OFFICE OF NAVAL RESEARCH
CONTRIBUTION-BASED COMPENSATION SYSTEM (CCS) SUMMARY
ADMINISTRATIVE SUPPORT

1. Employee Name:	2. Pay Pool Code:	3. Appraisal Period Ending:
4. Title:	5. Pay Plan/Series:	6. Pay Band:
7. Supervisor:	8. Most Recent OCS:	
9. Present Basic Salary:		

10. Scores within NPR Equivalent to Present Basic Salary:

11. Contribution Elements	Weight If zero, then element not applicable.	Score	Net Score	Rating of Record Acceptable or Unacceptable
A. Problem Solving				
B. Cooperation, Customer Relations/Supervision				

A. Basic Pay Increase %: _____

D. Summary Rating A (Acceptable) or U (Unacceptable): (Must be "U" if any contribution Element is rated "U") _____

B. Contribution Award $: _____

E. Overall Contribution Score (Weighted Average): _____

C. Time Off Award/Hours: _____

12. SUPPLEMENTAL CRITERIA (OPTIONAL)
(FOR EXAMPLE, SPECIFIC OBJECTIVES, STANDARDS, TASKINGS, AND/OR EXAMPLES MAY BE ATTACHED)

13. REMARKS:

Signature and Date	CCS Plan	Interim Review	Appraisal
Employee:			
Supervisor:			

NOTE: Employee's signature under "CCS Plan" signifies that he or she has been given a copy of this summary and has a copy of Elements, Descriptors, Discriminators, and Standards applicable to his or her career track.

Administrative Support

ELEMENT 1: PROBLEM SOLVING

Instructions: Assign a value (0 - 47) which best represents employee's contributions in the overall element. Descriptors define contributions at high end of each Pay Band

		DISCRIMINATORS		
Pay Band	**Point Range**	**Complexity**	**Level of Oversight/Applicability of Guidelines**	**DESCRIPTORS**
I	0 - 21	Performs clerical or technical work involving application of a body of standardized rules, procedures or operations to resolve a full range of standard or recurring clerical/technical problems in a professional and cooperative manner.	Independently carries out recurring and non-complex work, following supervisor's direction regarding work to be done, priorities, and specific procedures/guidelines to be followed. Locates/selects the most appropriate guidelines and procedures from established sources; makes minor deviations applicable to specific cases.	
II	18 - 35	Performs clerical or technical work involving application of an extensive body of rules, procedures or operations to resolve a wide-variety of interrelated or nonstandard problems in a professional and cooperative manner.	Independently plans and carries out steps required to complete assignments; handles problems/deviations. Supervisor defines objectives, overall priorities and deadlines. Selects, interprets & applies guidelines which are available but not completely applicable or have gaps in specificity.	
III	31 - 47	Performs clerical or technical work involving: Application of principles, concepts and methodologies of a professional/administrative occupation to accomplishment of particularly challenging assignments, operations or procedures; or application of a wide range of highly technical principles, processes and methods, including refinement of methods or development of difficult but well established projects. All work is performed in a professional and cooperative manner.	Independently determines the approach and methodology used to accomplish work, plans and carries out work and resolves related conflicts. Supervisor sets overall objectives, broad priorities and resources available. Applies considerable judgment and analysis in selecting, interpreting and applying guidelines which are available but not completely applicable or have gaps in specificity.	

ACCEPTABLE PERFORMANCE STANDARDS: With minor exceptions, work is performed in a timely, efficient, and cooperative manner; and work products demonstrate completion of established objectives for the assignment, adherence to instructions and guidance of supervisor and team leader, and acceptable quality as deemed by supervisor.

SPECIFIC OBJECTIVES, TASKINGS, STANDARDS, AND/OR EXAMPLES MAY BE COMMUNICATED TO EMPLOYEES USING THE CCS SUMMARY OR OTHER APPROPRIATE MEANS

Administrative Support

ELEMENT 2: COOPERATION/CUSTOMER RELATIONS/SUPERVISION

Instructions: Assign a value (0 - 47) which best represents employee's contributions in the overall element. Descriptors define contributions at high end of each pay band.

D I S C R I M I N A T O R S

Pay Band	Point Range	Supervision and Subordinate Development (consider only if employee is a supervisor)	Cooperation	Customer Relations
I	0 - 21	Not applicable	Interacts under established circumstances to obtain or give factual information within the immediate organization, office, project, or in related support units.	Independently carries out customer requests within area of responsibility or refers to other appropriate personnel.
II	18 - 35	Not applicable	Initiates/engages in/facilitates cooperative interactions with others inside and outside ONR to: coordinate joint actions, work out problems between own group and others, or gain understanding of other functions sufficient to recommend options to customers.	Interacts with customers to understand customer needs; determines appropriate services to meet needs; and independently carries out such actions or delegates/refers to appropriate personnel. Actively promotes rapport with customers.
III	31 - 47	Carries out full range of supervisory duties with respect to lower level staff including one or more who is a senior Pay Band II. Identifies and resolves developmental needs and problems, completes necessary administrative actions, complies with safety and other regulations/ policies. Adheres to EEO regulations and demonstrates a commitment to ONR's EEO objectives and goals, ensuring the workplace is free of discrimination. Develops/maintains resources and processes which enhance ability of subordinates to effectively carry out their duties.	Meets descriptor for Pay Band 2. In addition, is relied upon & consulted by team leader/ members as a critical contributor to meeting overall goals. Serves as an example of high level administrative/ technical knowledge, and ability to gain cooperation /compliance by persuasion or negotiation.	Works jointly with customers to define organizational needs and problems; establishes customer alliances and translates customer needs to programs/ services or applies knowledge of protocol to assist particularly high-level customers of his/her organization.

ACCEPTABLE PERFORMANCE STANDARDS: With minor exceptions, personal interactions foster cooperation and teamwork; timely, accurate and acceptable quality service is provided to customers; customer interactions demonstrate appropriate knowledge for level of interaction required by the position; and i**f employee is a supervisor**, treatment of subordinates is based on merit and fitness considerations, is consistent with law/rules/regulations/policies, is judged fair and equitable by superiors, and fosters commitment/ cooperation/teamwork amongst subordinates

SPECIFIC OBJECTIVES, TASKINGS, STANDARDS, AND/OR EXAMPLES MAY BE COMMUNICATED TO EMPLOYEES USING THE CCS SUMMARY OR OTHER APPROPRIATE MEANS