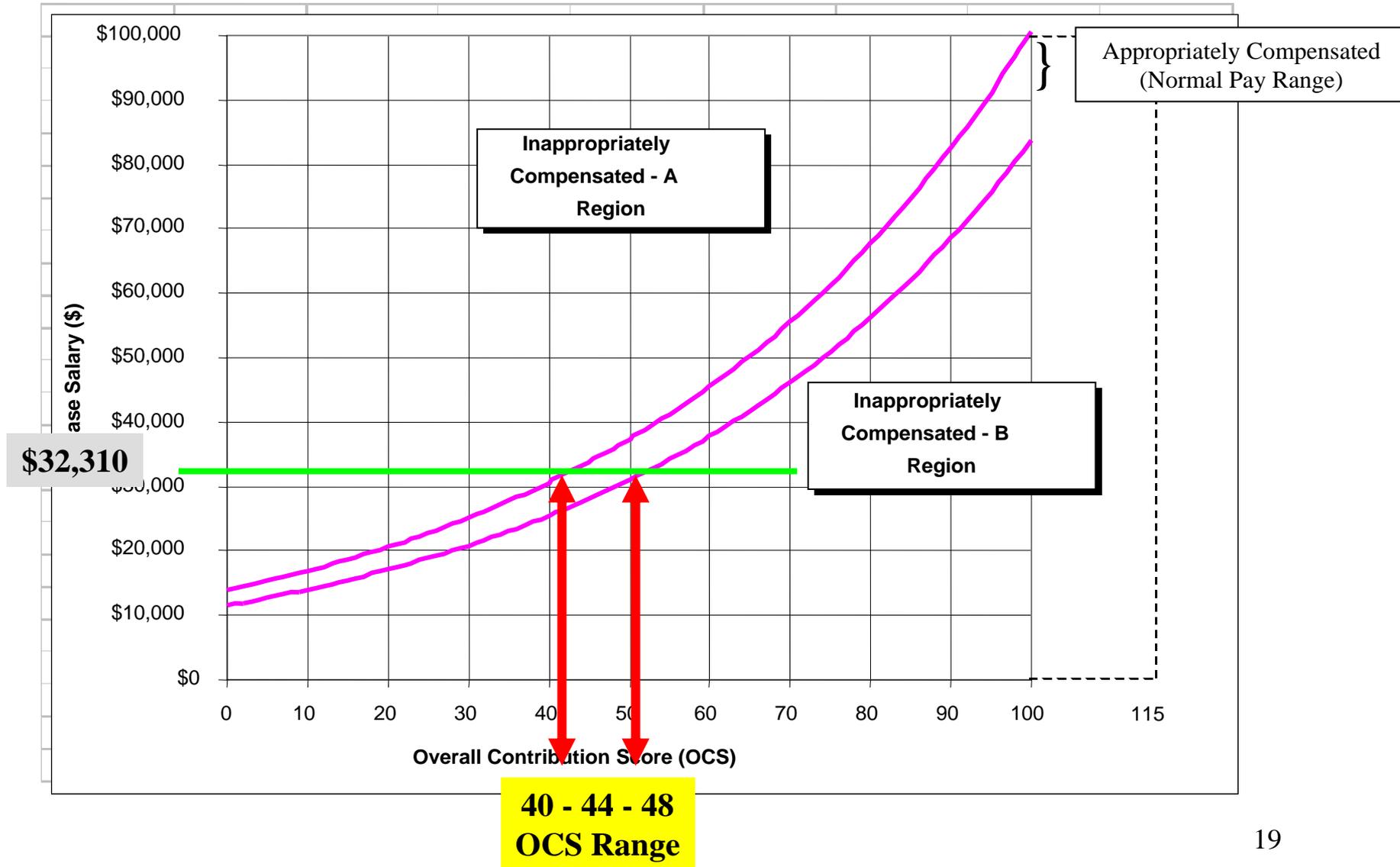
A score less than 40 places this individual above the upper rail- Inappropriately Compensated -A.
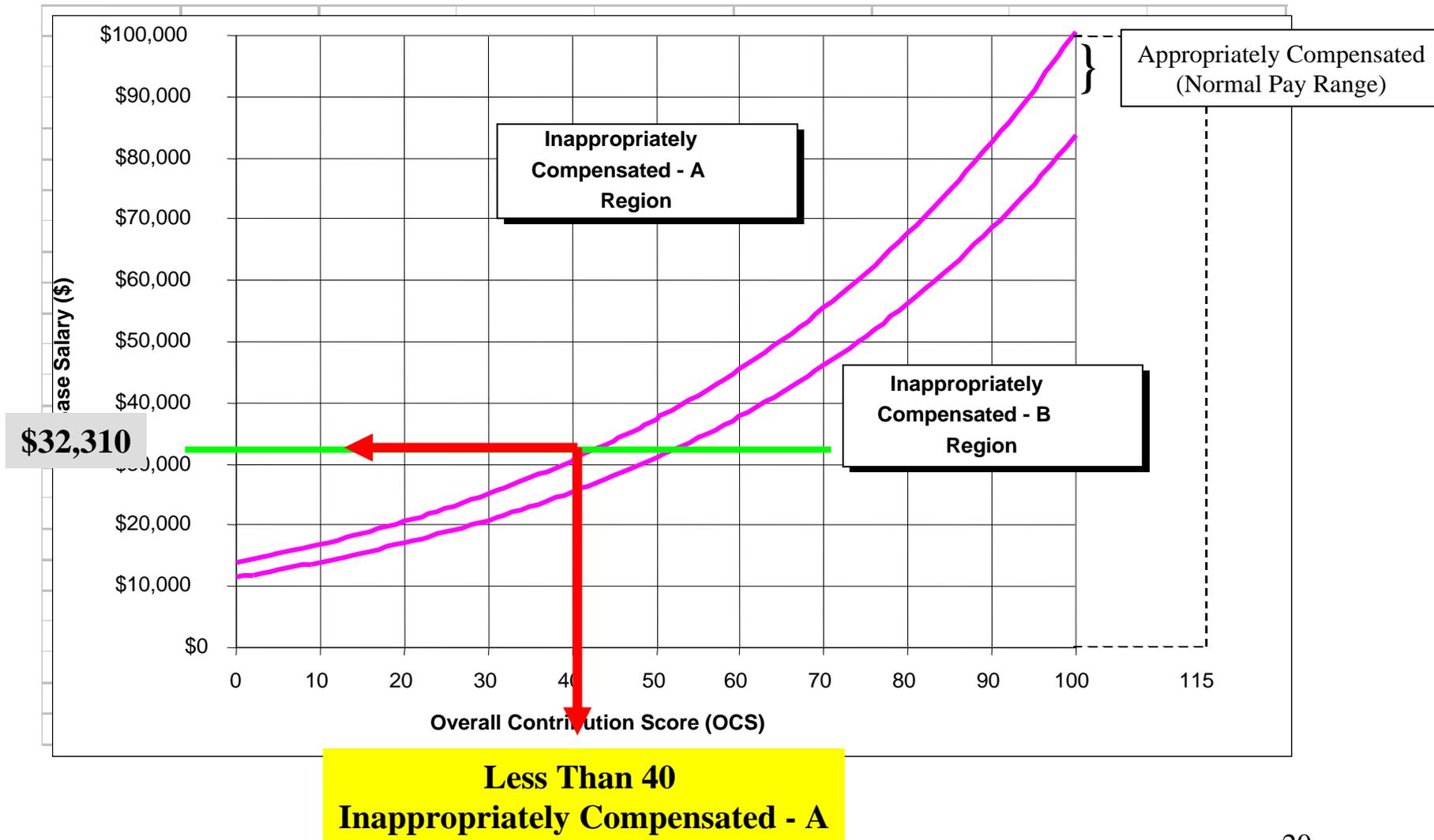
A score greater than 48 places this individual below the lower rail - Inappropriately Compensated - B
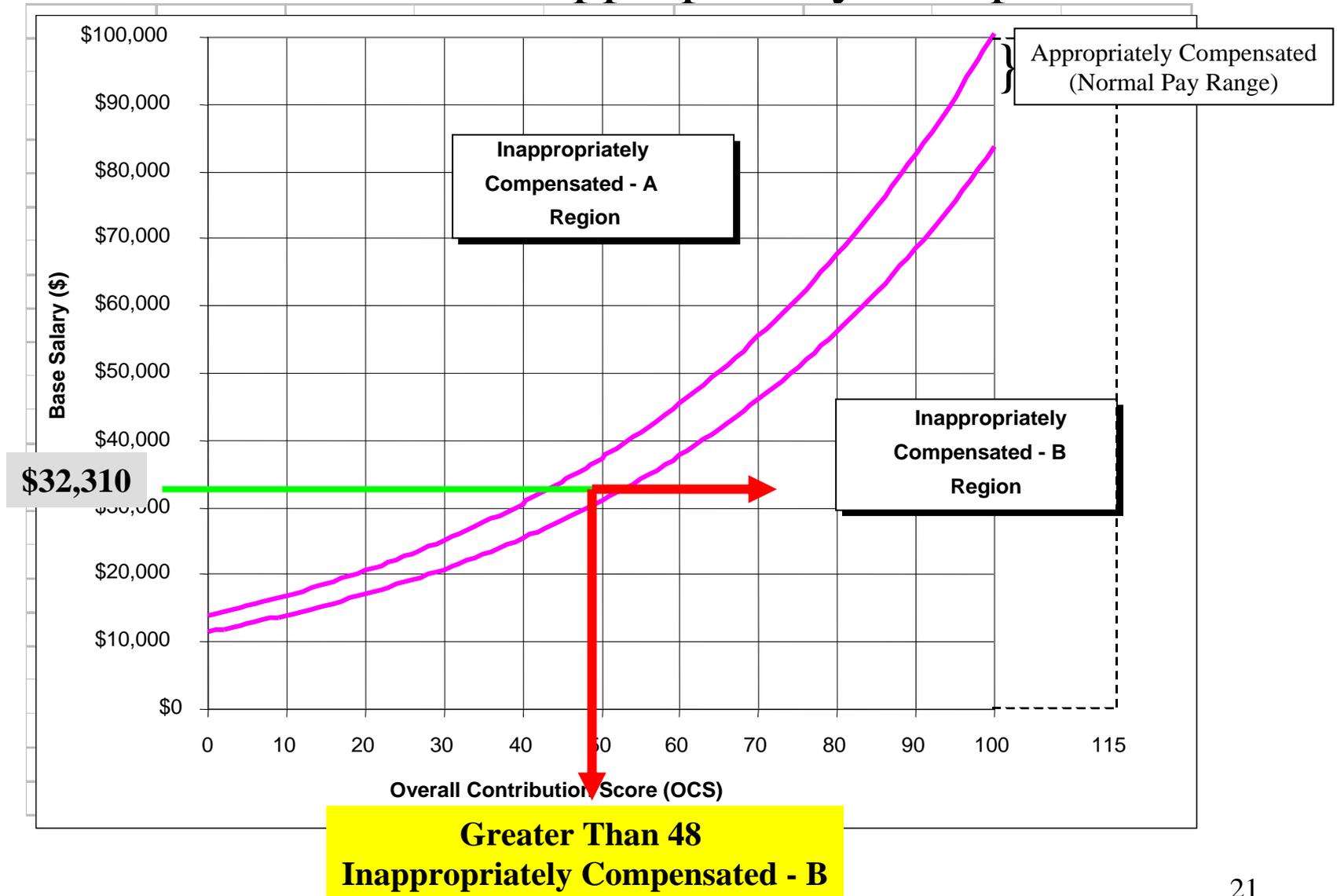
If you want to calculate your expected level of contribution,

please select either
the CCAS Calculator <u>or</u> the current NPR and SPL Chart
at the following web address

<u>http://dacm.sarda.army.mil/demo</u>

if not, please page down or left click on the mouse
to advance to the next slide.

Concept # 3
Delta OCS and Delta Salary

If my base salary is $32,310, then my Expected OCS is 44.

Standard Pay Line for 1999
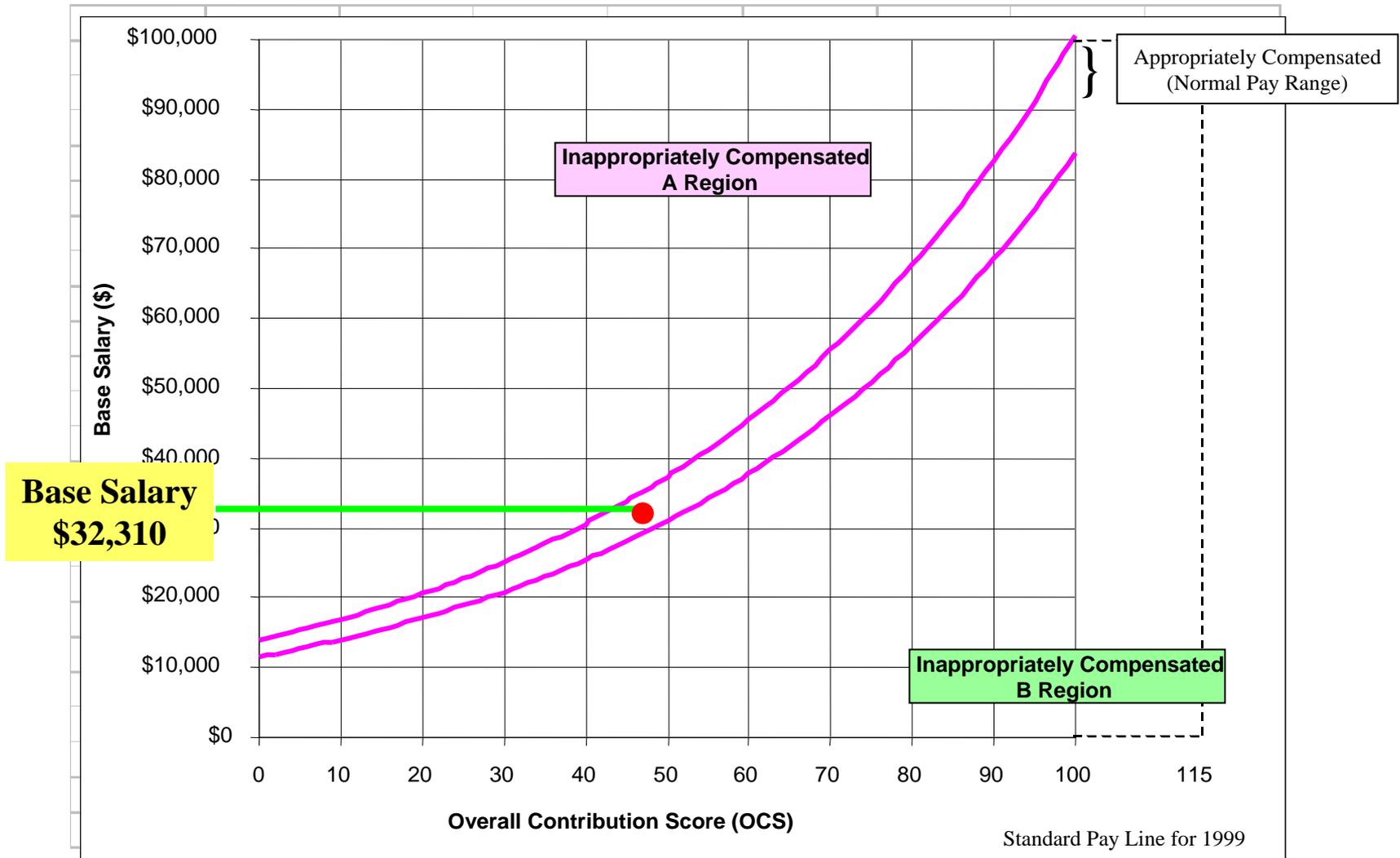
The Pay Pool Approved an OCS of 60.
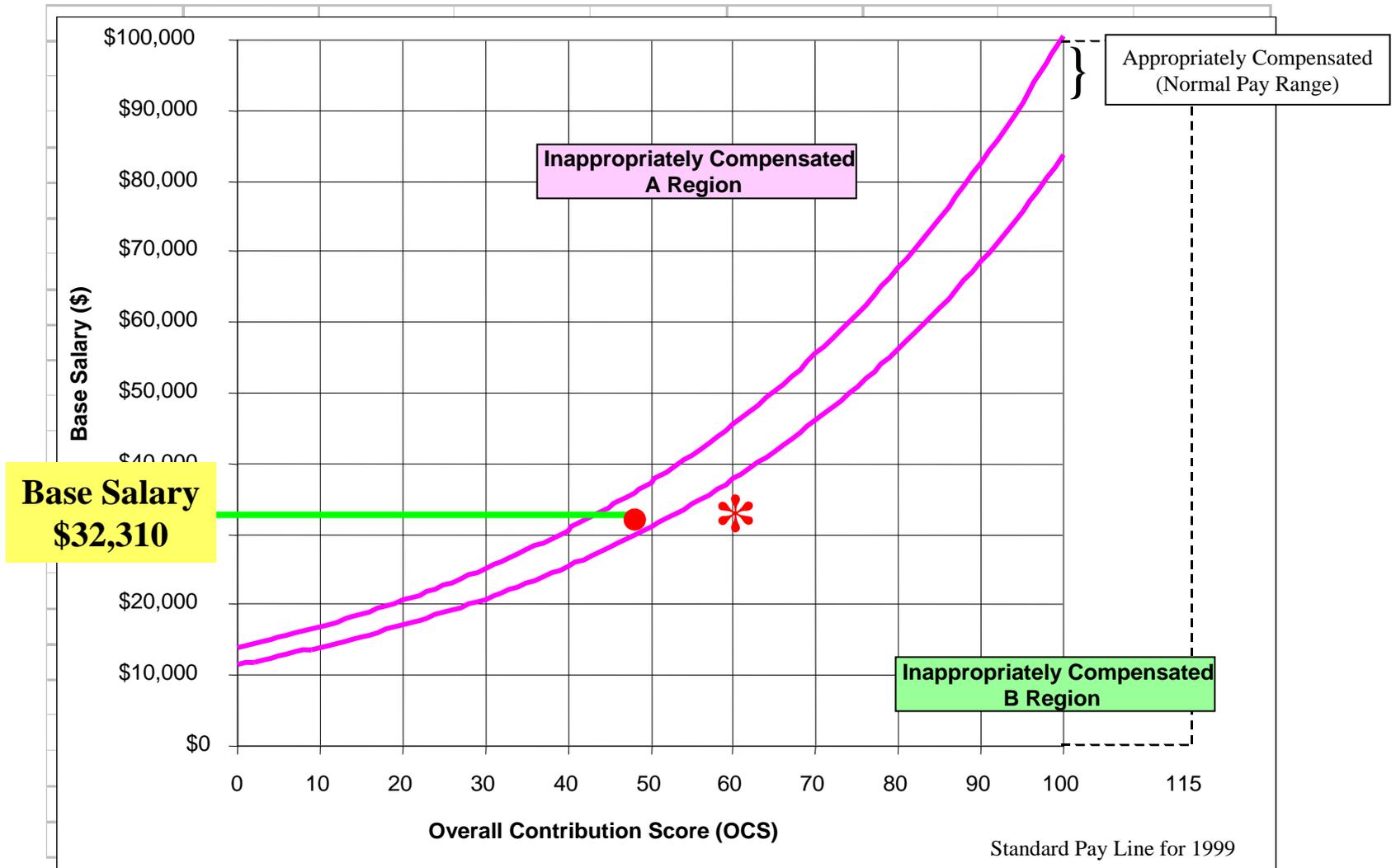
OCS score 60 - Expected OCS 44 = Delta OCS +16

Base Salary ($) (y-axis)
Overall Contribution Score (OCS) (x-axis)

- Inappropriately Compensated A Region
- Inappropriately Compensated B Region
- Appropriately Compensated (Normal Pay Range)
- Base Salary $32,310
- Delta OCS = +16
- Standard Pay Line for 1999
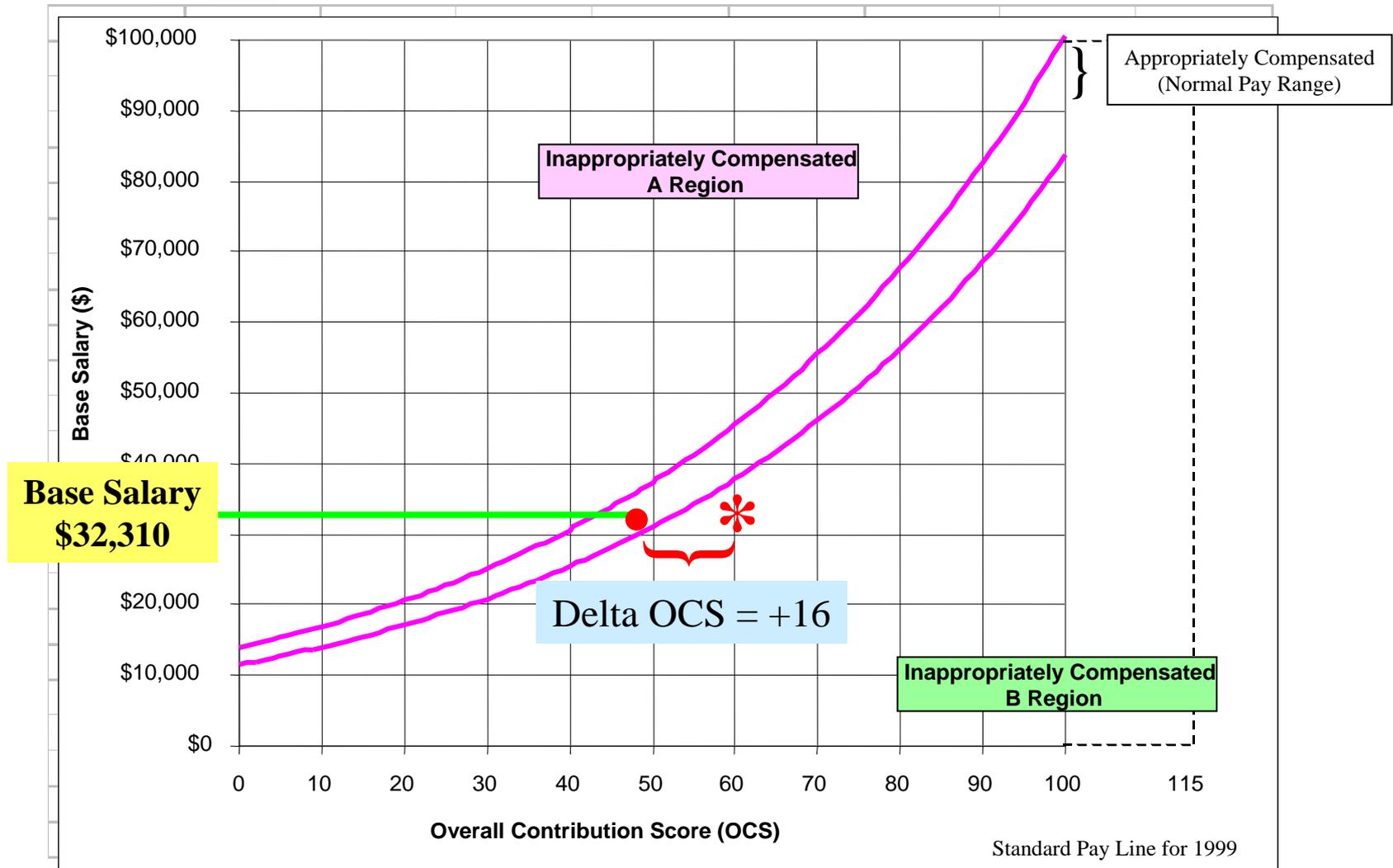
The Target Salary for Army is the Upper Rail Salary (also called Beta +1).

	OCS Score	SPL	*0.92 Lower rail	*1.08 Upper Rail
	57	$ 41,410	$ 38,097	$ 44,723
	58	$ 42,240	$ 38,861	$ 45,619
	59	$ 43,087	$ 39,640	$ 46,534
	60	$ 43,950	$ 40,434	$ 47,466
	61	$ 44,831	$ 41,245	$ 48,418
	62	$ 45,730	$ 42,071	$ 49,388
	63	$ 46,646	$ 42,914	$ 50,378
	64	$ 47,581	$ 43,774	$ 51,387
	65	$ 48,535	$ 44,652	$ 52,417
	66	$ 49,507	$ 45,547	$ 53,468
	67	$ 50,500	$ 46,460	$ 54,540

Table title: Normal Pay Range and Standard Pay Line for 1999

Upper Rail

Standard Pay Line

+1

Lower Rail

0

-1
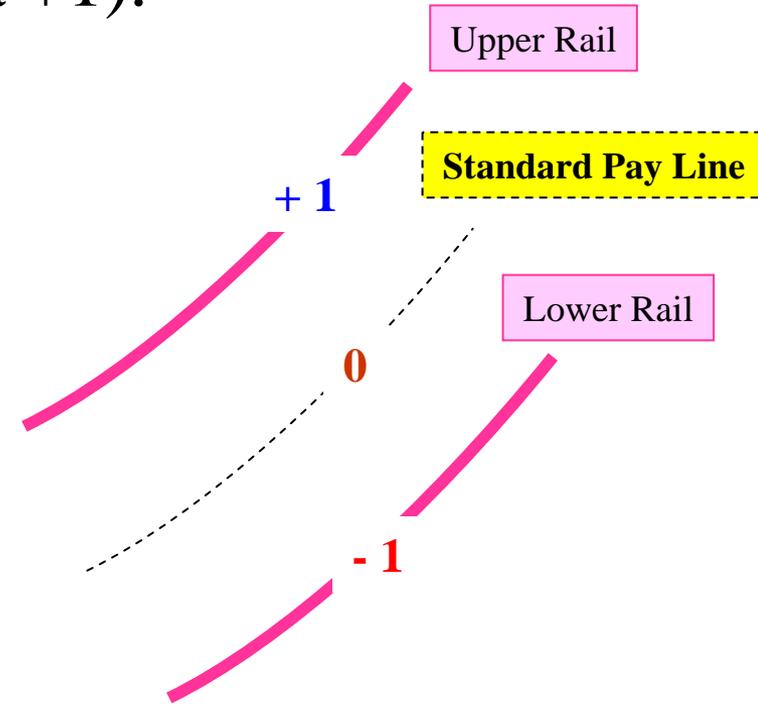
Target Salary:

Beta +1 (Upper Rail) means if Pay Pool approved an OCS of 60, the target salary is $47,466.

Beta 0 (SPL) means an OCS of 60's target salary is $43,950.

Beta -1 (Lower Rail means an OCS of 60's target salary is $40,434.

27

$47,466 is the target salary for OCS 60.

Standard Pay Line for 1999
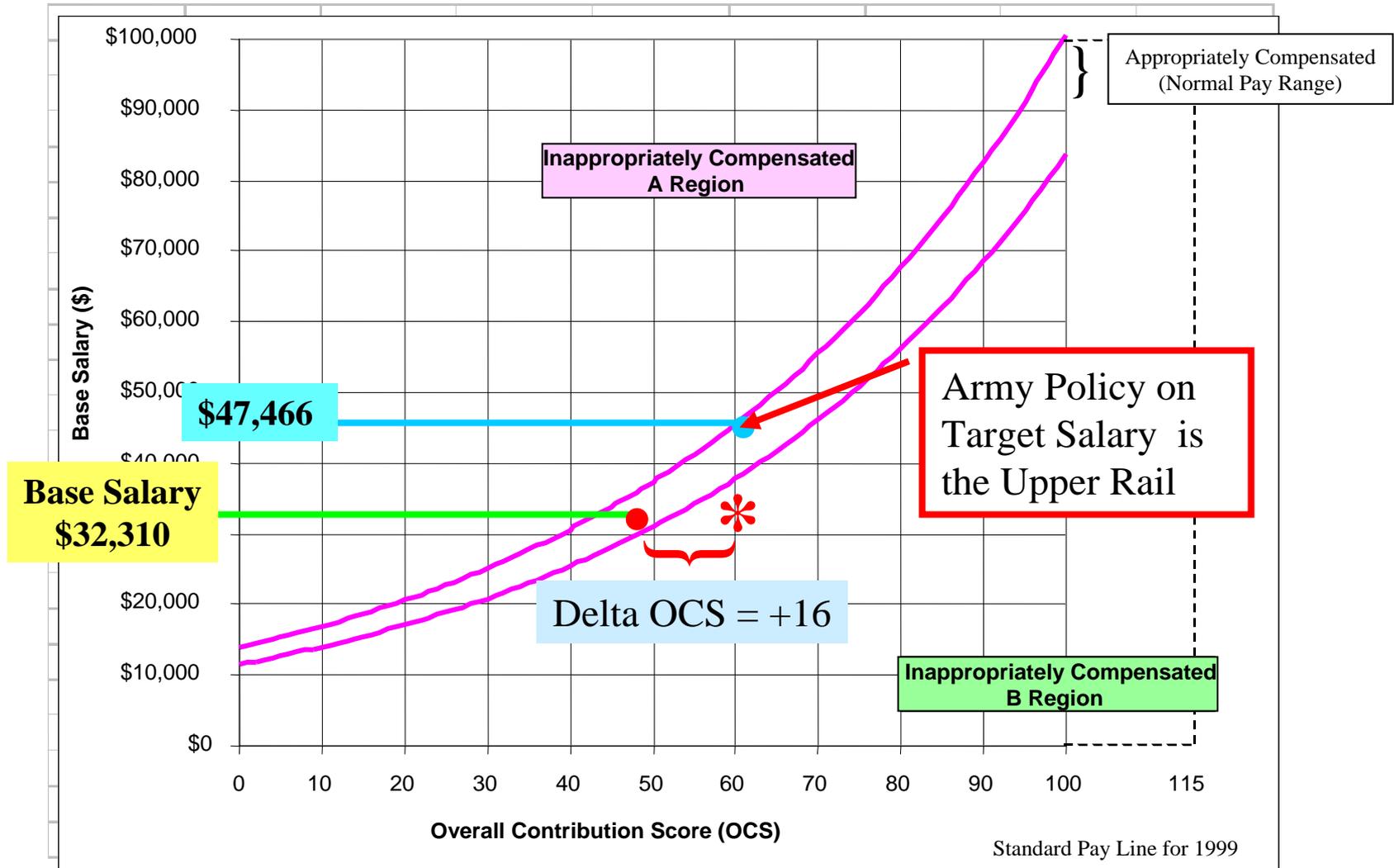
OCS Salary $47,466 - Base Salary $32,310 = Delta Salary $15,156

Appropriately Compensated
(Normal Pay Range)

Inappropriately Compensated A Region

$47,466

Base Salary $32,310

Delta Salary = $15,156

Delta OCS = +16

Inappropriately Compensated B Region

Standard Pay Line for 1999

Base Salary ($)

Overall Contribution Score (OCS)

6 !!!

Not $15,156…

but continue on
for the answer
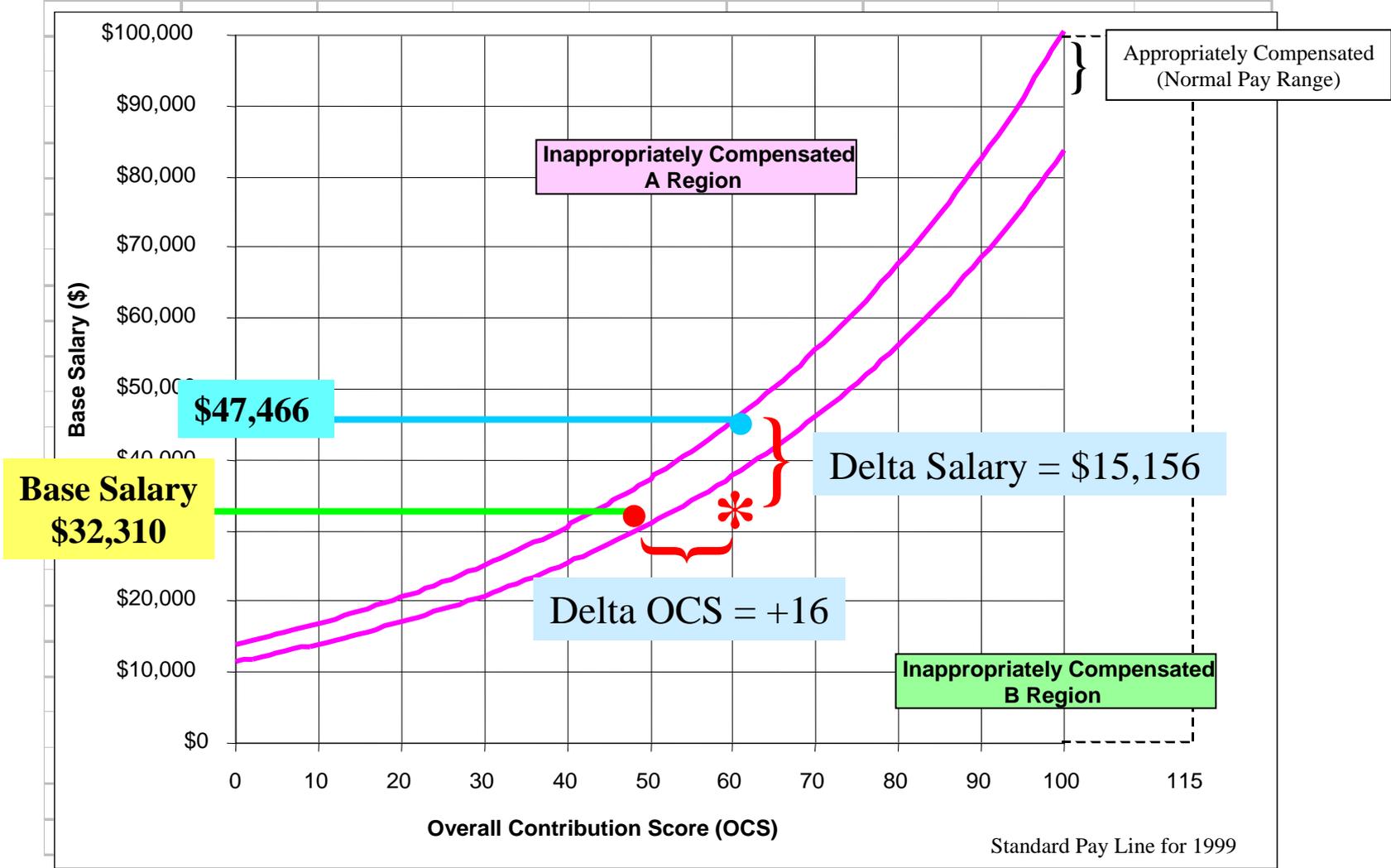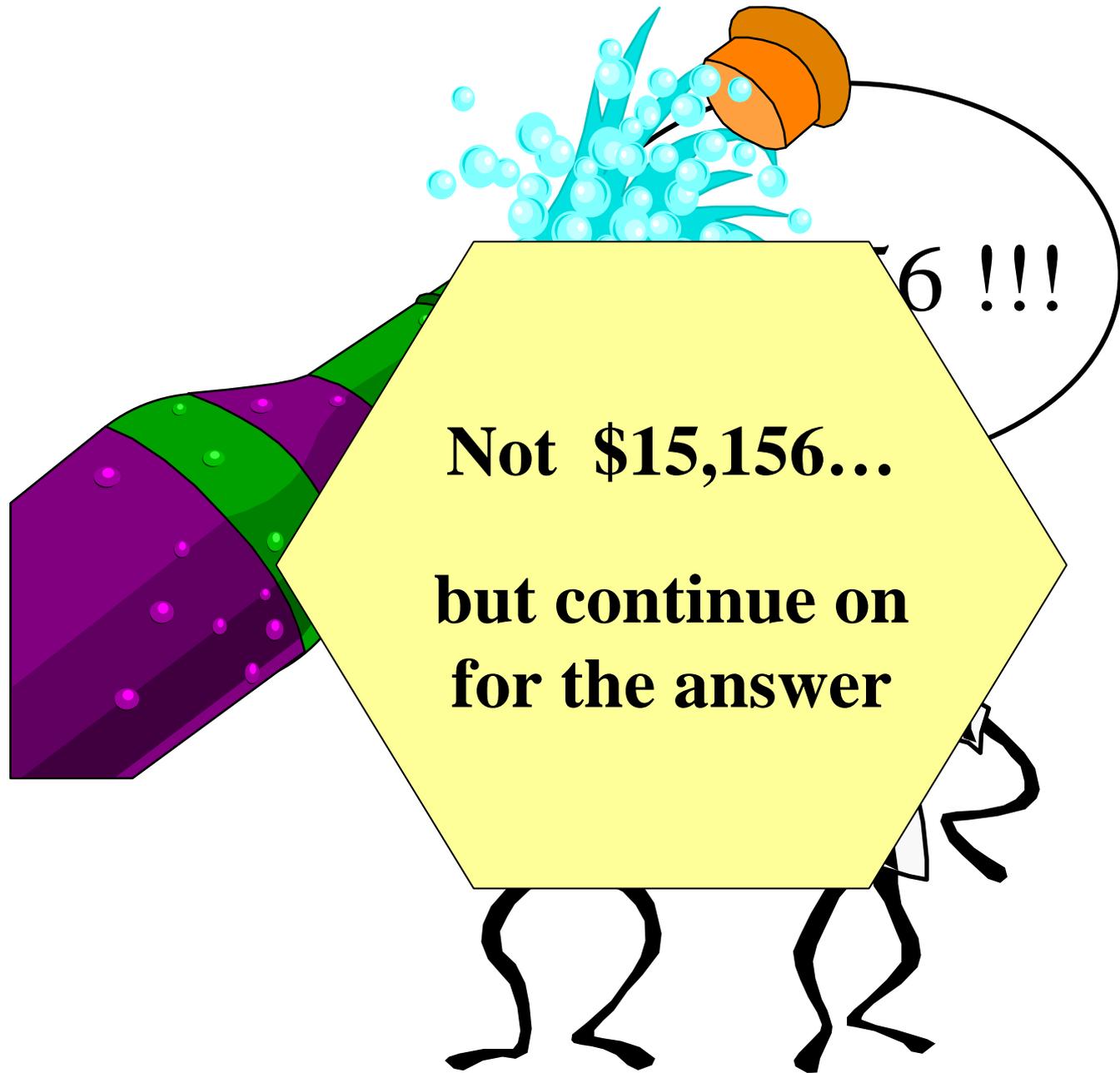
Concept # 4
Compensation from the Pay Pool

How Much of the Delta Salary Do I Get?
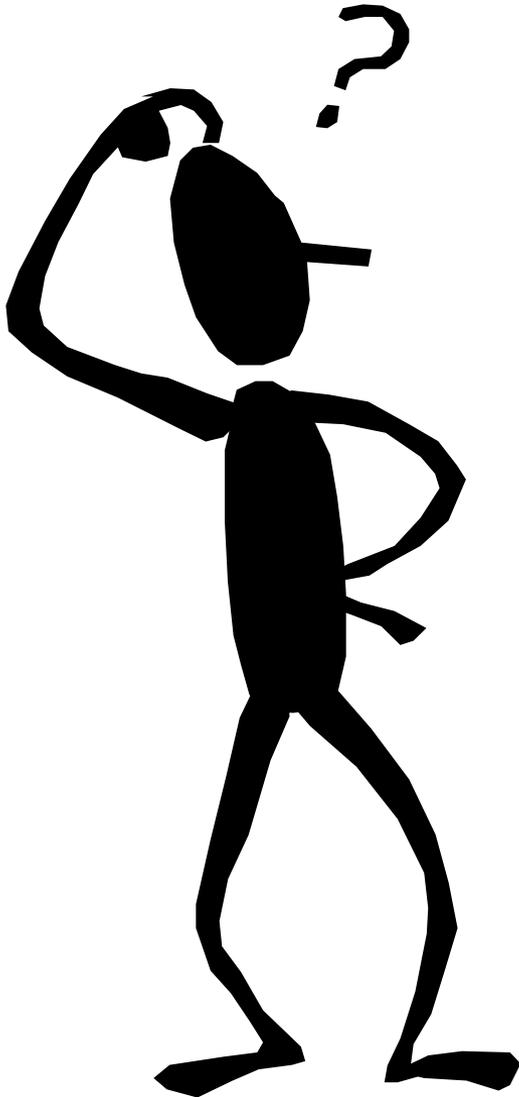
Answer:

Depends on how much money is in the pay pool for Contribution Rating Increase and Contribution Award.

Go to the next slide to see how a pay pool is built.

How Much of the Delta Salary Do I Get?

1. Determine Who is in the Pay Pool as of the End of the Rating Period on September 30.

	1999 Base Salary	Expected OCS
Employee One	$32,310	44
Employee Two	$55,000	72
Employee Three	$64,550	79
Employee Four	$84,741	93
Employee Five	$90,000	96

2. Add All the Base Salaries for the Pay Pool's Total Base Salary.

Total Base Salary
$326,601

How Much of the Delta Salary Do I Get?
3. Calculate Amount in Pay Pool (% of Total Base Salary)

	1999 Base Salary	Expected OCS
Employee One	$32,310	44
Employee Two	$55,000	72
Employee Three	$64,550	79
Employee Four	$84,741	93
Employee Five	$90,000	96

Total Base Salary
$326,601

Pay Pool Dollars
Total Base Salary * 2.4% for CRI Pool = $7,838
Total Base Salary * (1.3% * 90% or 1.17) = $3,821

CRI - 2.4% Was the Minimum Percent for First Year of the Project, 2.0% for Subsequent Years.
Award - 1.3% of Which 90% Was the Minimum for CA, 1.0% for Subsequent Years.

These Are Minimum Percentages That Can Be Increased by your activity.

How Much of the Delta Salary Do I Get?
4. Enter the OCS Scores and Salaries

	1999 Base Salary	Expected OCS	OCS Score	OCS Salary
Employee One	$32,310	44	60	$47,466
Employee Two	$55,000	72	67	$54,540
Employee Three	$64,550	79	80	$70,590
Employee Four	$84,741	93	91	$87,810
Employee Five	$90,000	96	98	$100,894

Army Policy on Target Salary is the Upper Rail

Total Base Salary
$326,601

Pay Pool Dollars
Total Base Salary * 2.4% for CRI Pool = $7,838
Total Base Salary * (1.3% * 90% or 1.17) = $3,821

How Much of the Delta Salary Do I Get?
5. Determine the Delta OCS.

	1999 Base Salary	Expected OCS	OCS Score	OCS Salary	Delta OCS
Employee One	$32,310	44	60	$47,466	+ 16
Employee Two	$55,000	72	67	$54,540	- 5
Employee Three	$64,550	79	80	$70,590	+ 1
Employee Four	$84,741	93	91	$87,810	- 2
Employee Five	$90,000	96	98	$100,894	+ 2

Total Base Salary
$326,601

Pay Pool Dollars
Total Base Salary * 2.4% for CRI Pool = $7,838
Total Base Salary * (1.3% * 90% or 1.17) = $3,821

How Much of the Delta Salary Do I Get?

6. Calculate Delta Salary and Total Positive Delta.

	1999 Base Salary	Expected OCS	OCS Score	OCS Salary	Delta OCS	Delta Salary
Employee One	$32,310	44	60	$47,466	+ 16	+$15,156
Employee Two	$55,000	72	67	$54,540	- 5	-$460
Employee Three	$64,550	79	80	$70,590	+ 1	+$6,040
Employee Four	$84,741	93	91	$87,810	- 2	+$3,069
Employee Five	$90,000	96	98	$100,894	+ 2	+$10,894

Total Positive Delta
$35,159

Total Base Salary
$326,601

Pay Pool Dollars
Total Base Salary * 2.4% for CRI Pool = $7,838
Total Base Salary * (1.3% * 90% or 1.17) = $3,821

How Much of the Delta Salary Do I Get?
7. Calculate Per Cent of Delta Salary to be given.

	1999 Base Salary	Expected OCS	OCS Score	OCS Salary	Delta OCS	Delta Salary
Employee One	$32,310	44	60	$47,466	+ 16	+$15,156
Employee Two	$55,000	72	67	$54,540	- 5	-$460
Employee Three	$64,550	79	80	$70,590	+ 1	+$6,040
Employee Four	$84,741	93	91	$87,810	- 2	+$3,069
Employee Five	$90,000	96	98	$100,894	+ 2	+$10,894

Total Positive Delta
$35,159

% of Delta Salary	% of Delta Salary
22.29%	**10.87%**

Total Base Salary
$326,601

Pay Pool Dollars
Total Base Salary * 2.4% for CRI Pool = $7,838
Total Base Salary * (1.3% * 90% or 1.17) = $3,821

Pay Pool Dollars Divided by Total Positive Delta = Percent of Delta Salary
CRI $7,838   / $35,159   =   22.29%
CA $3,821   / $35,159   =   10.87%

How Much of the Delta Salary Do I Get?
8. Calculate Approved CRI and CA Compensation.

	1999 Base Salary	Expected OCS	OCS Score	OCS Salary	Delta OCS	Delta Salary	CRI	CA
Employee One	$32,310	44	60	$47,466	+ 16	+$15,156	$3,378	$1,647
Employee Two	$55,000	72	67	$54,540	- 5	-$460	$0	$0
Employee Three	$64,550	79	80	$70,590	+ 1	+$6,040	$1,346	$657
Employee Four	$84,741	93	91	$87,810	- 2	+$3,069	$684	$334
Employee Five	$90,000	96	98	$100,894	+ 2	+$10,894	$2,428	$1,184

Total Positive Delta
$35,159

% of Delta Salary	% of Delta Salary
$7,838 / $35,159 = **22.29%**	$3,821 / $35,159 = **10.87%**

Total Base Salary
$326,601

Pay Pool Dollars
Total Base Salary * 2.4% for CRI Pool = $7,838
Total Base Salary * (1.3% * 90% or 1.17) = $3,821

- Salary Delta = +$15,156
- % of Salary Delta as CRI   22.29% * $15,156 = $3,378
- % of Salary Delta as CA   10.87% * $15,156 = $1,647

What forms do I use to do my CCAS?

Part IV - Employee Support Form

Part III - Employee Self Assessment

Part II - Supervisor Assessment

Part I - CCAS Salary Appraisal

Part IV - Employee Support Form

CONTRIBUTION-BASED COMPENSATION AND APPRAISAL SUPPORT FORM (CCAS)
Part IV – Employee Support Form

a. EMPLOYEE/RATER IDENTIFICATION

EMPLOYEE NAME		SERIES	BROADBAND LEVEL	EXPECTED OVERALL CONTRIBUTION SCORE
SUPERVISOR NAME		ORGANIZATION		
RATING PERIOD	FROM		TO	

b. 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 objectives for the rating period took place.

FACE-TO-FACE COUNSELING	DATES	EMPLOYEE'S INITIALS	SUPERVISOR'S INITIALS
INITIAL			
MID-POINT			

c. CONTRIBUTION OBJECTIVES

The following items were discussed between the employee and the supervisor at the initial and mid-point counseling sessions.

(1) Problem Solving:

(2) Teamwork/Cooperation:

The Employee lists proposed individual contribution objectives based on mission priorities, needs, and duties of his or her position.

CCAS Part IV – Employee Support Form, Page 2	EMPLOYEE NAME

(3) Customer Relations:

(4) Leadership/Supervision:

(5) Communication:

(6) Resource management:

Contribution objectives should include milestones, fiscal resources, and other measurable aspects to supplement the generic Position Requirements Document.

Part III - Employee Self Assessment

PART III Employee Self Assessment   NAME: Factor Weight:

Instruction: Provide narrative comments regarding your contribution against each contribution factor during the current year.

Problem Solving: _____

Teamwork/Cooperation: _____

Customer Relations: _____

Leadership/Supervision: _____

Communications: _____

Resource Management: _____

_____
Employee signature   Date

Starting about September 1 of each year, the employee fills out a self-assessment which will be given to the supervisor not later than October 5. The employee provides a bulletized description of his/her contribution against each of the evaluation factors. The supervisor will discuss this input directly with the employee between October 5 and 30 to clarify any potential discrepancy, disagreement, and/or misunderstanding.

NOTE: Dates may vary by Pay Pools.   42

Part III - Employee Self Assessment

PART III Employee Self Assessment	NAME:	Factor Weight:

Instruction: Provide narrative comments regarding your contribution against each contribution factor during the current year.

Problem Solving:

Teamwork/Cooperation: ____

Customer Relations: ____

Leadership/Supervision: ____

Communications: ____

Resource Management: ____

_____
Employee signature   Date

Factor Weights:
- All factors are critical.
- At the discretion of the pay pool manager, different weights may be applied to the factors to produce a weighted average.
- Weights must be consistent within the job category (OCC Series) and applied uniformly across the pay pool.
- Employees must be advised at the beginning of the rating period.
- Weighting may not result in any factor given a weight of less than 0.5.
- For an example of Factor Weighting, click on **http:dacm.sarda.army.mil/demo** and select DoD/Army Operating Procedures (Chapter 6, Paragraph 6.5).

Part II - Supervisor Assessment

PART II	Supervisor Assessment	Factor Weight:	Factor Score:	Weighted Score:
	Employee's NAME:			

Instruction: Provide narrative comments regarding employee's contribution against each factor during the current year and a score for each factor.

Problem Solving: _____ _____ _____

Teamwork/Cooperation: _____ _____ _____

Customer Relations: _____ _____ _____

Leadership/Supervision: _____ _____ _____

Communications: _____ _____ _____

Resource Management: _____ _____ _____

_____
Signature   Date

After receiving Part III from the employee, the supervisor completes a draft of Part II, Supervisor Assessment, for each employee. The draft assessment is completed not later than October 30 and is the basis for discussions during the annual pay pool meetings which are held prior to November 10. After discussions and approval, the completed form becomes the basis for discussion with each employee.

NOTE: Dates may vary by Pay Pools.   44

Part I - CCAS Salary Appraisal

Name:	Rockin S Robin			**Appraisal Period:**
SSAN:	123-45-6799	**Series:**	343	**From:**
Organization:	PEO	**Broadband Level:**	4	**To:** 9/30/99

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

Jasper P. Hawk   4/28/00
Pay Pool Manager   **Date**

_____   _____
Supervisor Signature   **Date**

_____   _____
Employee Signature   **Date**

Appraisal Detail

Overall Contribution Score	97
Expected Score	97
Difference (Delta OCS)	0

Employee Contribution Pay Comparison Chart

The graph plots the Employee Appraisal relative to the standard pay line (SPL) and rails. The top and bottom lines are the **Upper and Lower Rails**. The middle line is the **SPL**. The point is the **Employee Appraisal**.

Compensation Detail

	$90,978	Current Rate of Base Pay	
+ $	3,458	G Increase	3.80%
+ $	1,531	CRI Increase	1.68%
=	**$95,967**	**New Rate of Basic Pay**	
+	$8,685	Locality Pay	@ 9.05%
=	**$104,652**	**New Total Salary**	
$	747	Contribution Award	

Part I, Summary Evaluation, is produced for each employee in December and contains the overall contribution score and space for the signature of the supervisor and the employee. The signature of the supervisor will be completed before presentation to the employee. After discussing the evaluation with the employee, the employee will be asked to sign the form indicating that discussions occurred and a copy of the evaluation was provided.

45

Part I - CCAS Salary Appraisal

CONTRIBUTION-BASED COMPENSATION AND APPRAISAL SUPPORT FORM (CCAS)
Part IV – Employee Support Form

a. EMPLOYEE/RATER IDENTIFICATION

EMPLOYEE NAME		SERIES	BROADBAND LEVEL	EXPECTED OVERALL CONTRIBUTION SCORE
SUPERVISOR NAME				
RATING PERIOD	FROM			

b. VE

The following face-to-face discus... descriptors, expected Overall Con... the rating period took place.

FACE-TO-FACE COUNSELING	
INITIAL	
MID-POINT	

The following items wer...

(1) Problem Solvin...

(2) Teamwork/Coo...

CCAS Part IV – Employee Support Form, Page 2 — EMPLOYEE NAME

(3) Customer Relations:

(6) Resource management:

Communications:

Resource Management:

Employee signature

PART III Employee Self Assessment   NAME: Factor Weight: _____

Instruction: Provide narrative comments regarding your contribution against each contribution factor during the current year.

Problem Solving:

Weighted Score:

Leadership/Supervision: _____ _____ _____

Communications: _____ _____ _____

Resource Management: _____ _____ _____

_____
Signature   Date

To get the CCAS forms,

click on

http://dacm.sarda.army.mil/demo

46

How Do I Complete My Self Assessment?

Modify thinking

from just

"WHAT" (the activity) and "HOW" (the level of performance)

to include

"WHY" (the benefit that helps meet the mission) and "WHO" (the customer)

Remember to think in terms of cause and effect.

"I did X that resulted in Y which is related to Z (the mission)."

The following examples are actual employees' contribution objectives and self assessments from the 1999 CCAS rating cycle.

The objectives and self assessments are from different employees and have been given fictitious names, such as Employee Iron, Employee Blue, Employee Zinc, Employee Jade, etc.
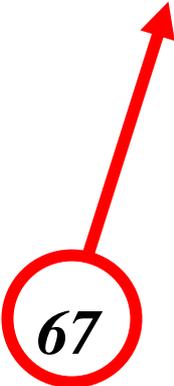
The number appearing next to the discriminators is the <u>expected contribution level for the factor</u> for the employee.

For example:

Factor is *Problem Solving*

Discriminator is *Scope/Impact*   **67**

Part IV - Employee Support Form

CONTRIBUTION-BASED COMPENSATION AND APPRAISAL SUPPORT FORM (CCAS)
Part IV – Employee Support Form

a. EMPLOYEE/RATER IDENTIFICATION

EMPLOYEE NAME		SERIES	BROADBAND LEVEL	EXPECTED OVERALL CONTRIBUTION SCORE
SUPERVISOR NAME		ORGANIZATION		
RATING PERIOD	FROM		TO	

b. 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 objectives for the rating period took place.

FACE-TO-FACE COUNSELING	DATES	EMPLOYEE'S INITIALS	SUPERVISOR'S INITIALS
INITIAL			
MID-POINT			

c. CONTRIBUTION OBJECTIVES

The following items were discussed between the employee and the supervisor at the initial and mid-point counseling sessions.

(1) Problem Solving:

Problem Solving

(2) Teamwork/Cooperation:

Scope/Impact: Employee IRON **75**
Develop all justifications for OSD program and budget review.

Complexity/Difficulty: Employee BLUE **100**
Prepare for and conduct the Investment IPT, Systems Integration IPT, and support TRADOC funding IPT.

Independence: Employee ZINC **48**
Develop procedures and policies to identify and provide solutions to office management.

Creativity:

Part IV - Employee Support Form

CONTRIBUTION-BASED COMPENSATION AND APPRAISAL SUPPORT FORM (CCAS) Part IV – Employee Support Form

a. EMPLOYEE/RATER IDENTIFICATION

EMPLOYEE NAME		SERIES	BROADBAND LEVEL	EXPECTED OVERALL CONTRIBUTION SCORE
SUPERVISOR NAME		ORGANIZATION		
RATING PERIOD	FROM		TO	

b. 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 objectives for the rating period took place.

FACE-TO-FACE COUNSELING	DATES	EMPLOYEE'S INITIALS	SUPERVISOR'S INITIALS
INITIAL			
MID-POINT			

c. CONTRIBUTION OBJECTIVES

The following items were discussed between the employee and the supervisor at the initial and mid-point counseling sessions.

(1) Problem Solving:

(2) Teamwork/Cooperation:

Teamwork/Cooperation

Scope of Team Effort: Employee JADE 80
Chair a team of logistics experts who select the annual DAILS team and individual award winners.

Contribution to Team: Employee IRON 75
Synchronize funding requirements with external agencies, defend and justify to external agencies.

Effectiveness: Employee RUBY 93
Participate and represent the agency in conference/meeting to exchange information, evaluate/coordinate projects, defend actions, propose solutions and resolve problems.

Part IV - Employee Support Form

CCAS Part IV – Employee Support Form, Page 2	EMPLOYEE NAME
(3) Customer Relations:	

Customer Relations

(4) Leadership/Supervision:

(5) Communication:

(6) Resource management:

Breadth of Influence: **Employee PINK 75**
Provides customer service to all levels of management, the Project Officers and the Districts in a professional and courteous manner.

Customer Needs: Employee IRON 75
Work to assess PM/PEO requirements for MDEP FPTA resourcing.

Customer Interaction Level:
Employee LIME 85
Works at senior level to stimulate customer alliances for program/project support.

Part IV - Employee Support Form

CCAS Part IV – Employee Support Form, Page 2 | EMPLOYEE NAME

(3) Customer Relations:

(4) Leadership/Supervision:

Leadership/Supervision

(5) Communication:

(6) Resource management:

Leadership Role: Employee GOLD 38
Provides leadership in understanding of correspondence documentation, briefing materials, and administrative processes.

Breadth of Influence: Employee IRON 75
Provides necessary leadership and supervision to ensure project guidance is in HQDA/OSD PPBES guidance documents.

Mentoring/Employee Development: Employee BLUE 100
Support implementation of the Acquisition Personnel Demonstration. Provide environment where personnel have the opportunity to develop personally and professionally.

Part IV - Employee Support Form

CCAS Part IV – Employee Support Form, Page 2 | EMPLOYEE NAME

(3) Customer Relations:

(4) Leadership/Supervision:

(5) Communication:

Communication

(6) Resource management:

Level of Interaction (Audience):
Employee BEAR 86

Direct and coordinate Operations Team actions in supporting the Director interactions with Congress, DoD, JSTAF, ARSTAF, and MACOMs. Ensure that the interactions communicate the Army's digitization story to the target audiences. Interact with the modernization community in parallel with and support of the Director.

Written: Employee IRON 75
Prepares written report on FPTA MDEP restructuring and briefs to agency leadership.

Oral: Employee FISH 71
Prepare and present briefings to higher headquarters.

Part IV - Employee Support Form

CCAS Part IV – Employee Support Form, Page 2 | EMPLOYEE NAME

(3) Customer Relations:

(4) Leadership/Supervision:

(5) Communication:

(6) Resource management:

Resource Management

Scope of Responsibility:

Employee ZINC 48

Monitor supply account balance at DSSW. Project funds needed based on supplies on-hand, special events, fiscal year-end, etc.

Planning/Budgeting:

Employee CORN 89

Develops, acquires, and allocates resources to digitize the force in the FY 00 budget, and FY 01-05 POM.

Execution/Efficiency:

Employee IRON 75

Properly plans and manages resources, to include time, to accomplish all assigned tasks within suspense dates.

Part III - Employee Self Assessment

PART III   Employee Self Assessment   NAME: _____   Factor
Weight:

Instruction: Provide narrative comments regarding your contribution against each contribution factor during the current year.

_____

Problem Solving:

Problem Solving

Teamwork/Cooperation: _____

**What
(Activity)**

Customer Relations: _____

Who

Leadership/Supervision: _____

Why

Communications: _____

**Result
(Contribution)**

Resource Management: _____

_____
Employee signature   Date

Scope/Impact: Employee IRON 75
Did not provide self assessment.

Complexity/Difficulty: Employee BLUE 100
Prepared for and conducted the Investment Strategy IPT which focused the Army Staff and Secretariat on the digitization requirements and funding levels for FY-2-07 POM. This resulted in an informed group of HQDA action officers who understand the ADMS, those systems that are to be fielded against that schedule, and the approximate systems architecture numbers. End result will be a better POM development process that determines if the ADMS is executable and affordable.

Independence: See Next Slide

55

Part III - Employee Self Assessment

PART III   Employee Self Assessment   NAME: Factor Weight:

Instruction: Provide narrative comments regarding your contribution against each contribution factor during the current year.

Problem Solving:

Problem Solving

Teamwork/Cooperation:

Customer Relations:

Leadership/Supervision:

Communications:

Resource Management:

_____
Employee signature   Date

What (Activity)

Who

Why

Result (Contribution)

Independence: **Employee JADE 48**

Independently conducted an analysis of existing organization level payroll information for CDG, AWSS, Interns and Developmental Assignment employees at geographically separated payroll offices and supported by their local CPACs. Identified errors and inconsistencies with DCPDS to DCPS interface, prepared, coordinated and submitted to DFAS-IN requests to modify employing activity records and accounting activity records.

? ?

Creativity:

Part III - Employee Self Assessment

PART III Employee Self Assessment NAME: _____ Factor Weight: ____

Instruction: Provide narrative comments regarding your contribution against each contribution factor during the current year.

Problem Solving:

____

Teamwork/Cooperation:

____

Teamwork/Cooperation

Customer Relations:

____

Leadership/Supervision:

____

Communications:

____

Resource Management:

____

Employee signature _____ Date

What (Activity)

Who

Why

Result (Contribution)

Result (Contribution)

Scope of Team Effort: **Employee JADE 80**
Served as chairman of the DA ILS Awards board. Worked with members from ASAALT, TRADOC, HQ AMC to select deserving ILS individual and team winners in 3 major categories…the process is important because of the espirit de corps it creates in ILS and the proliferation and acknowledgment of ILS studies and work definitely enhances the supportability posture.

??

Contribution to Team: Employee IRON 75
Did not provide self assessment.

Effectiveness: Employee RUBY 93
Encouraged PEO AVN participation in team EBC. Developed agency's Risk Management Team. Worked with Executive Review Panel to facilitate integrating EBC into Bradley and Abrams.

57

Part III - Employee Self Assessment

PART III Employee Self Assessment   NAME: Factor Weight: _____

Instruction: Provide narrative comments regarding your contribution against each contribution factor during the current year.

Problem Solving:

Result (Contribution)

Teamwork/Cooperation: _____

Working at a Broadband Level IV

Customer Relations: _____

Customer Relations

Leadership/Supervision: _____

Who

Communications: _____

What (Activity)

Resource Management: _____

Why

Result (Contribution)

Employee

Breadth of Influence: **Employee PINK 75**

Works closely with Districts, Project Officers, and higher headquarters to identify problems with current planning, programming, budgeting and execution of FASST travel dollars and AIS Training funds.   **??**

Customer Needs: Employee IRON 75

Did not provide self assessment.

Customer Interaction Level:

Employee LIME 85

Solidified, from a strategic standpoint, relationship with the Office of the DADCSPER, PERSCOM, and the General Officer Management Office on the management of military members of the Army Acquisition Corps. This relationship afforded the opportunity to resolve Officer Reduction Initiative before it became an issue at the senior leadership level. The result of this resolution was no reductions in the AAESA community.

58

Part III - Employee Self Assessment

PART III Employee Self Assessment NAME: Factor Weight:

Instruction: Provide narrative comm_____ibution against each contribution factor during the current year.

Problem Solving:

Why

What (Activity)

Teamwork/Cooperation:

Who

Result (Contribution)

Customer Relations:

Leadership/Supervision:

Leadership/Supervision

Communications:

Resource Management:

_____
Employee signature   Date

Leadership Role: Employee GOLD **38**

Always provided leadership in correspondence documentation, briefing materials and administrative, and as a result ARD is viewed as an efficient and very professional organization.

Breadth of Influence: Employee IRON **75**
Did not provide self assessment.

Mentoring/Employee Development:
See Next Slide

Part III - Employee Self Assessment

PART III Employee Self Assessment   NAME: _____   Factor Weight: _____

Instruction: Provide narrative comments regarding your contribution against each contribution factor during the current year.

Problem Solving:

Teamwork/Cooperation:

Customer Relations:

Leader...

Leadership/Superv...

Communications:

Resource Management:

_____
Employee signature   Date

What (Activity)

Why

Result (Contribution)

Who

Mentoring/Employee Development:

Employee BLUE 100

Enthusiastically supported the implementation of the Personnel Demonstration resulting in employees who understand the reengineering process. Provided an environment where personnel had the opportunity to develop personally and professionally. Encouraged attendance at one acquisition course annually equating to 80 hours or $2000 of other training to maintain professional proficiency. Ensured Individual Development Plans were constructed, approved, and supported. Result is a team of employees with increasing technical knowledge enabling them to contribute in numerous ways to the ADO mission. I failed in the development of one employee.

60

Part III - Employee Self Assessment

Why

PART III Employee Self Assessment   NAME: Factor Weight:

Instruction: Provide narrative comments regarding your contribution against eac[h] the current year.

Problem Solving:

What (Activity)

Who

Teamwork/Cooperation:

Result (Contribution)

Customer Relations:

Leadership/Supervision:

What (Activity)

Communications:

Communication   **Who**

Resource Management:

Result (Contribution)

_____
Employee signature   Date

Level of Interaction (Audience):

Employee BEAR 86

Directed the team efforts to tell the Army's digitization story to Congress, DoD, ARSTAF, and MACOMs. Result was target audiences gained understanding of and accepted operational benefits derived from the Army's digitization efforts.

Written: Employee IRON 75
Did not provide self assessment.

Oral: Employee FISH 71
Developed and presented briefings to the MILDEP ASA (ALT) and DCG AMC which resulted in definition of workshop agenda. Proposed agenda concept was accepted with no changes. All workshop attendees benefited from appropriateness of presentations.

61

Part III - Employee Self Assessment

PART III Employee Self Assessment   NAME: Factor Weight:

Instruction: Provide narrative comments regarding your contribution against each contribution factor during the current year.

Problem Solving:

Teamwork/Cooperation:

Customer Relations:

Leadership/Supervision:

Communications:

Resource Management:

What (Activity)

Why

Who

Result (Contribution)

Resource Management

Employee signature   Date

Scope of Responsibility: **Employee ZINC 48**
Employee did not provide contribution.
Planning/Budgeting: **Employee CORN 89**
Continually developed and implemented contingency plans to accommodate dynamic program requirements with severely limited resources to ensure all tasks were accomplished in a timely and accurate manner. Worked with TR, FORSCOM and TRADOC in an attempt to deconflict POM 99 plus up to FORSCOM and TRADOC budgets for AECP efforts that potentially would reduce out year UFRs. Developed required FPTA POM issue papers as required and tracked the MDEP changes with FDR and SIS to ensure accuracy in reporting.

Execution/Efficiency: Employee IRON 75
Did not provide self assessment. 62

The following examples are actual supervisor assessments from the 1999 CCAS rating cycle.

Again, these assessments are from different supervisors but are their assessments of the employees previously identified.

The first number appearing next to the discriminators is the expected contribution level for that employee's comment and the second number is the score approved by the pay pool for the factor.

For example:

Factor is *Problem Solving*

Discriminator is *Scope/Impact*   **67**   **70**

Part II - Supervisor Assessment

PART II	Supervisor Assessment	Factor Weight:	Factor Score:	Weighted Score:
	Employee's NAME:			

Instruction: Provide narrative comments regarding employee's contribution against each factor during the current year and a score for each factor.

Problem Solving:

Problem Solving

What (Activity)

Result (Contribution)

Teamwork/Cooperation:

What (Activity)

Customer Relations:

Leadership/Supervision:

Who

Why

Communications:

Result (Contribution)

Resource Management:

_____
Signature   Date

Scope/Impact: Employee IRON **75 -scored 45**
Did not develop all justifications for OSD program and budget reviews resulting in someone else doing that work to ensure the agency was adequately resource.

Complexity/Difficulty:
Employee BLUE **100 - scored 115**
Prepared for and conducted the Investment Strategy IPT which focused the Army Staff and Secretariat on the digitization requirements and funding levels for FY-2-07 POM. This resulted in an informed group of HQDA action officers who understand the ADMS, those systems that are to be fielded against that schedule, and the approximate systems architecture numbers. End result will be a better POM development process that determines if the ADMS is executable and affordable, and ensure priority programs are funded in FY02-07 POM.

Independence: See Next Slide

64

Part II - Supervisor Assessment

PART II	Supervisor Assessment		Factor Weight:	Factor Score:	Weighted Score:
	Employee's NAME:				

Instruction: Provide narrative comments regarding employee's [...] factor during the current year and a score for each factor.

What (Activity)

Problem Solving:

Problem Solving

Teamwork/Cooperation: _____ _____ _____

Customer Relations: _____ _____ _____

Leadership/Supervision: _____ _____ _____

Communications: _____ _____ _____

Resource Management: _____ _____ _____

_____
Signature   Date

Independence: Employee ZINC **48 - scored 54**
Independently researched and resolved issues related to payroll. Her proactive approach ensured the pay of civilians in many geographic regions.

Creativity:

Result (Contribution)

65

Part II - Supervisor Assessment

PART II	Supervisor Assessment	Factor Weight:	Factor Score:	Weighted Score:

Employee's NAME:

Instruction: Provide narrative comments regarding employee's contribution against each factor during the current year and a score for each factor.

Problem Solving:

What (Activity)

Teamwork/Cooperation:

Why

Teamwork/Cooperation

Who

Customer Relations:

Result (Contribution)

Leadership/Supervision:

What (Activity)

Communications:

Result (Contribution)

Resource Management:

_____
Signature   Date

Scope of Team Effort:
Employee JADE 80 - scored 83
Chaired the DA Technical Review Panel which reviewed nominations and selected winners for the DA ILS Achievement of the Year Awards. Panel consisted of reps from ODCSLOG, AMC, SAALT and TRADOC. Panel reviewed and ranked 17 nomination packets for 6 awards. Results were approved.

Contribution to Team:
Employee IRON 75 -scored 55
Did not synchronize funding requirements with external agencies, defend and justify to external agencies resulting in others doing the work and decreasing the effectiveness of the office.

Effectiveness: See Next Slide.

66

Part II - Supervisor Assessment

PART II	Supervisor Assessment	Factor Weight:	Factor Score:	Weighted Score:

Employee's NAME:

Instruction: Provide narrative comments regarding employee's contribution against each factor during the current year and a score for each factor.

Problem Solving: _____ _____ _____

Teamwork/Cooperation: _____ _____ _____

Teamw[Who]eration

Customer Relations: _____ _____ _____

Leadership/Supervision: _____ _____ _____

Communications: _____ _____ _____

Resource Management: _____ _____ _____

_____
Signature   Date

What (Activity)

Who

Why

Result (Contribution)

Effectiveness:

Employee RUBY 93 - scored 100

Went beyond all expectations to bring contentious issues to resolution and have cooperation drive the execution. Brought all PEOs into a single team to resolve technical problems with weapons and C2 systems development.

Part II - Supervisor Assessment

PART II	Supervisor Assessment	Factor Weight:	Factor Score:	Weighted Score:
	Employee's NAME:			

Instruction: Provide narrative comments regarding employee's contribution against each factor during the current year and a score for each factor.

Problem Solving:

What (Activity)

Teamwork/Cooperation:

Why

Customer Relations:

Customer Relations

Who

Result (Contribution)

Leadership/Supervision:

What (Activity)

Communications:

Result (Contribution)

Resource Management:

_____
Signature   Date

Breadth of Influence:

Employee PINK 75 - scored 79

Provided exceptionally valued advice and support to Districts, Project Officers and higher headquarters staff, solving problems with PPB. Proactively and very effectively provided advice and direction on information technology budget matters with DLA, the Command Staff, three districts, and over 100 Contract Administration Offices. **??**

Customer Needs:

Employee IRON 75 -scored 55

Did not work to assess PM/PEO requirements for MDEP FPTA resourcing, resulting in an outdated MDEP where individual proponents view the office as irrelevant.

Customer Interaction Level:
See Next Slide

68

Part II - Supervisor Assessment

PART II	Supervisor Assessment	Factor Weight:	Factor Score:	Weighted Score:

Employee's NAME:

Instruction: Provide narrative comments regarding employee's contribution against each factor during the current year and a score for each factor.

Problem Solving:

Teamwork/Cooperation:

Customer

Customer Relations

Leadership/Supervision:

Communications:

Resource Management:

_____
Signature   Date

What (Activity)

Result (Contribution)

Customer Interaction Level:
Employee LIME 85 - scored 96
…. resolved Officer Reduction Initiative before it became an issue at the senior leadership level. The result was no reductions in the AAESA community.

69

Part II - Supervisor Assessment

PART II	Supervisor Assessment	Factor Weight:	Factor Score:	Weighted Score:

Employee's NAME:

Instruction: Provide narrative comments regarding employee's contribution against each factor during the current year and a score for each factor.

Problem Solving:

What (Activity)

Teamwork/Cooperation:

Result (Contribution)

Customer Relations:

Leadership/Supervision:

Leadership/Supervis **What (Activity)**

Communications:

Resource Management:

Result (Contribution)

_____
Signature   Date

Leadership Role:
Employee GOLD 38 - scored 46
Always provided leadership in correspondence documentation, briefing materials and administrative processes, resulting in ARD being viewed as an efficient and very professional organization.

Breadth of Influence:
Employee IRON 75 -scored 50
Was not subject matter expert on POM and agency information, and did not provide leadership/supervision to participants of the OSD review cycles, resulting in others doing that work with reduced efficiency.

Mentoring/Employee Development:
See Next Slide

70

Part II - Supervisor Assessment

PART II	Supervisor Assessment	Factor Weight:	Factor Score:	Weighted Score:

Employee's NAME:

Instruction: Provide narrative comments regarding employee's contribution against each factor during the current year and a score for each factor.

Problem Solving:

What (Activity)

Teamwork/Cooperation:

Customer Relations:

Why

Leadership/Supervision:

Leadership/Supervision

Result (Contribution)

Communications:

Resource Management:

_____
Signature   Date

Mentoring/Employee Development:
Employee BLUE 100 - scored 100
Enthusiastically supported the implementation of the Personnel Demonstration resulting in employees who understand the reengineering process. Provided an environment where personnel had the opportunity to develop personally and professionally. Encouraged attendance at one acquisition course annually equating to 80 hours or $2000 of other training to maintain professional proficiency. Ensured Individual Development Plans were constructed, approved, and supported. Result is a team of employees with increasing technical knowledge enabling them to contribute in numerous ways to the ADO mission. I failed in the development of one employee.

71

Part II - Supervisor Assessment

PART II	Supervisor Assessment		Factor Weight:	Factor Score:	Weighted Score:
	Employee's NAME:				

Instruction: Provide narrative comments regarding employee's contribution to each factor during the current year and a score for each factor.

Problem Solving:

Result (Contribution)

What (Activity)

Teamwork:

Why

Customer Relations:

What (Activity)

Leadership/Supervision:

Result (Contribution)

Communications:

Communication

What (Activity)

Resource Management:

Why

Who

Signature

Result (Contribution)

Level of Interaction (Audience):
Employee BEAR 86 - scored 90
Contributions of an Automation Plan and internal logistics policy resulted in a logical structure process for the development of short and long range automation objectives, and the resource plan to achieve.

Written: Employee IRON 75 -scored 45
Did not prepare written report on FPTA MDEP restructuring and did not brief the leadership as this work was not done.

Oral: Employee FISH 71 - scored 79
Independently developed and presented briefings related to the Annual Army Acquisition Workshop to the Military Deputy, ASA (ALT) and Deputy Commanding General, AMC. The briefings were well received and proposed plans were approved.

Part II - Supervisor Assessment

PART II	Supervisor Assessment	Factor Weight:	Factor Score:	Weighted Score:
	Employee's NAME:			

Instruction: Provide narrative comments regarding employee's contribution against each factor during the current year and a score for each factor.

Problem Solving:

What (Activity)

Teamwork/Cooperation:

Why

Result (Contribution)

Customer Relations:

Leadership/Supervision:

Communications:

Resource Management:

Resource Management

_____
Signature   Date

Scope of Responsibility:
Employee ZINC 48 - scored 55
Successfully managed the DSSW supply account. Maintained balance and identified the need for additional funding prior to an emergency arising.

Planning/Budgeting:
See Next Slide

Part II - Supervisor Assessment

PART II	Supervisor Assessment	Factor Weight:	Factor Score:	Weighted Score:

Employee's NAME:

Instruction: Provide narrative comments regarding employee's contribution against each factor during the current year and a score for each factor.

Problem Solving:

Teamwork/Cooperation:

Customer Relations:

Leadership/Supervision:

Communications:

Resource Management:

Resource Management

Signature   Date

What (Activity)

Why

Who

Result (Contribution)

Planning/Budgeting:

Employee CORN **89 - scored 98**

Continually developed and implemented contingency plans to accommodate dynamic program requirements with severely limited resources to ensure all tasks were accomplished in a timely and accurate manner. Worked with TR, FORSCOM and TRADOC in an attempt to deconflict POM 99 plus up to FORSCOM and TRADOC budgets for AECP efforts that potentially wold reduce out year UFRs. Developed required FPTA POM issue papers as required and tracked the MDEP changes with FDR and SIS to ensure accuracy in reporting. This enabled this program to remain funded at current levels.

Execution/Efficiency:
See Next Slide

74

Part II - Supervisor Assessment

PART II	Supervisor Assessment	Factor Weight:	Factor Score:	Weighted Score:
	Employee's NAME:			

Instruction: Provide narrative comments regarding employee's contribution against each factor during the current year and a score for each factor.

Problem Solving:

What (Activity)

Teamwork/Cooperation:

_____ _____ _____

Customer Relations:

_____ _____ _____

Leadership/Supervision:

_____ _____ _____

Communications:

_____ _____ _____

Resource Management:

_____ _____ _____

Resource Management

_____
Signature   Date

Execution/Efficiency:
Employee IRON **75 -scored 50**
Did not properly plan and manage resources, to include time, to accomplish all assigned tasks within suspense date, resulting in numerous tasks not being accomplished.

Result (Contribution)

This concludes the Introduction to CCAS.

If you have any questions, please contact Local Point of Contact at (###) POC-FONE or email address poc@something.army.mil

This introduction was developed by the Army Project Office for the Civilian Acquisition Workforce Personnel Demonstration Project. Points of Contact are Spencer Hudson, 703-604-7026, DSN 664-7026 or hudsons@sarda.army.mil or Jerry Lee, 703-604-7027, DSN 664-7027 or leeja@sarda.army.mil