

**CCAS Salary Appraisal Form, Part I, is made up of the following sections:**

- 1 Identification section containing basic data such as name, broadband level, occupational series, the dates of the appraisal period, etc.
- 2 Name of the Pay Pool Manager who approved the final results and the effective date of the appraisal.

<b>Name:</b> Joe Contributor	<b>Series:</b> 801	<b>Appraisal Period:</b>																					
<b>CAS2Net ID:</b> 31	<b>Broadband Level:</b> III 1	From: 1-Oct-17																					
<b>Organization:</b> AMC/LHBB	<b>Retained Pay:</b> No	To: 30-Sep-18																					
<b>Career Path:</b> NH	<b>Presumptive:</b> None																						
<b>Approved By:</b> Bob Arnold, Pay Pool Manager 2		<b>Effective Date of Appraisal:</b> January 1, 2019																					
Discuss evaluation with employee and obtain signature confirming discussion. Signature of employee does not constitute agreement with CCAS appraisal.																							
<b>Supervisor Print / Sign</b> _____	<b>Date</b> _____	3																					
<b>Supervisor Print / Sign</b> _____	<b>Date</b> _____																						
<b>Employee Print / Sign</b> _____	<b>Date</b> _____																						
<b>2018 Appraisal Detail</b> 4																							
	<b>Factor</b>	<b>Category Score</b>	<b>Numeric Score</b>	<b>PAQL</b>																			
Overall Contribution Score	74	Job achievement and/or Innovation	3M 75	5																			
Expected Contribution Score	67	Communication and/or Teamwork	3M 73	3																			
Expected Contribution Range	61-67	Mission Support	3M 75	3																			
Delta OCS	7																						
Rating of Record	3																						
				Average raw score of PAQLs 3.67																			
<b>Compensation Detail</b>			<b>Employee Compensation Region Chart</b> Approved Compensation Region B																				
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<p>Privacy Act Statement (552a of 5 U.S.C.)</p> <p>1. AUTHORITY: Section III.D, Federal Register Notice dated November 9, 2017.</p> <p>2. PURPOSE: This form summarizes the annual evaluation of an employee's contribution through CCAS assessment.</p> <p>3. ROUTINE USE: This form is a computer-generated form that is produced for each employee and contains the overall contribution score and space for the signature of the PPM, the supervisor, and the employee. The original of this form will be maintained in accordance with agency procedures.</p> <p>4. DISCLOSURE: Failure to verify the SSN may result in a delayed or erroneous processing of the individual's CCAS and applicable payouts. The information contained within this form is personal in nature and is restricted to those with appropriate permissions. Information collected on this form may be used for statistical and impact analysis.</p>																							
<b>Remarks</b> 8																							

- 3 Signature section for the supervisor and employee. There is an additional line for another official's signature based on Component or organization policy.
- 4 Current cycle appraisal detail section. To the right are the three individual factor scores, both categorical and numerical, and the PAQL for each factor that led to the final OCS and the average raw PAQL score. To the left is the final approved OCS and rating of record. The expected score based on your basic pay for the past rating cycle, as

well as the scores that define the expected range are listed. The difference between the expected OCS and the approved OCS, termed the delta OCS, is also included in this section.

- 5 Compensation detail section containing the employee's current basic pay, pay increase from the general pay increase (GPI), pay increase from the contribution rating increase (CRI), total new basic pay, locality pay amount, new total pay, and the lump sum contribution award (CA) amount.
- 6 Expected contribution score and range for the next cycle based upon the new basic pay.
- 7 Employee contribution region chart is the graph on the lower right that plots the employee's OCS against their basic pay. This section illustrates the approved compensation region. Compensation regions determine employee eligibility for pay increases and awards.
- 8 Remarks section that is available for any necessary comments.