

**Civilian Acquisition Workforce Personnel Demonstration Project
Accelerated Compensation for Developmental Positions
Contribution, Performance and Development Plan Worksheet**

Part I. Employee Information

NAME (LAST, FIRST MI):		TITLE:	
CAREER PATH: NH	SERIES:		BROADBAND LEVEL: - CURRENT LEVEL:
PAY POOL ID/ORGANIZATION:	ORG CODE:	ENTRANCE ON DUTY DATE:	- FULL PERFORMANCE:
CURRENT BASIC PAY:	CURRENT ADJUSTED BASIC PAY:	START DATE OF ACDP:	APPROVED IDP: ____ YES ____ NO
CURRENT PRD NUMBER:	CONTROL POINT: ____ YES ____ NO		

Part II. ACDP Contribution, Performance and Development Definitions

Contribution, Performance and Development Plan: Identify specific mission contribution, performance and developmental goals required for the employee to be successful. Goals are to meet or exceed the factor descriptors and Expected Contribution Criteria.
Assessments: Identify contribution and performance goals achieved, developmental skills gained, and the quality of performance.

Part III. ACDP CPDP Assessment Number: Dates: -

ASSESSMENT CONTRIBUTION, PERFORMANCE AND DEVELOPMENT PLAN (Forward completed plan to:

EMPLOYEE REVIEW DATE: _____

EMPLOYEE INPUT:

SUPERVISOR INPUT:

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SECOND LEVEL REVIEWER INPUT:

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Part IV. ACDP Rating and Adjustment

<p>ONLY FOR THE ANNUAL CCAS APPRAISAL EXPECTED OVERALL CONTRIBUTION SCORE: _____</p> <p>FACTOR SCORES: <u>1</u> <u>2</u> <u>3</u> <u>Overall</u></p> <p>CONTRIBUTION SCORES:</p> <p>PAQL SCORES:</p> <p>RATING OF RECORD (RoR): (RoR assessment only occurs for the annual CCAS appraisal). Rating of Record scale: >4.29 = 5; <4.29 no "1s" = 3; Any "1s" = 1</p>	<p>ADJUSTMENT: _____ %</p> <p>AMOUNT: _____</p>	<p>NEW BASIC PAY: _____</p> <p>NEW EXPECTED OVERALL CONTRIBUTION SCORE: _____</p> <p>NEW PRD NUMBER (If Applicable): _____</p>
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Part V. Signatures

NAME/TITLE OF SUPERVISOR	SUPERVISOR'S SIGNATURE	DATE
NAME/TITLE OF SECOND LEVEL REVIEWER	SECOND LEVEL REVIEWER 'S SIGNATURE	DATE
NAME OF PAY POOL MANAGER	PAY POOL MANAGER'S SIGNATURE/DATE	PAY POOL MANAGER _____ APPROVED _____ DISAPPROVED
NAME OF EMPLOYEE	EMPLOYEE'S SIGNATURE	DATE

PLEASE SEND COMPLETED WORKSHEET TO:

INSTRUCTIONS FOR COMPLETING THE CPDP WORKSHEET:

Part I. Employee Information. Enter the current employee information as of the start of the ACDP assessment period.

Part II. ACDP Contribution, Performance and Development Definitions. This section only provides definitions pertaining to the contribution planning and assessment phases.

Part III. ACDP CPDP / Assessment.

- **Number:** Indicate which numbered assessment is covered by the plan that follows. Assessment numbering begins with "1" for the initial 6-month assessment (mid-point), and alternates between the mid-point (odd numbered) and annual (even numbered) assessment until the employee leaves the program.

- **Dates:** Indicate the 6-month assessment period addressed by the contribution plan. These dates should be at 6-month intervals and the start date should always correspond to either the 6 or 12-month anniversary of the employee's Entrance-on-Duty or ACDP effective date.

- **Assessment Contribution/Development Plan.** Identify measurable contribution goals to occur within the 6-month period that demonstrate a clear advancement in knowledge, skills, and abilities.

- **Employee Review Date.** Provides an area for the employee to acknowledge implementation of the contribution plan.

- **Employee Input.** Provides an area for the employee to document contribution, performance and development goals achieved during the 6-month assessment period. Examples include the employee's advancement in knowledge, skills and abilities of job-related competencies.

INSTRUCTIONS FOR COMPLETING THE CPDP WORKSHEET (continued): Part

III. ACDP Plan/Assessment. (continued)

- **Supervisor Input.** Provides an area for the supervisor to document employee contribution, performance and development during the 6-month assessment period. Examples include the supervisor's assessment of the employee's advancement in knowledge, skills, and abilities of job-related competencies.

- **Second Level Reviewer Input.** Provides an area for the second level reviewer to document approval or disapproval of the supervisor's contribution, performance and development assessment and to identify any required modification in the employee's skills development.

Part IV. ACDP Rating and Adjustment.

- **Scoring:** For the CCAS annual appraisal, the supervisor enters the employee's **approved** contribution scores by factor and this worksheet automatically calculates the Overall Contribution Score (OCS). Also for the CCAS annual assessment, the supervisor also enters the employee's **approved** Performance Appraisal Quality Level (PAQL) score by factor. The worksheet will also automatically calculate the PAQL average raw score and assign the appropriate Quality of Performance Rating. of Record.

- **Base Pay Increase Adjustment:** The Supervisor determines the recommended percentage of adjustment that will occur to the employee's base pay as a result against the measures shown below.

Measures	Base Pay Percent % Increase
Development had not met or produced the planned increase of knowledge, skills, abilities and competencies based on the position requirements document and relevant factor broadband level descriptors, Individual Development Plan (IDP), and the approved Accelerated Compensation for Developmental Position (ACDP) Contribution, Performance and Development Plan (CPDP) expectations required to advance to the next stage/broadband level of the CPDP.	0%
Development partially met the planned increase of knowledge, skills, abilities and competencies based on the position requirements document and relevant factor broadband level descriptors, IDP, and the approved ACDP CPDP expectations required to advance to the next stage/broadband level of the CPDP.	Up to 6%
Development met or exceeded the planned increase of knowledge, skills, abilities and competencies based on the position requirements document and relevant factor broadband level descriptors, IDP, and the approved ACDP CPDP expectations required to advance to the next stage/broadband level of the CPDP.	Up to 10% (Maximum % Increase)

1. Supervisor will assess the employee's contribution and performance against the required knowledge, skills, abilities and competencies stated in the employee's position requirements document (PRD), Individual Development Plan, and the ACDP Contribution, Performance and Development Plan (CPDP) for each of the contribution factor descriptors.
2. Supervisor will base the assessment on the measure criteria listed in the above chart.
3. Supervisor will document the results in the CDPD with the:
 - Justification in Part III
 - Pay Data in Part IV
 - Employee, Supervisor, 2nd Level Supervisor (if applicable), and Pay Pool Manager signatures in Part V
4. Supervisor will forward the signed and completed CPDP to the Participating Organization HRO.
5. The Participating Organization HRO specialist will attach the completed CPDP to a completed Request for Personnel Action (SF-52) for a Miscellaneous Pay Adjustment Action (NOA 890) with the Legal Authority Codes ZLM – 82 FR 52104, dated 11/9/2017, Section II.C.9.c.(1), AND Z2W – Pub. L. 111-383, with the Remark Code: P53 – Pay adjustment in Block 20 reflects a (percentage) increase in basic pay for successful achievement of job-related competencies.

- **Amount:** Enter the employee's base pay at the start of the assessment period times the adjustment percentage (amount of the adjustment).
- **New Base Pay:** Enter the employee's new base pay, along with the corresponding new expected overall contribution score (EOCS), which can be determined using the Expected Contribution Range Calculator at: <http://acqdemo.hci.mil/tools.html>.
- **New PRD Number:** If the employee's new salary and EOCS causes the employee to move to a new PRD, enter the new PRD number within this area (see table below).

INSTRUCTIONS FOR COMPLETING THE CPDP WORKSHEET (continued):

Part V. Signatures. In order to document approval of the assessment results, signatures are required of the supervisor, second level reviewer, and Pay Pool Manager to indicate approval of the results. The employee's signature does not constitute agreement with the results. It only indicates acknowledgement of the assessment results.

Reminders:

1. Attach the completed CPDP to a Request for Personnel Action (RPA), SF-52, to initiate the pay adjustment required by the ACDP assessment.
2. Also submit a reassignment RPA if the increase to the employee's EOCS requires the employee to be placed on a new PRD.