



# Civilian Acquisition Workforce Personnel Demonstration Project (AcqDemo)

*Writing Effective Contribution Statements  
throughout the CCAS Cycle*

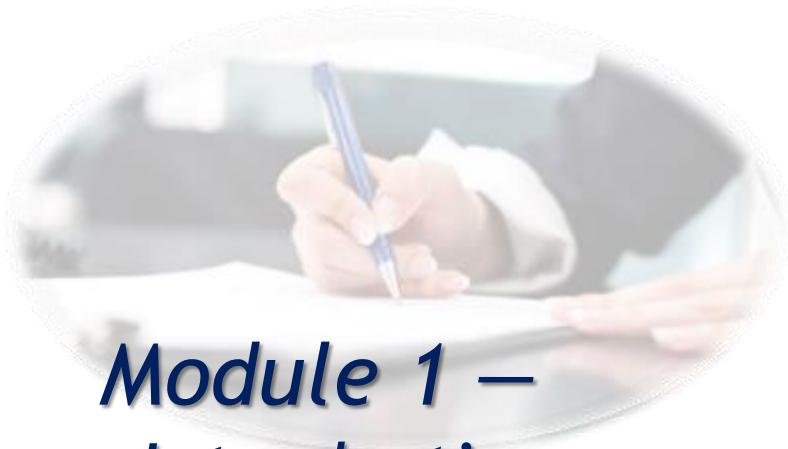


*presented by*



# Course Modules

- Introduction
- Writing Effectively
- Contribution Statement Writing Framework
- Writing Contribution Statements
- CAS2Net (AcqDemo Software)



# *Module 1 – Introduction*

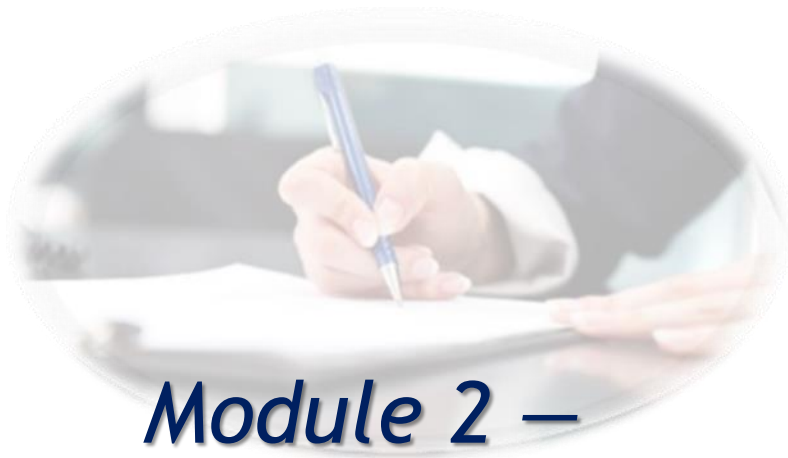


# General Housekeeping and Logistics

- Administration, Expectations and Parking Lot
  - Administration
    - Course Timing
    - Introductions
- Ground Rules & Logistics
  - Mute Phone and/or Computer
  - Do not place phone on hold at any time
  - Interact via chat or voice
- Questions and Parking Lot Review

# Course Objectives

- To develop a working knowledge of...
  - Writing effectively
  - Using factors, discriminators and descriptors in CCAS
  - When and how contribution statements are used in the CCAS cycle
  - Support tools available to aid in the process of writing contribution statements
  - How to record Contribution Plans, Midpoint Review, and Annual Appraisal Self-Assessments in CAS2Net



## *Module 2 – Writing Effectively*



# Topics of Discussion

- Purpose of Module
- Four Tips for Concise Writing
- Grammar and Punctuation



# Module Focus

## ➤ Economy

- Self-assessments limited to 4,000 characters for each Factor, or 700 - 1,200 words, in CAS2Net
- Addressing all three factors with space limitation is a challenge for many

## ➤ Persuasiveness

- Goal of narrative is to convincingly present the impact of your contributions



# Four Tips for Concise Writing

1. Active vs. Passive Voice
2. Avoid meaningless modifiers
3. Reduce phrases
4. Shorten when possible



# 1. Active vs. Passive Voice

- Active voice is immediate, engaging and energetic
  - Subject of sentence performs the action
- Passive voice is 0% to 15% longer and often less direct
  - Not *always* the incorrect choice, but it typically only desirable when you don't know who performed an action, or want to direct the attention away from someone
- Example:
  - Passive — The decision was made by me.
  - Active — I made the decision.



## 2. Avoid Meaningless Modifiers

past history -> history

added bonus -> bonus

actual fact -> fact

free gift -> gift

best ever -> best

attach together -> attach

flatly rejected -> rejected

unite together -> unite

new creation -> creation

old adage -> adage

patently obvious -> obvious

temporary reprieve -> reprieve

true facts -> facts

vitally necessary -> necessary

worst ever -> worst

last of all -> last



### 3. Reduce Phrases

Exceeding the speed limit	➡	<i>Speeding</i>
Give a definition	➡	<i>Define</i>
In the majority of instances	➡	<i>Mostly</i>
Brought up	➡	<i>Raised</i>
At this point in time	➡	<i>Now</i>
Submitted his resignation	➡	<i>Resigned</i>
With the exception of	➡	<i>Except</i>



## 4. Shorten Where Possible

She found the dog to be xxxx friendly.

Consider eliminating the following words:

- very
- rather
- really
- quite
- in fact



# Activity #1

- In the chat, write an improved version of the following sentence.  
Efforts have greatly improved the organizational workforce competency by providing improved skill sets and facilitating cross training.
- Concise version:  
I improved workforce competencies/skills by facilitating cross training.

134 characters (with spaces) down to 72



## Activity #2

- In the chat, write an improved version of the following sentence.

Was sought out for mentoring role and provided mentorship to XYZ staff, supporting the professional development by sharing my personal knowledge and experience in support of strategic plan objectives.

- Concise version:

Mentored XYZ staff resulting in professional development Strategic Objective 3.1.2 being met.

200 characters (with spaces) down to 94



# Activity #3

- In the chat, write an improved version of the following sentences.

Independently defined, directed, and led highly challenging ABC program, by reviewing and assessing overall program progress and developing solutions for all technical, schedule, and cost problems that arise during ABC design phase. This design review established the allocated baseline (hardware, software, human/support systems) and underlying architectures to ensure that the system under review has a reasonable expectation of satisfying the requirements within the currently allocated budget and schedule and in accordance and compliant with established mission goals and operational support of the system.

- Concise version:

Directed ABC progress review which included cost, technical, and schedule solutions for design phase problems identified. The review established baseline for timely ABC delivery.

611 characters (with spaces) down to 178



# Grammar and Punctuation

- Proper grammar and punctuation is a key component to gaining the respect of your audience
  - Enhances credibility
  - Prevents distraction from the content
  - Demonstrates personal care and concern about your work



# Grammar and Punctuation

➤ Carefully review your work for misused words

- Its and it's
- To, too, two
- They're, their, there
- Accept, except
- Insure, ensure, assure
- Affect, effect
- Than, then

## USING ITS & IT'S



- ★ It's a red Toyota. Its brakes are not working well.
- ★ It's a nice house. Its front door is red.
- ★ It's a monkey. Its tail is very long.
- ★ It's a beautiful country. Its capital is in the north.
- ★ It's a big city, but its transport system is excellent.



QUESTIONS?



# *Module 3 – Contribution Statement Writing Framework*



# Topics of Discussion

- CCAS Appraisal Cycle
- Responsibilities of the Supervisor and Employee
- Expected Contribution Range (ECR) and Point Ranges
- The 3 Factors, Descriptors, and Discriminators
- Performance Appraisal Quality Levels (PAQLs) and Values



# The CCAS Cycle

*AcqDemo Appraisal Year - 1 October through 30 September*

## September - October

Employee  
Self-Assessment

## April-May

Mid-Point  
Review



## October

- ❖ Start CCAS Cycle
- ❖ Contribution Planning
- ❖ Supervisor's Assessment

## November - December

Pay Pool Panels

## January

End-of-Cycle Discussion  
and Payout



# Supervisor's CCAS Responsibilities

- *Review organizational Strategic Plan (or overall Army) goals and priorities at start of appraisal cycle*
- Conduct annual contribution planning and explain Expected Contribution Range (ECR)
- Monitor and document employee progress and provide coaching/feedback throughout appraisal cycle
- Address contribution issues immediately upon identification
- Provide mentoring for career development
- Conduct a formal Mid-Point Review
- Request Annual Appraisal Self-Assessment
- Complete an end-of-cycle Annual Appraisal
- Use factor descriptors to determine preliminary scores for pay pool
- Participate in pay pool process as required
- Conduct Annual Appraisal conversation



# Employee's CCAS Responsibilities

- *Understand and meet the contribution expectations identified during Contribution Planning*
- Seek feedback and guidance as needed throughout the appraisal cycle
- Prepare a Mid-Point Review and Annual Appraisal Self-Assessment in accordance with local policy



# Expected Contribution Range Calculator

## 2022 Expected Contribution Range Calculator

Basic Pay Only

Enter Base Pay/Retained Pay	Career Path	Broad-band	Max Pay	Retained Pay?	Expected Contribution Range		
					Upper Rail	Standard Pay Line	Lower Rail
\$89,359	NH	3	\$105,579	No	Expected Contribution Range = 72	75	79

Click on Boxes for  
Dropdown List to Select

Pay Used in Calculation: \$89,359



Calculate an Expected Contribution Range (ECR) any time during the appraisal period using a calculator found at the AcqDemo website.

[acqdemo.hci.mil/tools](https://acqdemo.hci.mil/tools)



# Broadband Level Point Ranges

Levels	Categorical	NH Point Range	NJ Point Range	NK Point Range
Very High	High	115	95	70
	Med	110	91	67
	Low	105	87	64
IV	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	43 - 51	38 - 46
II	High	62 - 66	47 - 51	42 - 46
	Med High	51 - 61	41 - 46	--
	Med	41 - 50	36 - 40	30 - 41
	Med Low	30 - 40	30 - 35	--
	Low	22 - 29	22 - 29	22 - 29
I	High	24 - 29	24 - 29	24 - 29
	Med	06 - 23	06 - 23	06 - 23
	Low	00 - 05	00 - 05	00 - 05



# Contribution Appraisal Criteria – The Factors

## Job Achievement and/or Innovation

- Qualifications
- Critical Thinking
- Calculated Risks
- Problem Solving
- Leadership
- Supervision
- Personal Accountability

## Communication and/or Teamwork

- Communication (Verbal and Written)
- Interactions with Customers, Coworkers, and Groups
- Assignments Crossing Functional Boundaries

## Mission Support

- Understanding and Execution of Organizational Goals and Priorities
- Working with Customers to Develop a Mutual Understanding of their Requirements
- Monitoring and Influencing Cost Parameters or Work, Tasks, and Projects
- Establishing Priorities that Reflect Mission and Organizational Goals

Determine a categorical and numerical contribution score for EACH factor

- Score contributions to mission and quality of performance **separately**
- Average 3 factor scores to get the Overall Contribution Score (OCS)



# Using Factor Descriptors and Discriminators

## Factor 1: Job Achievement and/or Innovation for NH-III

LEVEL DESCRIPTORS	DISCRIMINATORS
<b>LEVEL III</b>	
<ul style="list-style-type: none"><li>• Considered a functional/technical expert by others in the organization; is regularly sought out by others for advice and assistance.</li><li>• Pursues or creates certification, qualification, and/or developmental programs and opportunities for self and others.</li><li>• Guides, motivates, and oversees the activities of individuals and teams with focus on project/ program issues. Assumes ownership of processes and products, as appropriate.</li><li>• Develops, integrates, and implements solutions to diverse, highly complex problems across multiple areas and disciplines.</li><li>• Develops plans and techniques to fit new situations to improve overall program and policies. Establishes precedents in application of problem-solving techniques to enhance existing processes.</li><li>• Defines, directs, or leads highly challenging 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>

***Employees use Descriptors for Contribution Plans and Self-Assessments***

***Supervisors use Discriminators for Supervisor Appraisals and to validate relative value***



# Determining Categorical Scores

14 overall Factor descriptors that are used to determine a categorical score:

- **High:** Employee consistently and independently meets full intent of **all** factor descriptors during the appraisal cycle
  - e.g., Meet all 14 descriptors - 6 for Job Achievement and/or Innovation, and 4 for other two factors
- **Medium:** Employee meets **most** (defined as more than half) factor descriptors during the appraisal cycle with minimal guidance
  - e.g., Meet 4-5 descriptors for Job Achievement and/or Innovation, and 3 for other two factors
- **Low:** Employee consistently meets **less than most** factor descriptors during the appraisal cycle or needs greater than expected assistance in meeting them
  - e.g., Meet at least 1 descriptor per factor

***Note:** Suggested methodology, but NOT the only possible criteria for rating. Check your Business Rules for guidance.*



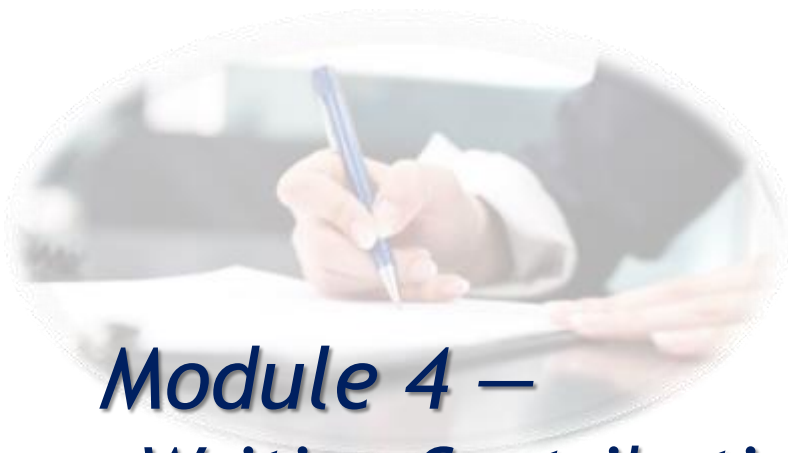
# Quality of Performance = Annual Rating of Record

- Quality of Performance rating assigned to each factor in addition to contribution factor scores
- CCAS includes assessment of the quality of **performance** an employee demonstrates in achieving his or her expected contribution results during an appraisal cycle
- Average of three quality of performance factor ratings translates to the annual rating of record for selection, awards, and RIF purposes



# Performance Appraisal Quality Level (PAQL) Definitions

Performance Appraisal Quality Level (PAQL)	PAQL Criteria
<b>Level 5 — Outstanding</b>	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.
<b>Level 3 — Fully Successful</b>	An employee's performance consistently achieves, and sometimes exceeds, the factor-specific expected contribution criteria and his/her contribution plan goals and objectives.
<b>Level 1 — Unacceptable</b>	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.



## *Module 4 – Writing Contribution Statements for Contribution Plans, Midpoint Reviews, and Annual Appraisal Assessments*



# Topics of Discussion

- What is Contribution?
- Purpose and Use of Contribution Statements
- Contribution Line of Sight
- Contribution Statement Structure
- Writing Contribution Statements for...
  - Contribution Planning
  - Midpoint Review
  - Self-Assessment
  - Supervisor Annual Appraisal Assessment
- Writing Examples



# What is Contribution?

- A specific, tangible, and/or discernable action that significantly or meaningfully contributes to the success of the organization
- Contribution statements describe...
  - The specific task, project, or initiative performed, led, or executed;
  - The results achieved; and
  - The impact to the organization

*Contribution is the result and impact from “performing” an activity*  
*Performance is how well you executed the activity*



# When are Contribution Statements Used?

- For Contribution Plans
  - Describes the planned contributions, results, and impacts for the upcoming CCAS cycle
- For Midpoint Reviews
  - Assesses progress made toward achieving goals outlined in the Contribution Plan
  - Provides opportunity to stay on course or revise contribution statements if needed
- For annual appraisal self-assessments



# The Writing Triangle

- Contribution statement writing challenges:
  - Clearly communicating impact to mission
    - For all three factors
  - Space limitations
  - Writing your contribution statement for your audience
    - Supervisor and/or Pay Pool Panel members





# Contribution Statement Structure



*"I implemented a new study for my organization."*



## So what?



*Modify thinking to include results and impact...*

### Employee Self-Assessment



### Supervisor Assessment

For each factor —

- Give examples of contributions using WRI format
- Use factor **descriptor** language
- Describe results achieved
- Focus on impact

For each factor —

- Use mandatory opening concurrence statement if required
- Supplement employee self-assessment with additional results, scope, scale, impact
- Use factor **discriminator** language
- Add missing contributions using WRI format
- Address Quality of Performance



# Steps for Writing Effective Contribution Statements

1. Highlight the contributions with the highest impacts expected to be made throughout the appraisal cycle
2. Determine how impact can be clearly identified/documented for each contribution
3. Determine which factor(s) to best associate with each contribution
4. Succinctly explain each contribution and its intended impact
5. Ensure the “So What” element has been addressed in each contribution statement
6. Ensure all 3 factors have been addressed within the allotted character limitations



# The “W-R-I Writing Model”

**W**

What

**What** are you going to do (e.g., task, project, program, policy, etc.) to contribute to the mission of the organization?

**R**

Results

Document descriptors met with examples in the **results**

**I**

Impact

Document **impact** on the organization’s Strategic Plan

**3**

Three Factors

Provide this information for each of the **3 Contribution Factors**



# Mandatory Objectives

- Mandatory objective for Acquisition Workforce employees
  - Job Achievement and/or Innovation:

“Review, discuss, and update Individual Development Plan (IDP) with my supervisor at counseling milestones to include, as a minimum: initial performance review, midpoint review, and end-of-cycle review. Completes 80 continuous learning points (CLPs) within the 2-year cycle (goal is 40 CLPs yearly). If applicable, ensure that IDP includes the timeline for attainment of acquisition and/or DoD Financial Management certification within the allotted grace period of assignment to the encumbered acquisition position and at the appropriate level (I, II, or III). Complete annual mandatory training requirements.”

*Mandatory objectives cannot be the only objectives aligned to and addressed under the Job Achievement and/or Innovation factor*



# Mandatory Objectives

## ► Mandatory supervisor objectives

- Develop, review, discuss, and update IDP at counseling milestones to include, as a minimum: initial performance review, midpoint review, and end-of-cycle review. Ensure Acquisition workforce employees complete 80 CLPs within a 2-year cycle (goal is 40 CLPs yearly). As applicable, ensure employees attain required position certifications within grace period. Ensure employees complete annual mandatory training requirements before deadline.
- Complete Senior Rater Potential Evaluations (SRPE) for eligible employees in accordance with (IAW) published suspense date. Initiate the SRPE process, IAW established timelines and/or when requested by an employee and follow it through to completion.

Evaluate the employee's leadership potential among his/her peers within the Senior Rater's pool of rated employees, providing evaluative comments and suggesting training, developmental, and strategic growth opportunities. Review the SRPE evaluation with the employee to identify ways to capitalize on the employee's strengths and improve weaknesses. Support the employee's acquisition career development by helping to identify experience or training that will improve leadership skills and potential and approving these on the employee's IDP. (May be condensed)

- Foster an environment in which employees feel comfortable making protected disclosures and/or complaints alleging a violation of whistleblower protections including, but not limited to, responding constructively to whistleblowers, taking responsible actions to resolve the disclosures, and promoting the protection of whistleblowers.

*Mandatory objectives cannot be the only objectives aligned to and addressed under the Job Achievement and/or Innovation factor*



# Writing Assessments

- Employee and supervisor assessments of contributions are crucial
  - To assessing progress at the Midpoint Review
  - To the pay pool panel members to make sound rating determinations
- Assessments should address each job objective, indicate the results achieved, and clearly document how the employee's contributions fared against the factors, descriptors and expected contribution criteria
- Rating recommendations reviewed by the pay pool panel must contain sufficient information to justify the rating before a final rating is approved



# How to Get Started

## ➤ Start with the W

- Create a list of your major tasks
- Write a WRI statement for each of your “W’s”

**OR**

## ➤ Start with the I

- Review your organization’s Strategic Plan (or other annual goal supporting document)
- Determine which goals you have had or intend to impact
- Write a WRI statement for all work which had an impact on organizational goal(s)

*Both methods are equally effective.  
Choose the method more comfortable for you.*



# “The Results”

- Determine which factor(s) was(were) impacted by the contribution
- Pull up the list of factor descriptors at the appropriate broadband level for the factor
- Determine which of the descriptors were met with this contribution
- Write the key descriptor words in the “R” portion in the WRI statement, along with one example of how met each descriptor was met

*Do NOT list all of the steps it took you to reach the results as you have limited space, and that information is not needed by the Pay Pool.*



# Midpoint Review

- An update to the Contribution Plan written in the same WRI format
- Opportunity for employees to present narrative descriptions of significant contributions made up to this point of the appraisal period
- Opportunity for supervisors to ensure assignments are on track for completion by the end of appraisal period, or to adjust if necessary



# Annual Appraisal Self-Assessments...

- An update to the MidPoint Review written in the same WRI format
- Provide an opportunity for employees to present narrative descriptions of *significant* contributions made during the appraisal period...
  - To your supervisor
    - ... Paint a complete picture of your significant contributions to the organization's mission
  - To the Pay Pool Panel
    - ... Show how your contributions impacted the mission





# Steps for Writing an Effective Self-Assessment

- 1 Highlight the contributions with the highest impact made throughout the appraisal cycle
- 2 Determine how impact can be clearly identified/documented for each contribution
- 3 Determine which factor(s) is(are) best associated with each contribution
- 4 Succinctly explain each contribution and its impact
- 5 Ensure all 3 factors have been addressed

◀ Supervisor ▶

◀ Pay Pool Panel ▶



# “Significant” Contributions

- Characteristics of *significant* contributions
  - Dod-, Army-, Command-, PEO-, Program-wide impact
  - High level of difficulty
  - Representation of NGB/Army in inter-agency forums
  - One of a kind
  - First time
  - High visibility
  - Broad scope of coordination
  - Short deadlines
  - Competing priorities
  - Requires highly innovative problem solving



# Writing Examples

- Two examples provided including...
  - Contribution Plan
  - Employee Self-Assessment
  - Supervisory Annual Appraisal Assessment
    - Building on the employee's self-assessment
    - Examples of supervisor assessment do not require supervisor to use the W-R-I writing format
- Progression assumes employee self-assessments are required
  - Included in these examples to provide insight into the process of building upon contribution plan statements to develop self-assessment statements
  - May assist supervisors to coach their employees in proper self-assessment writing



# Contribution Plan Example

## 1102 - NH III – EOCS 81 Supervisory Contract Specialist

**Strategic Goal 3:** Ensure Agency funds are used in alignment with Department guidance and executed in a transparent manner

**Factor Descriptor:**  
Job Achievement and/or Innovation

### Strategic Goal 3

#### OBJECTIVE 3.1

Achieve/sustain a positive audit opinion for the Agency by continuing to improve the audit process and remediate findings.

#### OBJECTIVE 3.2

Ensure full fiscal and acquisition law compliance by improving processes and controls.

#### OBJECTIVE 3.3

Enhance relationships with allied partners and stakeholders by establishing innovative procedures, executing agreements in an auditable manner, and strengthening US partnerships abroad.

#### OBJECTIVE 3.4

Enhance the DCMA Planning, Programming, Budgeting, and Execution (PPBE) process through a culture of discipline and accountability.

**Job Achievement and/or Innovation** (note: Employee is writing to Descriptors: 1,4,6)

**W:** Provide pricing and cost analysis oversight for the contracting team and external customers.

**R:**

- Be considered a functional/technical expert at [Organization Name] and be regularly sought out by others for advice and assistance (J1).
- Develop, integrate, and implement solutions to diverse, highly complex problems with contract proposals (J4) ensuring that the team functions are conducted within established guidelines.
- Define, direct and lead highly challenging projects/programs for the Cost & Pricing Center (J6). Pricing requests will be complete, on-time, and contain details for the customer to negotiate the contract.

**I:** Supports SG 3: Ensure Agency funds are used in alignment with Department guidance and executed in a transparent accountable manner. SG 3.1: Achieve/sustain a positive audit opinion for the Agency by continuing to improve the audit process and remediate findings.



# Converting Contribution Plan to Self-Assessment

## 1102 - NH III – EOCS 81 Supervisory Contract Specialist

**Strategic Goal 3:** Ensure Agency funds are used in alignment with Department guidance and executed in a transparent manner

**Factor Descriptor:**  
Job Achievement and/or Innovation

### Strategic Goal 3

#### OBJECTIVE 3.1

Achieve/sustain a positive audit opinion for the Agency by continuing to improve the audit process and remediate findings.

#### OBJECTIVE 3.2

Ensure full fiscal and acquisition law compliance by improving processes and controls.

#### OBJECTIVE 3.3

Enhance relationships with allied partners and stakeholders by establishing innovative procedures, executing agreements in an auditable manner, and strengthening US partnerships abroad.

#### OBJECTIVE 3.4

Enhance the DCMA Planning, Programming, Budgeting, and Execution (PPBE) process through a culture of discipline and accountability.

**Job Achievement and/or Innovation** (note: Employee is writing to JAI Descriptors: 1, 4, 6)

**W:** Provided pricing and cost analysis oversight for the contracting team and external customers.

**R:**

- As technical expert for the Pricing team, was sought out for advice. Ex: I was sought out by several contract supervisors outside of my work group regarding pricing-related issues. Determined the problems (non-compliance for of a business unit) and provided recommendations for solutions. (J1)
- Implemented solutions to complex problems. Ex: Discovered deficiencies (inadequate information, contractor's accounting and estimating system, and unallowable costs on interim vouchers) of a \$42M proposal and articulated them to the buying command for negotiation of a highly visible contract. (J4)
- Directed highly challenging projects with 15 Price/Cost Analysts in reviewing 160 cases (\$2 Billion) with recommended savings of \$93 million with a 95% on time completion. (J6)

**I:** Total cost savings allowed customer to procure additional requirements and results in an effective and efficient execution of procurement budget IAW compliance to financial policies and regulations. Supported SG 3 and 3.1.



# Supervisor Assessments

- One of the following opening statements are used as appropriate:
  - I concur with the employee's self-assessment
  - I partially concur with the employee's self-assessment – state the reasons where you disagree
  - I do not concur with the employee's self-assessment – state the reasons why
- Detail the employee's significant achievements or results and observable behaviors relative to the Contribution Plan's objectives and Quality of Performance
- Consider obstacles encountered and overcome by the employee
- Recommend a categorical and numerical score for compensation calculation and a Performance Appraisal Quality Level for each contribution factor
  - Only applicable to the annual assessment



# Supervisor Annual Assessment Example

## 1102 - NH III – EOCS 81 Supervisory Contract Specialist

**Strategic Goal 3:** Ensure Agency funds are used in alignment with Department guidance and executed in a transparent manner

**Factor Descriptor:**  
Job Achievement and/or Innovation

### Strategic Goal 3

#### OBJECTIVE 3.1

Achieve/sustain a positive audit opinion for the Agency by continuing to improve the audit process and remediate findings.

#### OBJECTIVE 3.2

Ensure full fiscal and acquisition law compliance by improving processes and controls.

#### OBJECTIVE 3.3

Enhance relationships with allied partners and stakeholders by establishing innovative procedures, executing agreements in an auditable manner, and strengthening US partnerships abroad.

#### OBJECTIVE 3.4

Enhance the DCMA Planning, Programming, Budgeting, and Execution (PPBE) process through a culture of discipline and accountability.

**Job Achievement and/or Innovation** (note: Supervisor addressed Descriptors: 1, 2, 3, 4, 6)

I concur with the employee's self-assessment.

Her mentorship has led to an exceptionally high performing team with excellent morale, which is particularly impressive because 3 of her people sit in a different office 2 time zones away. She was directly responsible for how well they continued to perform even during the COVID-19 disruptions. (J2)

Scope: Jane and her team handle more workload than 2 of the 4 directorates combined and has achieved every reported metric in FY20.

She took on a strong leadership role in the multifunctional Past-FDD Working Group, which resulted in a total reduction of 284 contracts, from 1,255 to 971, within four months' time: this is the first time that this metric has improved in several years.

Jane is a top contributor who sets the standard for others to aspire to, as evidenced by her recognition as the Employee of the Year.

The quality and quantity of Jane's work substantially exceeds the contribution expectation with minimum room for improvement. And her application of technical knowledge and skills goes well beyond that expected for the position.



# Contribution Plan Example

## 801 - NH IV – EOCS 90 General Engineer

**Strategic Goal 1:** Enhance lethality through on-time delivery of quality products

**Factor Descriptor:**

Job Achievement and/or Innovation

### Strategic Goal 1

#### OBJECTIVE 1.1

Improve delivery performance by influencing timely delivery of production outputs.

#### OBJECTIVE 1.2

Improve product quality by influencing industrial base performance.

#### OBJECTIVE 1.3

Improve customer support and force readiness by reducing process cycle times.

#### OBJECTIVE 1.4

Enhance DoD's protection of Controlled Unclassified Information by ensuring contractors implement appropriate cyber requirements.



*Job Achievement and/or Innovation (note: employee is writing to JAI Descriptors: 3, 4, 5, and 6)*

**W:** Manage and monitor plans to measure and improve contractor Open Technology Development (OTD)

**R:**

- Lead, define, manage, and integrate efforts of several groups or teams in establishing, tracking and reporting OTD improvements.
- Assumes and assigns ownership of plans to identify root cause and resolve delinquent schedules (including delivery forecasts/customer request responses) (J3)
- Assesses and provides strategic direction to improve effectiveness of assessing prime control of sub-tier suppliers within the team (J4) and develop tools and processes to enable effective execution of the mission including Delegate Surveillance (J5)
- Define, establish, and direct organizational focus on challenging and highly complex projects/programs and emergent issues (J6)

**I:** Supports SG 1.0: Enhance Lethality through on-time delivery of quality products and SG 1.2 Improve product quality by influencing industrial base performance



# Converting Contribution Plan to Self-Assessment

## 801 - NH IV – EOCS 90 General Engineer

**Strategic Goal 1:** Enhance lethality through on-time delivery of quality products

### Factor Descriptor:

Job Achievement and/or Innovation

## Strategic Goal 1

### OBJECTIVE 1.1

Improve delivery performance by influencing timely delivery of production outputs.

### OBJECTIVE 1.2

Improve product quality by influencing industrial base performance.

### OBJECTIVE 1.3

Improve customer support and force readiness by reducing process cycle times.

### OBJECTIVE 1.4

Enhance DoD's protection of Controlled Unclassified Information by ensuring contractors implement appropriate cyber requirements.



*Job Achievement and/or Innovation (note: employee writes to JAI Descriptors: 3, 4, 5, and 6)*

**W:** Assessed and provided strategic direction for resolution of mission-critical problems, policies and procedures. Ex: Conceptualized and developed a high-risk supplier analysis tool to improve decision making for Delegate Surveillance and to optimize resource allocation for assessment of prime contractor's control of sub-tier suppliers (J3, J4).

**R:** The analysis used a multitude of complex variables including On-Time Delivery performance, NCM history, SLODs, supplier transition, and quality performance to assign a hierarchical score/rating. (J6) Tool provided a data driven resource resulting in:

- Improved evaluation of contractor effectiveness by ranking sub-tier suppliers based on relevant defined parameters.
- Provided a new means to adjust multi-functional surveillance, focus mitigation strategies and reduce potential impacts to product deliveries and a standard for the entire organization (J5)

**I:** Data driven assessments reduced subjectivity and assisted leadership/teammates in making informed decisions for management of Delegate Surveillance activities and evaluating contractor's management of sub-tier suppliers. This effort directly supported strategic goal objective 2.5 since the risk analysis results were used to reduce the need to delegate surveillance. By employing this risk approach, we reduced LoDs by 18% (annual target 5%). It has also been useful in refocusing insight on suppliers who are at risk of not meeting delivery commitments (SP 1.0 and 1.2).



# Supervisor Annual Assessment Example

## 801 - NH IV – EOCS 90 General Engineer

**Strategic Goal 1:** Enhance lethality through on-time delivery of quality products

### **Factor Descriptor:**

Job Achievement and/or Innovation

## Strategic Goal 1

### **OBJECTIVE 1.1**

Improve delivery performance by influencing timely delivery of production outputs.

### **OBJECTIVE 1.2**

Improve product quality by influencing industrial base performance.

### **OBJECTIVE 1.3**

Improve customer support and force readiness by reducing process cycle times.

### **OBJECTIVE 1.4**

Enhance DoD's protection of Controlled Unclassified Information by ensuring contractors implement appropriate cyber requirements.



*Job Achievement and/or Innovation (note: Supervisor addresses Descriptors: 2, 3, 4, 5, 6)*

I concur with employee's assessment.

Employee also fostered the development of others by contributing to the new Leadership Development Program, mentored 3 participants with multiple training sessions. Directed assignments (briefs and roundtable) to encourage employee development (formal and brown bag training) and cross-functional growth to meet organizational needs Pursued professional self-development through continuing education (J2).

Employee continues to set the conditions and leadership standards that contributed to the organization supporting some of the highest sustained Contractor on time delivery results in years (90% as of August 2020). This was an especially tough challenge this year over the last two quarters as the Contractor had to deal with correcting some supply chain inefficiencies and recovering from recent delays in X-53 material used in the manufacturing of gearboxes. Despite these challenges, employee led the team and partnered with the Contractor to produce a net delinquent schedule reduction of -26.35% as of August 2020. Their leadership and technical actions helped influence the contractor to provide needed product and systems which worked to improve USMC Fleet rotary and tilt-rotor readiness, a major concern for the service. Employee also greatly contributed to improving and/or remedying numerous cross-functional issues in the CMO.

Overall, employee performed admirably in delivering results that led to deliveries to the fleet and improving operational readiness.



# Using Contribution Statements for Multiple Factors

- Use NH-801-IV self-assessment narrative as example
- Can be used for both Job Achievement and/or Innovation, “J,” and Mission Support, “M,” with very little need for re-write
  - As written, contribution statement aligns with three of the four factor descriptors for Mission Support at the NH-IV level

**W:** Assessed and provided strategic direction for resolution of mission-critical problems, policies and procedures. Ex: Conceptualized and developed a high-risk supplier analysis tool to improve decision making for Delegate Surveillance and to optimize resource allocation for assessment of prime contractor’s control of sub-tier suppliers. (**J3, J4 and M1, M2**)

Job Achievement and/or Innovation	Mission Support
J3: Leads, defines, manages, and integrates efforts of several groups or teams. Assumes and assigns ownership of processes and products, as appropriate.	M1: Defines, integrates, and implements strategic direction for vital programs with long-term impact on large numbers of people. Initiates actions to resolve major organization issues. Promulgates innovative solutions and methodologies
J4: Assesses and provides strategic direction for resolution of mission-critical problems, policies, and procedures	M2: Assess and promulgate fiscal and other factors affecting customer and program/project needs. Works with customer at management levels to resolve problems (e.g., problems that involve determining priorities and resolving conflicts among customers’ requirements.



# Using Contribution Statements for Multiple Factors

**R:** The analysis used a multitude of complex variables including On-Time Delivery performance, NCM history, SLODs, supplier transition, and quality performance to assign a hierarchal score/rating. (J6) Tool provided a data driven resource resulting in:

- Improved evaluation of contractor effectiveness by ranking sub-tier suppliers based on relevant defined parameters.
- Provided a new means to adjust multi-functional surveillance, focus mitigation strategies and reduce potential impacts to product deliveries and a standard for the entire organization (**M4**)

## Job Achievement and/or Innovation

J6: Defines, establishes, and directs organizational focus on challenging and highly complex projects/programs.

## Mission Support

M4: Optimizes, controls, and manages all resources across projects/programs. Develops and integrates innovative approaches to attain goals and minimize expenditures.



# Using Contribution Statements for Multiple Factors

**I:** Data driven assessments reduced subjectivity and assisted leadership/teammates in making informed decisions for management of Delegate Surveillance activities and evaluating contractor's management of sub-tier suppliers. This effort directly supported strategic goal objective 2.5 since the risk analysis results were used to reduce the need to delegate surveillance. By employing this risk approach, we reduced LoDs by 18% (annual target 5%). It has also been useful in refocusing insight on suppliers who are at risk of not meeting delivery commitments (SP 1.0 and 1.2).

**(J3 and M4)**

Job Achievement and/or Innovation	Mission Support
J3: Leads, defines, manages, and integrates efforts of several groups or teams. Assumes and assigns ownership of processes and products, as appropriate.	M4: Optimizes, controls, and manages all resources across projects/programs. Develops and integrates innovative approaches to attain goals and minimize expenditures.



# Suggested Documentation Approaches

- Start with CAS2Net
- Write *effective* Contribution Statements in the box for each Factor
- When finished, save your completed assessment, and then release it to your supervisor.

OR

- Identify the contributions you wish to highlight and for which factor(s).
- In Microsoft Word, write an *effective* Contribution Statement for each applicable contribution and factor.
- Copy and paste your completed statements into the corresponding CAS2Net factor boxes.
- Save your contribution plan or self-assessment (midpoint or annual) in CAS2Net and release it to your supervisor.



## *Module 5 – CAS2Net*



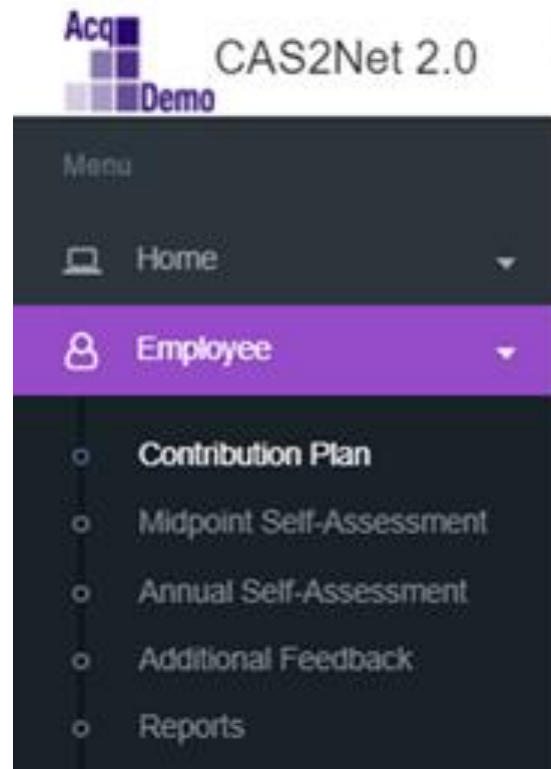
# Overview

- A web application with modules supporting the CCAS process including contribution planning, mid-point review, self-assessments, annual appraisal assessments, and documenting additional feedback rendered throughout the CCAS cycle
- Common Access Card (CAC) enabled
- CAS2Net used to document
  - Contribution Planning
  - Midpoint Review assessments
  - Self-Assessments
  - Supervisor Annual Appraisal Assessments
    - Including categorical, numeric, and quality of performance rating recommendations
  - Closeout assessments



# Menu Options

- Navigation Bar on the left and modules listed depend on user role (Employee or Supervisor)





# Creating a Contribution Plan – Employee

Acq Demo CAS2Net 2.0 Your Session will expire in 13:06 minutes. Joe Contributor

Menu

- Home
- Employee**
  - Contribution Plan**
  - Midpoint Self-Assessment
  - Annual Self-Assessment
  - Additional Feedback
  - Reports

Contribution Plan - Effective 10-01-2017 - Conducted 05-21-2018

Individual Objectives: (Auto Save Timeout: 300)

My contribution plan

Characters: 20/6000

Auto Save Timeout: New \*Character count may differ from Microsoft Word

Cancel Save Submit



# Contribution Plan – Supervisor

Acq CAS2Net 2.0 Your Session will expire in 14:43 minutes. CISCO ROUTE

Menu

- Home
- Index**
- FAQs
- About
- Contact

Supervisor

Welcome to CAS2Net 2.0

User Notifications

01-31-2019 - Contribution Plan Submitted by Employee

Supervisor 1 Dashboard

2019 Contribution Plan Status for Supervised Employees

Submitted

2019 Midpoint Assessment Status for Supervised Employees

Not Started

2017 Annual Assessment Status for Supervised Employees

Not Started

90%

Click Pie Chart to see list of employees

## Contribution Plans - Submitted

Search:

Name	Phone Number	Phone Ext	Phone Dsn	Email
STATUS , DRAFT				DRAFT.STATUS.CIV@MAIL.MIL

Showing 1 to 1 of 1 entries

Previous 1 Next

Ok



# Contribution Plan – Supervisor

- Supervisors can modify Contribution Plans through July 3<sup>rd</sup>
  - Employee must be on an approved Contribution Plan for a minimum of 90 days
  - Every modification requires a formal review with employee and documentation of the review in CAS2Net

**Supervisor 1 Approval**

**Modify Contribution Plan**

Are you sure you want to unlock the contribution plan? If so, this will clear the method of communication and date.

**Method(s) of Communication**

- ☐ Face To Face
- ☐ Tele-Conference
- ☐ Video Conference
- ☐ Email
- ☐ Other

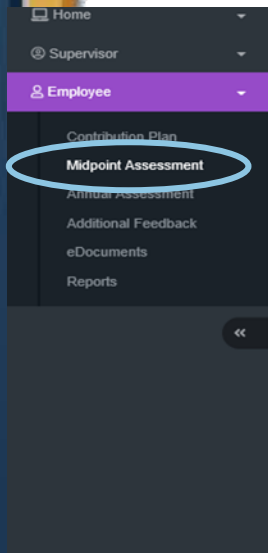
**Date Communicated**

Communicated By ☐ Supervisor

- 1) Scroll to the bottom
- 2) Select method and date of communication and “Approve,” or
- 3) “Return to Employee” for changes



# Midpoint Self-Assessment – Employee



Midpoint Assessment for DRAFT STATUS (Draft)

General Information

Contribution Planning

Contribution Plan Effective Date:  
10 01 2020

Contribution Plan(s) For Fiscal Year:  
Contribution Plan - Effective 10-01-2019 - Approved - Communicated on 01-15-2020

Individual Objectives:

Design, create, and implement problem solving skills and provide solutions to address test program unique requirements.  
Solve problems that occur during test requiring minimal supervisor guidance or intervention.  
Review draft requirement and evaluation documents to ensure data collection and analysis are appropriate and accurate to meet testing objectives.  
Ensure timely, safe and effective execution of the test mission through application of professional skills and knowledge.

Job Achievement and/or Innovation   Communication and/or Teamwork   Mission Support

Employee Assessment

WHAT: Provided a draft transition guide for CECOM.

RESULT: The draft guide saved development and research time by the transition team, which had a final guide out 45 days prior to conversion.

IMPACT: Across the command. Successful conversion of 2,437 employees to AcqDemo.

Characters: 277/4000

Auto Save Timeout: 300

\*Character count may differ from Microsoft Word

Employees cannot submit a midpoint self-assessment unless an approved Contribution Plan exists.

Cancel Save Submit to Supervisor 1



# Midpoint Review — Supervisor

Home

Supervisor

Contribution Plans

Midpoint Assessments

Annual Assessments

Additional Feedback

Closeout Assessments

eDocuments

Reports

Job Achievement and/or Innovation

Communication and/or Teamwork

Mission Support

**Supervisor 1 Approval**

**Employee Assessment**

WHAT: Provided a draft transition guide for CECOM.

RESULT: The draft guide saved development and research time by the transition team, which had a final deadline out 45 days prior to conversion.

IMPACT: Across the command. Successful conversion of 2,437 employees to AcqDemo.

**Supervisor 1 Assessment**

Concur with employee's self assessment; the planning was detailed and informative with execution meeting all milestones that significantly contributed to a successful conversion and a well informed workforce.]

Characters: 208/4000

**Supervisor 1 Approval**

Method(s) of Communication

☐ Face To Face

☐ Tele-Conference

☐ Video Conference

☐ Email

☐ Other

Date Communicated

Communicated By ☐ Supervisor

Cancel Save Return to Employee Approve

No categorical score, numerical score, or PAQL rating for midpoint or closeout assessments.



# Entering a Self-Assessment

- On left navigation bar, select “Employee,” then select “Annual Assessment”
- Select respective tab for each Factor

The screenshot displays the CAS2Net 2.0 web application interface. On the left, a navigation bar shows the 'Employee' menu expanded, with 'Annual Assessment' selected. The main content area contains several input fields for 'Contribution Plan Effective Date', 'Contribution Plan(s) For Fiscal Year', and 'Additional Feedback For Fiscal Year'. Below these is a section for 'Individual Objectives' with a text area labeled 'My contribution plan'. A blue arrow points to this text area. Below the objectives section is a tabbed interface with three tabs: 'Job Performance and/or Innovation', 'Communication and/or Teamwork', and 'Mission Support'. The 'Job Performance and/or Innovation' tab is active. Below the tabs is a 'Factor Narrative' section with a text area labeled 'My mid-point assessment'. The text 'Type here' is overlaid on this text area. To the right of the text area, the text 'Select Cancel, Save or Submit (to Supervisor)' is overlaid. At the bottom right, a blue arrow points to a button bar containing 'Cancel', 'Save', and 'Submit' buttons, which are circled in blue. The footer of the page shows '© 2015 - CAS2Net 2.0' and a 'ROUSE' logo.

Contribution Plan Effective Date:  
10-01-2017

Contribution Plan(s) For Fiscal Year:  
Contribution Plan - Effective 10-01-2017 - Submitted

Additional Feedback For Fiscal Year:  
Additional Feedback - Effective 05-21-2010 - Communicated 05-21-2010

Individual Objectives:  
My contribution plan

Job Performance and/or Innovation | Communication and/or Teamwork | Mission Support

Factor Narrative (Auto Save Timeout: 300)

My mid-point assessment

Type here

Select Cancel, Save or Submit (to Supervisor)

Cancel Save Submit

© 2015 - CAS2Net 2.0

ROUSE  
TECHNOLOGICAL



# Supervisor Appraisal

- On left navigation bar, select “Supervisor” > “Annual Assessment”
- Select desired Employee

Home

Supervisor

Contribution Plans

Midpoint Assessments

Annual Assessments

Additional Feedback

Closeout Reviews

Reports

Employee

## Annual Self-Assessment for Joe Contributor

### General Information

Fiscal Year: 2018

Supervisor Level 1: JOHN DOE

Supervisor Level 2:

Sub-Panel Manager: Kareem Abdel-Rahim

Pay Pool Manager: Kareem Abdel-Rahim

Broadband Level: III

Occupational Series: 0343 - MANAGEMENT AND PROGRAM ANALYSIS

Career Path: NH - Business Management and Technical Management Professional

Expected OCS and Range: 0 - 0 - 0

### Current Contribution Plan Details

Contribution Plan Effective Date: 10-01-2017

Individual Objectives:

My contribution plan

### Job Achievement and/or Innovation

Communication and/or Teamwork

Mission Support

#### Factor Description

Factor Narrative:

my annual assessment

Categorical Score: 3M

Numeric Score: 73

Performance Score: 3

Supervisor Comments: (Auto Save Timeout: 300)

Supervisor Assessment



# Printing Reports

- On left navigation bar, select “Employee”
- Select “Reports”


The screenshot displays the CAS2Net 2.0 interface. On the left, a dark navigation bar lists menu items: Home, Employee (selected), Contribution Plan, Midpoint Self-Assessment, Annual Self-Assessment, Additional Feedback, and Reports (circled in blue). The main content area is titled 'Employee Reports' and features a 'General Information' section with a 'Fiscal Year' dropdown menu set to '2018'. Below this is a 'Report List' section containing five blue buttons: 'Contribution Plan', 'Midpoint Self-Assessment', 'Annual Self-Assessment', 'Additional Feedback', and 'Salary Appraisal Form'. A large blue arrow points from the 'Reports' link in the navigation bar to the 'Report List' section.



## *Module 6 – Course Summary*



# Summary of Key Concepts

- 
- Be sure to fully understand how your position is aligned with your organization's mission and goals
  - Work to achieve plan goals, keep records of contributions by factor throughout the appraisal cycle, and revise the plan as necessary
  - Concise, well written self-assessments are key to the Pay Pool Panel's ability to effectively determine a rating
  - Focus on articulating high impact contributions using the concepts and overall intent of the Factor Descriptors – and most importantly, *how your contributions impacted your organization's mission and/or Strategic Plan*
  - Write short, concise statements using the W-R-I writing model



**QUESTIONS?**



# *Writing Effective Contribution Statements throughout the CCAS Cycle*

**DoD Civilian Acquisition Workforce  
Personnel Demonstration Project (AcqDemo)**

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*Thank you  
for attending!*