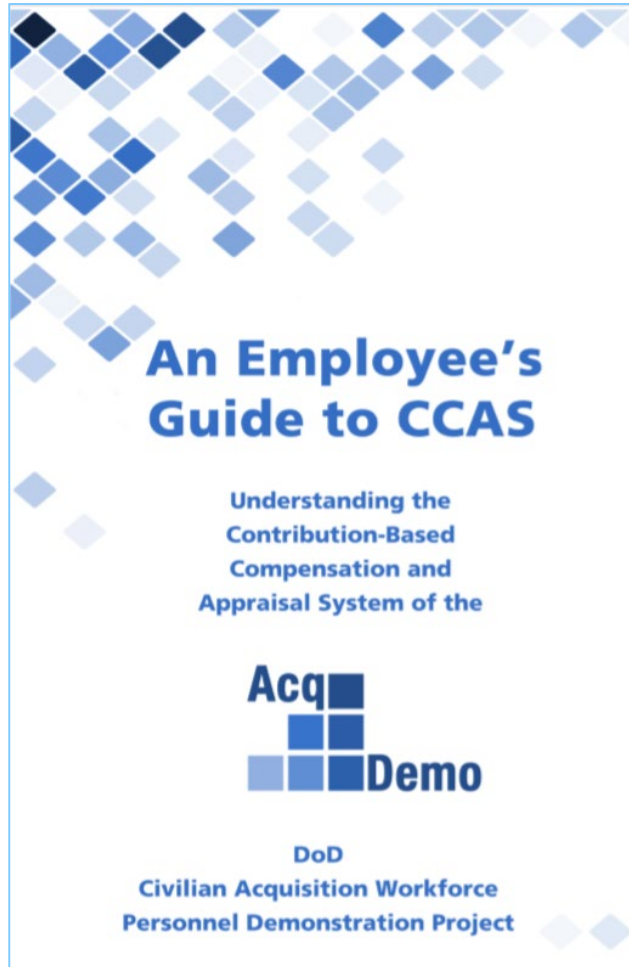


# Job Aid - CCAS Contribution Planning

**This Job Aid on CCAS Contribution Planning should be used with *The Employee's Guide to CCAS* and *CAS2Net Job Aid –Contribution Plan*.**



Acq  
Demo

**Contribution-based Compensation  
and Appraisal System Software  
(CAS2Net)  
Job Aid - Contribution Plan**

Mid-Point  
Closeout  
Annual

**Employee**

*The following slides may be slightly different when you access CAS2Net due to continuing refinement of CAS2Net.*

<http://acqdemo.hci.mil>

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[https://acqdemo.hci.mil/docs/Employee\\_Guide\\_to\\_CCAS\\_FY18.pdf](https://acqdemo.hci.mil/docs/Employee_Guide_to_CCAS_FY18.pdf)

<https://acqdemo.hci.mil/docs/2.1%20Job%20Aid%20-%20CAS2Net%202.0%20Contribution%20Plan%20-%20Employee.pdf>

# Contribution Planning

## Contribution-based Compensation and Appraisal System (CCAS)

CCAS, the AcqDemo's performance management system, is designed to equate an employee's compensation to his/her level of contribution and performance to the mission of the organization.

You and your supervisor will plan how you will contribute to the mission during the appraisal year at the beginning of the CCAS cycle.

Contribution planning, as well as any needed adjustments, are documented in CAS2Net.

*Recommendation:*

*Review your DPMAP performance standards and elements when developing your CCAS contribution plan.*

# Contribution Planning

As you consider how you plan to contribute, you must also discuss the intended results. Is there a specific target you are trying to reach?

Try to identify milestones or other measurable evidence of success.

Don't hesitate to ask questions about anything you don't understand.

This is your opportunity to create a clear plan for the coming year.

Since all employees are rated on all three factors, it is advisable to consider how your plan relates to contributions for each factor. Plans should include goals, objectives or performance level that are:

- Concise and
- Contain detailed, specific information on how the activity will benefit the organization

# Contribution Planning

The contribution planning discussion with your supervisor at the beginning of the appraisal cycle should cover the following topics:

- Organizational mission
- Career path and broadband level
- Factors
- Factor expected levels of contribution and expected results
- Factor expected levels of performance (Performance Appraisal Quality Level (PAQL/Quality of Performance))
- Expected Overall Contribution Score (EOCS) and Range
- Career development (Individual Development Plan, or IDP)

Be sure to use this contribution planning exchange with your supervisor for the mentoring opportunity it presents. Discuss areas where you'd like to grow or expand your responsibilities and solicit your supervisor's feedback on ways to accomplish your goals.

# Contribution Planning

As previously stated, the contribution planning discussion with your supervisor at the beginning of the appraisal cycle should cover the following topics:

- Organizational mission
- Career path and broadband level

Career Path	Broadband Level	Broadband Level	Broadband Level	Broadband Level
NH	I	II	III	IV
NJ	I	II	III	IV
NK	I	II	III	

- Factors

Job Achievement and/or Innovation	Communication and/or Teamwork	Mission Support
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To review the three Factors, go to the *Employee's Guide to CCAS*, see pages 31-58 at [https://acqdemo.hci.mil/docs/Employee\\_Guide\\_to\\_CCAS\\_FY18.pdf](https://acqdemo.hci.mil/docs/Employee_Guide_to_CCAS_FY18.pdf)

- Factor expected levels of contribution and expected results
- Factor expected levels of performance (Performance Appraisal Quality Level (PAQL/Quality of Performance))

# Contribution Planning

- Factor expected levels of contribution and expected results
- Factor expected levels of performance (Performance Appraisal Quality Level (PAQL/Quality of Performance))

Expected Level of Contribution and Expected Results for NH-4

Contribution Level and Appraisal Descriptors (Factor 1: Job Achievement and/or Innovation)		Discriminators
<b>NH Level IV</b>	(Score Range 79 – 100)	
<ul style="list-style-type: none"> <li>• Recognized as a technical/functional authority within and outside of the organization.</li> <li>• Fosters the development of others by providing guidance or sharing expertise. Directs assignments to encourage employee development and cross-functional growth to meet organizational needs. Pursues professional self-development.</li> <li>• Leads, defines, manages, and integrates efforts of several groups or teams. Assumes and assigns ownership of processes and products, as appropriate.</li> <li>• Assesses and provides strategic direction for resolution of mission-critical problems, policies, and procedures.</li> <li>• Works with senior management to establish new fundamental concepts and criteria and stimulate the development of new policies, methodologies, and techniques. Converts strategic goals into programs or policies.</li> <li>• Defines, establishes, and directs organizational focus on challenging and highly complex 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>	

## Expected Level of Performance

Expected Contribution Criteria for All Broadband Levels	
<p>Produces desired results, in the needed timeframe, with the appropriate level of supervision through the use of appropriate knowledge, skills, abilities and understanding of the technical requirements of the job. Achieves, demonstrates and maintains the appropriate qualifications necessary to assume and execute key acquisition and/or support requirements. Demonstrates skilled critical thinking in identifying, analyzing and solving complex issues, as appropriate. Takes and displays personal accountability in leading, overseeing, guiding and/or managing programs and projects within assigned areas of responsibility.</p> <p>Work is timely, efficient and of acceptable quality. Completed work meets project/program objectives. Leadership and/or supervision effectively promotes commitment to organization goals. Flexibility, adaptability, and decisiveness are exercised appropriately.</p> <p>For Supervisors (as appropriate): Recruits, develops, motivates, and retains quality team members in accordance with EEO/AA and Merit System Principles. Takes timely/appropriate personnel actions, communicates mission and organizational goals; by example, creates a positive, safe, and challenging work environment; distributes work and empowers team members.</p>	

Rating Level	CCAS PAQL Criteria
Level 5 Outstanding	An employee's quality of performance exhibited in achieving his/her contribution results substantially and consistently surpasses the factor-specific expected contribution criteria and the employee's contribution plan goals and objectives.
Level 3 Fully Successful	An employee's performance consistently achieves, and sometimes exceeds, the factor-specific expected contribution criteria and his/her contribution plan goals and objectives.
Level 1 Unacceptable	An employee's performance fails to meet the expected contribution criteria and the required results for the goals and objectives set forth in his/her contribution plan for the appraisal cycle.

For all the Factors, go to the *Employee's Guide to CCAS*, see pages 31-58 at <https://acqdemo.hci.mil/docs/Employee Guide to CCAS FY18.pdf>

- Career development (Individual Development Plan, or IDP)

# Contribution Planning

- Factor expected levels of contribution and expected results
  - Use the descriptors as a guide to develop your objectives

Are you a technical/functional authority outside your organization? If yes, in what field?

What are the assignments for the rating period? Who and/or what will you guide?

What effort(s) will you lead, define, manage or integrate?

What decisions or proposals will be made this rating period?

What challenges and/or projects/programs for this rating period?

Contribution Level and Appraisal Descriptors (Factor 1: Job Achievement and/or Innovation)		Discriminators
<b>NH Level IV</b>	<b>(Score Range 79 – 100)</b>	
<ul style="list-style-type: none"> <li>Recognized as a technical/functional authority within and outside of the organization.</li> <li>Fosters the development of others by providing guidance or sharing expertise. Directs assignments to encourage employee development and cross-functional growth to meet organizational needs. Pursues professional self-development.</li> <li>Leads, defines, manages, and integrates efforts of several groups or teams. Assumes and assigns ownership of processes and products, as appropriate.</li> <li>Assesses and provides strategic direction for resolution of mission-critical problems, policies, and procedures.</li> <li>Works with senior management to establish new fundamental concepts and criteria and stimulate the development of new policies, methodologies, and techniques. Converts strategic goals into programs or policies.</li> <li>Defines, establishes, and directs organizational focus on challenging and highly complex 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>	

What is/are the expected results, outcomes, benefits, and impact?



# Contribution Planning

- Factor expected levels of contribution and expected results
  - Or use the discriminators as a guide to develop your objectives

What leadership role for this rating period?

Will you be a mentor? What self development goal(s) for this rating period?

Accountability for when, what, who, where, why and/or how?

What are the challenges for the task/project/program/study?

What innovation, new solution for the rating period?

What is the scope or impact of the task/project/program/study?

Contribution Level and Appraisal Descriptors (Factor 1: Job Achievement and/or Innovation)		Discriminators
<b>NH Level IV</b>	<b>(Score Range 79 – 100)</b>	
<ul style="list-style-type: none"> <li>• Recognized as a technical/functional authority within and outside of the organization.</li> <li>• Fosters the development of others by providing guidance or sharing expertise. Directs assignments to encourage employee development and cross-functional growth to meet organizational needs. Pursues professional self-development.</li> <li>• Leads, defines, manages, and integrates efforts of several groups or teams. Assumes and assigns ownership of processes and products, as appropriate.</li> <li>• Assesses and provides strategic direction for resolution of mission-critical problems, policies, and procedures.</li> <li>• Works with senior management to establish new fundamental concepts and criteria and stimulate the development of new policies, methodologies, and techniques. Converts strategic goals into programs or policies.</li> <li>• Defines, establishes, and directs organizational focus on challenging and highly complex 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>	

What is/are the expected results, outcomes, benefits, and impact?

# Contribution Planning

- Factor expected levels of performance (Performance Appraisal Quality Level (PAQL/Quality of Performance)
  - In addition, use the Expected Contribution Criteria and/or Performance Appraisal Quality Level to plan your level of performance

When will the task/project/program/study be completed? If in the next rating period or several years later, what would be accomplished this rating period?

Will you set up goals and/or measurements for success?

What is/are the expected results, outcomes, benefits, and impact?

Expected Contribution Criteria for All Broadband Levels	
<p>Produces desired results, in the needed timeframe, with the appropriate level of supervision through the use of appropriate knowledge, skills, abilities and understanding of the technical requirements of the job. Achieves, demonstrates and maintains the appropriate qualifications necessary to assume and execute key acquisition and/or support requirements. Demonstrates skilled critical thinking in identifying, analyzing and solving complex issues, as appropriate. Takes and displays personal accountability in leading, overseeing, guiding and/or managing programs and projects within assigned areas of responsibility.</p>	
<p>Work is timely, efficient and of acceptable quality. Completed work meets project/program objectives. Leadership and/or supervision effectively promotes commitment to organization goals. Flexibility, adaptability, and decisiveness are exercised appropriately.</p>	
<p>For Supervisors (as appropriate): Recruits, develops, motivates, and retains quality team members in accordance with EEO/AA and Merit System Principles. Takes timely/appropriate personnel actions, communicates mission and organizational goals; by example, creates a positive, safe, and challenging work environment; distributes work and empowers team members.</p>	

Rating Level	CCAS PAQL Criteria
Level 5 Outstanding	An employee's quality of performance exhibited in achieving his/her contribution results substantially and consistently surpasses the factor-specific expected contribution criteria and the employee's contribution plan goals and objectives.
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Level 1 Unacceptable	An employee's performance fails to meet the expected contribution criteria and the required results for the goals and objectives set forth in his/her contribution plan for the appraisal cycle.

# Contribution Planning

- Career development (Individual Development Plan, or IDP)
  - Completion of IDP training, education and/or development opportunities can be a contribution objective

Contribution Level and Appraisal Descriptors (Factor 1: Job Achievement and/or Innovation)	Discriminators
<b>NH Level IV (Score Range 79 – 100)</b> <ul style="list-style-type: none"> <li>• Recognized as a technical/functional authority within and outside of the organization.</li> <li>• <b>Fosters the development of others by providing guidance or sharing expertise. Directs assignments to encourage employee development and cross-functional growth to meet organizational needs. Pursues professional self-development.</b></li> <li>• Leads, defines, manages, and integrates efforts of several groups or teams. Assumes and assigns ownership of processes and products, as appropriate.</li> <li>• Assesses and provides strategic direction for resolution of mission-critical problems, policies, and procedures.</li> <li>• Works with senior management to establish new fundamental concepts and criteria and stimulate the development of new policies, methodologies, and techniques. Converts strategic goals into programs or policies.</li> <li>• Defines, establishes, and directs organizational focus on challenging and highly complex projects/programs.</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership Role</li> <li>• <b>Mentoring/Employee Development</b></li> <li>• Accountability</li> <li>• Complexity/Difficulty</li> <li>• Creativity</li> <li>• Scope/Impact</li> </ul>

**Expected Contribution Criteria for All Broadband Levels**

Produces desired results, in the needed timeframe, with the appropriate level of supervision through the use of appropriate knowledge, skills, abilities and understanding of the technical requirements of the job. Achieves, demonstrates and maintains the appropriate qualifications necessary to assume and execute key acquisition and/or support requirements. Demonstrates skilled critical thinking in identifying, analyzing and solving complex issues, as appropriate. Takes and displays personal accountability in leading, overseeing, guiding and/or managing programs and projects within assigned areas of responsibility.

Work is timely, efficient and of acceptable quality. Completed work meets project/program objectives. Leadership and/or supervision effectively promotes commitment to organization goals. Flexibility, adaptability, and decisiveness are exercised appropriately.

For Supervisors (as appropriate): Recruits, develops, motivates, and retains quality team members in accordance with EEO/AA and Merit System Principles. Takes timely/appropriate personnel actions, communicates mission and organizational goals; by example, creates a positive, safe, and challenging work environment; distributes work and empowers team members.

What is/are the expected results, outcomes, benefits, and impact?

# Contribution Planning

In other words, the plan should pass the “so what” test, should be succinct, and should clearly describe expected results.

## Example

First Draft: Conduct an analysis of contaminated water samples for the Army Corps of Engineers.

*This does not pass the “so what” test. It states a task, but not the expected results or why it is beneficial for the organization or when it will be completed.*

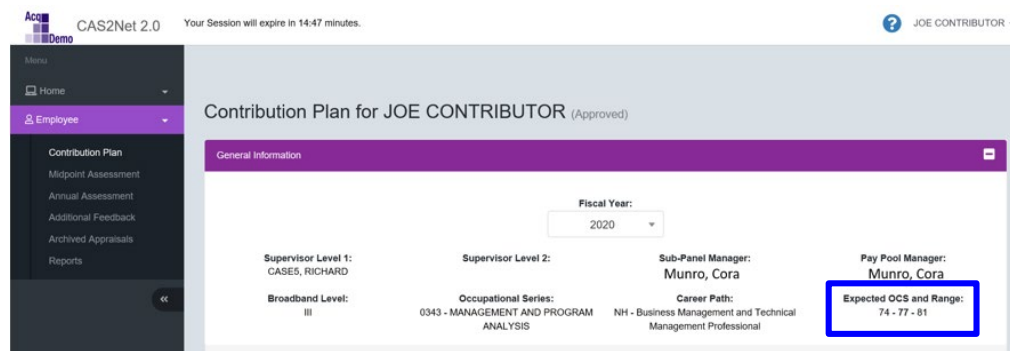
2<sup>nd</sup> Try: Conduct a monthly analysis of contaminated water samples for the Army Corps of Engineers in order to provide time-critical environmental contamination information.

*This provides both the contribution (benefit and result for the organization) and performance (details on when it will be accomplished).*

# Contribution Planning

Let's continue with the contribution planning discussion with your supervisor at the beginning of the appraisal cycle covering the following topics:

- Expected Overall Contribution Score (EOCS) and Range
  - Is determined by your base pay (without the locality)
  - Is found in your CAS2Net account



- CCAS has a scoring range of:
  - NH 0-100 and Very High Scores of 105, 110, 115 for NH-IV
  - NJ 0-83 and Very High Scores of 87, 91, 95 for NJ-IV
  - NK 0-61 and Very High Scores of 64, 67, 70 for NK-III
- Every employee's base pay has an Expected Overall Contribution Score (EOCS) and Expected Contribution Range, and every OCS has a dollar value

# Contribution Planning

- Every employee’s base pay has an Expected Overall Contribution Score (EOCS) and Expected Contribution Range

If your base pay is \$52,777 then your expected OCS is 50.

If your base pay is \$90,621 then your expected OCS is 77.

If your base pay is \$131,000 then your expected OCS is 96.

Standard Pay Line for 2020  
(Based on 2.6% Increase)

	OCS	SPL	OCS	SPL	OCS	SPL	OCS	SPL
GS01/1	0	19543						
	1	19935	30	35444	60	64284	90	116588
	2	20334	31	36155	61	65572	91	118925
	3	20742	32	36879	62	66886	92	121309
	4	21158	33	37618	63	68227	93	123740
	5	21582	34	38372	64	69594	94	126220
	6	22014	35	39142	65	70989	95	128750
	7	22455	36	39926	66	72412	96	131330
	8	22905	37	40726	67	73863	97	133963
	9	23365	38	41543	68	75344	98	136648
	10	23833	39	42375	69	76854	99	139387
	11	24311	40	43225	70	78394	GS15/10 100	142180
	12	24798	41	44091	71	79966		
	13	25295	42	44975	72	81568		
	14	25802	43	45876	73	83203		
	15	26319	44	46796	74	84871		
	16	26846	45	47733	75	86572		
	17	27385	46	48690	76	88307		
	18	27933	47	49666	77	90077		
	19	28493	48	50662	78	91882		
	20	29064	49	51677	79	93724		
	21	29647	50	52713	80	95603		
	22	30241	51	53769	81	97519		
	23	30847	52	54847	82	99473		
	24	31466	53	55946	83	101467		
	25	32096	54	57068	84	103501		
	26	32739	55	58211	85	105575		
	27	33396	56	59378	86	107691		
	28	34065	57	60568	87	109850		
	29	34748	58	61782	88	112051		
	30	35444	59	63020	89	114297		

# Contribution Planning

- Every employee’s base pay has an Expected Overall Contribution Score (EOCS) and Expected Contribution Range
  - If your base pay is \$90,621 then your expected OCS is 77
  - And your Expected Contribution Range is 74 to 81

Normal Pay Region and Standard Pay Line for 2020  
(Based on 2.6% Increase)

GS01/1	OCS	SPL	SPL*0.92 Lower Rail	SPL*1.08 Upper Rail
	0	19543	17980	21106
1	19935	18340	21529	
2	20334	18708	21961	
3	20742	19082	22401	
4	21158	19465	22850	
5	21582	19855	23308	
6	22014	20253	23775	
7	22455	20659	24252	
8	22905	21073	24738	
9	23365	21495	25234	
10	23833	21926	25739	
11	24311	22366	26255	
12	24798	22814	26782	
13	25295	23271	27318	
14	25802	23738	27866	
15	26319	24213	28424	
16	26846	24699	28994	
17	27385	25194	29575	
18	27933	25699	30168	
19	28493	26214	30773	
20	29064	26739	31390	
21	29647	27275	32019	
22	30241	27822	32660	
23	30847	28379	33315	
24	31466	28948	33983	
25	32096	29528	34664	
26	32739	30120	35359	
27	33396	30724	36067	
28	34065	31340	36790	
29	34748	31968	37528	
30	35444	32609	38280	

OCS	SPL	SPL*0.92 Lower Rail	SPL*1.08 Upper Rail
30	35444	32609	38280
31	36155	33262	39047
32	36879	33929	39830
33	37618	34609	40628
34	38372	35303	41442
35	39142	36010	42273
36	39926	36732	43120
37	40726	37468	43984
38	41543	38219	44866
39	42375	38985	45765
40	43225	39767	46683
41	44091	40564	47618
42	44975	41377	48573
43	45876	42206	49546
44	46796	43052	50539
45	47733	43915	51552
46	48690	44795	52585
47	49666	45693	53639
48	50662	46609	54714
49	51677	47543	55811
50	52713	48496	56930
51	53769	49468	58071
52	54847	50459	59235
53	55946	51471	60422
54	57068	52502	61633
55	58211	53554	62868
56	59378	54628	64128
57	60568	55723	65414
58	61782	56840	66725
59	63020	57979	68062

OCS	SPL	SPL*0.92 Lower Rail	SPL*1.08 Upper Rail
60	64284	59141	69426
61	65572	60326	70818
62	66886	61535	72237
63	68227	62769	73685
64	69594	64027	75162
65	70989	65310	76668
66	72412	66619	78205
67	73863	67954	79772
68	75344	69316	81371
69	76854	70706	83002
70	78394	72123	84666
71	79966	73568	86363
72	81568	75043	88094
73	83203	76547	89860
74	84871	78081	91661
75	86572	79646	93498
76	88307	81243	95372
77	90077	82871	97283
78	91882	84532	99233
79	93724	86226	101222
80	95603	87954	103251
81	97519	89717	105320
82	99473	91515	107431
83	101467	93350	109584
84	103501	95221	111781
85	105575	97129	114021
86	107691	99076	116307
87	109850	101062	118638
88	112051	103087	121016
89	114297	105154	123441

OCS	SPL	SPL*0.92 Lower Rail	SPL*1.08 Upper Rail
90	116588	107261	125915
91	118925	109411	128439
92	121309	111604	131013
93	123740	113841	133639
94	126220	116122	136318
95	128750	118450	139050
96	131330	120824	141837
97	133963	123246	144680
98	136648	125716	147579
99	139387	128236	150537
100	142180	130806	153555

OCS	SPL	*0.92 Lower Rail	*1.08 Upper Rail
101	145030	133428	156632
102	147937	136102	159772
103	150902	138830	162974
104	153926	141612	166241
105	157012	144451	169572
106	160159	147346	172971
107	163369	150299	176438
108	166643	153312	179974
109	169983	156384	183582
110	173390	159519	187261
111	176865	162716	191014
112	180410	165977	194843
113	184026	169304	198748
114	187715	172697	202732
115	191477	176159	206795





# Contribution Planning

CCAS ratings include Categorical Score, Numeric Score and a Performance Appraisal Quality Level (PAQL) Score.

- Categorical Score: are your contributions less than, within, or greater than your broadband level
- Numeric Score: is the value of your contribution, less than, at/within or greater than your expected overall contribution score and range
- Performance Appraisal Quality Level Score: what was the quality of your performance

		Business and Technical Management Professional (NI)	Technical Management Support (NJ)	Administrative Support (NK)
Broadband and Very High Score Levels	Categorical Scores	Numerical Score Range	Numerical Score Range	Numerical Score Range
Very High Score	High	115	95	70
	Medium	110	91	67
	Low	105	87	64
4	High	96-100	79-83	--
	Medium	84-95	67-78	--
	Low	79-83	61-66	--
3	High	79-83	62-66	57-61
	Medium	67-78	52-61	47-56
	Low	61-66	43-51	38-46
2	High	62-66	47-51	42-46
	Medium High	51-61	41-46	--
	Medium	41-50	36-40	30-41
	Medium Low	30-40	30-35	--
1	Low	22-29	22-29	22-29
	High	24-29	24-29	24-29
	Medium	6-23	6-23	6-23
	Low	0-5	0-5	0-5

Rating Level	CCAS PAQL Criteria
Level 5 Outstanding	An employee's quality of performance exhibited in achieving his/her contribution results substantially and consistently surpasses the factor-specific expected contribution criteria and the employee's contribution plan goals and objectives.
Level 3 Fully Successful	An employee's performance consistently achieves, and sometimes exceeds, the factor-specific expected contribution criteria and his/her contribution plan goals and objectives.
Level 1 Unacceptable	An employee's performance fails to meet the expected contribution criteria and the required results for the goals and objectives set forth in his/her contribution plan for the appraisal cycle.

# Contribution Planning

Categorical Score: are your contributions less than, within, or greater than your broadband level

For example:

You are an NH-3,

Categorical Score of 3 Medium means your contributions are within your broadband level

Categorical Score of 2 High means your contributions are less than your broadband level

Categorical Score of 4 Low means your contributions are greater than your broadband level

		Business and Technical Management Professional (NH)	Technical Management Support (NJ)	Administrative Support (NK)
Broadband and Very High Score Levels	Categorical Scores	Numerical Score Range	Numerical Score Range	Numerical Score Range
Very High Score	High	115	95	70
	Medium	110	91	67
	Low	105	87	64
4	High	96-100	79-83	--
	Medium	84-95	67-78	--
	Low	79-83	61-66	--
3	High	79-83	62-66	57-61
	Medium	67-78	52-61	47-56
	Low	61-66	43-51	38-46
2	High	62-66	47-51	42-46
	Medium High	51-61	41-46	--
	Medium	41-50	36-40	30-41
	Medium Low	30-40	30-35	--
1	Low	22-29	22-29	22-29
	High	24-29	24-29	24-29
	Medium	6-23	6-23	6-23
	Low	0-5	0-5	0-5

# Contribution Planning

Numeric Score: is the value of your contribution, less than, within or greater than your expected overall contribution score (EOCS) and range

For example:

You are an NH-3 with an EOCS of 77 and a range of 74-81

Categorical Score of 3 Medium **with a Numeric Score of 78** means your contributions are within your broadband level and **within your expected range but greater than your EOCS of 77**

Categorical Score of 2 High **with a Numeric Score of 66** means your contributions are less than your broadband level **and less than your expected range and EOCS**

		Business and Technical Management Professional (NH)	Technical Management Support (NJ)	Administrative Support (NK)
Broadband and Very High Score Levels	Categorical Scores	Numerical Score Range	Numerical Score Range	Numerical Score Range
Very High Score	High	115	95	70
	Medium	110	91	67
	Low	105	87	64
4	High	96-100	79-83	--
	Medium	84-95	67-78	--
	Low	79-83	61-66	--
3	High	79-83	62-66	57-61
	Medium	67-78	52-61	47-56
	Low	61-66	43-51	38-46
2	High	62-66	47-51	42-46
	Medium High	51-61	41-46	--
	Medium	41-50	36-40	30-41
	Medium Low	30-40	30-35	--
1	Low	22-29	22-29	22-29
	High	24-29	24-29	24-29
	Medium	6-23	6-23	6-23
	Low	0-5	0-5	0-5

Categorical Score of 4 Low **with a Numeric Score of 79** means your contributions are greater than your broadband level **and within your expected range but greater than your EOCS**

# Contribution Planning

Performance Appraisal Quality Level(PAQL) Score: what was the quality of your performance

Rating Level	CCAS PAQL Criteria
Level 5 Outstanding	An employee's quality of performance exhibited in achieving his/her contribution results substantially and consistently surpasses the factor-specific expected contribution criteria and the employee's contribution plan goals and objectives.
Level 3 Fully Successful	An employee's performance consistently achieves, and sometimes exceeds, the factor-specific expected contribution criteria and his/her contribution plan goals and objectives.
Level 1 Unacceptable	An employee's performance fails to meet the expected contribution criteria and the required results for the goals and objectives set forth in his/her contribution plan for the appraisal cycle.

For example:

You are an NH-3 with an EOCS of 77 and a range of 74-81

Categorical Score of 3 Medium with a Numeric Score of 78 means your contributions are within your broadband level and within your expected range but greater than your EOCS of 77 **and a PAQL 3-Fully Successful**

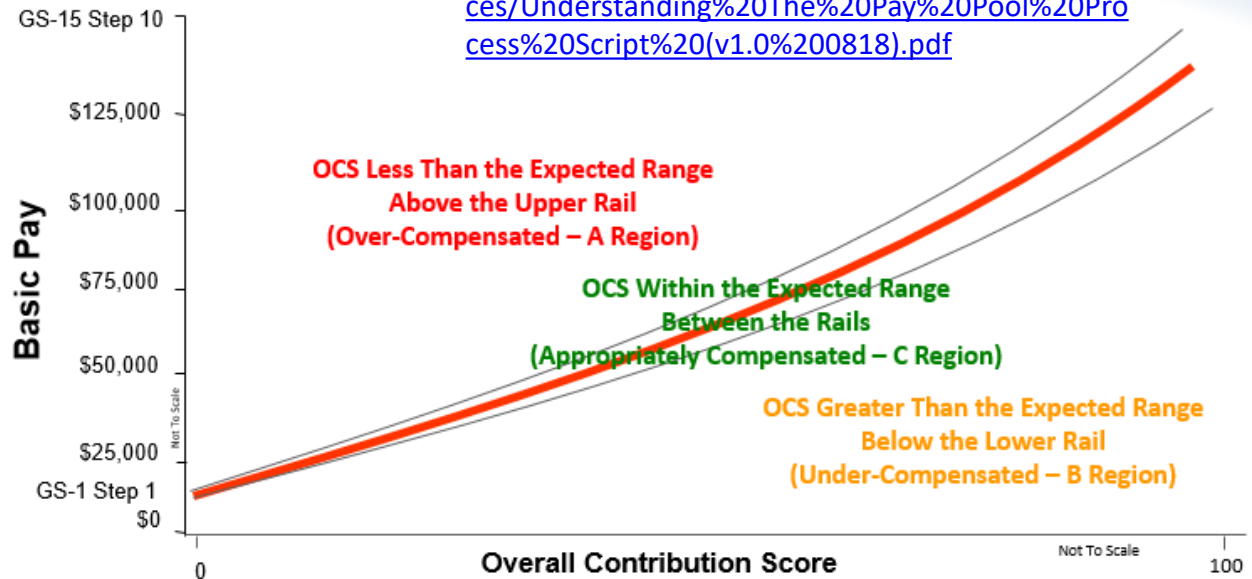
Categorical Score of 2 High with a Numeric Score of 66 means your contributions are less than your broadband level and less than your expected range and EOCS **and a PAQL 1-Unacceptable**

Categorical Score of 4 Low with a Numeric Score of 79 means your contributions are greater than your broadband level and within your expected range but greater than your EOCS **and a PAQL 5-Outstanding**

# CCAS Compensation Regions

Your approved Overall Contribution Score (OCS) will dictate your eligibility for the CCAS compensation: General Pay Increase, Contribution Rating Increase (an increase to base pay), and/or Contribution Award.

For information on the pay pool process, go to [https://acqdemo.hci.mil/training/pay\\_pool\\_resources/Understanding%20The%20Pay%20Pool%20Process%20Script%20\(v1.0%200818\).pdf](https://acqdemo.hci.mil/training/pay_pool_resources/Understanding%20The%20Pay%20Pool%20Process%20Script%20(v1.0%200818).pdf)



Compensation Region	General Pay Increase	Contribution Rating Increase	Contribution Award	Locality Pay <sup>1</sup>
Over-Compensated A-Region	Can be given in full, reduced or denied <sup>2</sup>	No	No	Yes
Appropriately Compensated C-Region	Yes, in full	Yes <sup>3</sup> – up to 6%	Yes <sup>4</sup>	Yes
Under-Compensated B-Region	Yes, in full	Yes <sup>5 &amp; 6</sup> – up to 20%	Yes	Yes

1. Basic pay plus locality pay may not exceed the rate payable for level IV of the Executive Schedule.
2. Also applies to employees on pay retention whose contribution and performance assessment is "Unacceptable".
3. May not exceed upper rail of NPR for employee's OCS or maximum basic pay for current broadband level.
4. Pay pool manager approves up to \$10,000 for a contribution award. Amounts exceeding \$10,000 not to exceed \$25,000 for a contribution award require the Head of the Participating Organization approval.
5. Over 20% requires approval of the Head of the Participating Organization.
6. May not exceed 6% above the lower rail or the maximum basic pay for current broadband level.

# Contribution Planning

At the conclusion of the contribution planning step,

- You should have a clear understanding of what you need to do to effectively contribute to your organization's mission and how your EOCS and Range is linked to your basic pay.
- You should also understand how the factors, descriptors, discriminators and expected performance levels will be used to measure your contributions and performance, and what requirements for education, training, and experience are necessary to enhance your ability to contribute (i.e., elements of your IDP).

Frequent communication with your supervisor is encouraged throughout the CCAS cycle to discuss how your work is progressing and where adjustments need to be made, such as the mid-point review

Never hesitate to ask your supervisor for feedback.

# Contribution Planning

## Summary

- Understand role in achieving organization mission/goals
- Determine work assignments in support of mission
- Define expectations of results, benefits, and/or impacts
- Understand relationship between expectations and factor descriptors
- Understand relationship between current basic pay and expected contribution range
- Apply component/agency/command specific guidance for documentation
- Questions, ask your supervisor.

# CAS2Net Questions - Issues – Problems

ALTESS Service Desk

24 / 7 / 365

[usarmy.radford.peo-eis.other.service-desk@mail.mil](mailto:usarmy.radford.peo-eis.other.service-desk@mail.mil)

or

1-800-981-3234

## Questions on this Job Aid

[AcqDemo.Contact@hci.mil](mailto:AcqDemo.Contact@hci.mil)