



Civilian Acquisition Workforce Personnel Demonstration Project (AcqDemo)

*Writing Effective Contribution Statements
throughout the CCAS Cycle*

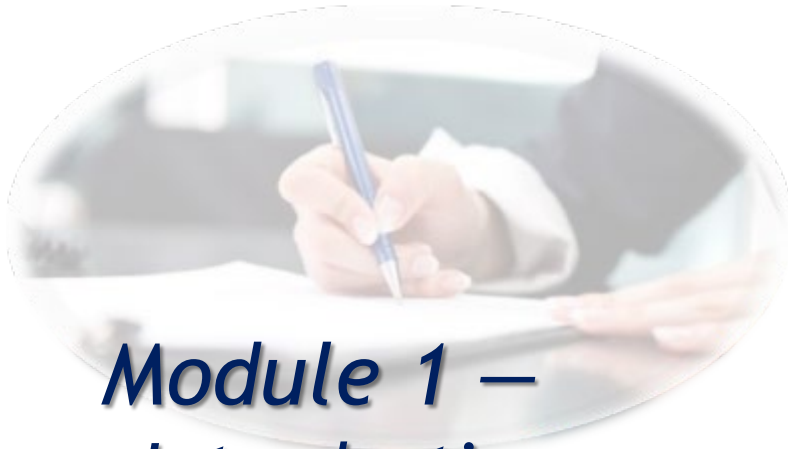


presented by



Course Modules

- Introduction
- Contribution Statement Writing Framework
- Writing Effective 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 – Contribution Statement Writing Framework



Topics of Discussion

- CCAS Appraisal Cycle
- Annual Deliverables
- 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



What is each deliverable used for?

➤ Contribution Plans

- Describes the planned contributions, results, and impacts for the upcoming CCAS cycle in order for the employee to contribute appropriately for their current pay

➤ Midpoint Reviews

- **An update to the Contribution Plan written in the same CRI format as the Contribution Plan**
- Assesses progress made toward achieving goals outlined in the Contribution Plan; determines focus for what still needs to be accomplished during second half of the CCAS cycle
- Provides opportunity to stay on course or revise contribution statements if needed

➤ Annual Appraisal Self- and Supervisory Assessments

- **An update to the Midpoint Review written in the same CRI format**
- Highlights significant contributions achieved during the CCAS cycle that moved the organization's strategic goals forward



Expected Contribution Range Calculator

2023 Expected Contribution Range Calculator

Basic Pay Only

	Enter Base Pay/Retained Pay	Career Path	Broad-band	Max Pay	Retained Pay?	Expected Contribution Range =	Expected Contribution Range		
	\$93,021	NH	3	\$109,908	No		Upper Rail	Standard Pay Line	Lower Rail
							72	75	79

Pay Used in Calculation: \$93,021

Click on Boxes for Dropdown List to Select



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

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)



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.*



Using Factor Descriptors and Discriminators

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

LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL III	
<ul style="list-style-type: none">• Considered a functional/technical expert by others in the organization; is regularly sought out by others for advice and assistance.• Pursues or creates certification, qualification, and/or developmental programs and opportunities for self and others.• Guides, motivates, and oversees the activities of individuals and teams with focus on project/ program issues. Assumes ownership of processes and products, as appropriate.• Develops, integrates, and implements solutions to diverse, highly complex problems across multiple areas and disciplines.• 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.• Defines, directs, or leads highly challenging projects/programs	<ul style="list-style-type: none">• Leadership Role• Mentoring/Employee Development• Accountability• Complexity/Difficulty• Creativity• Scope/Impact

Employees use Descriptors for Contribution Plans and Self-Assessments

Supervisors use Discriminators for Supervisor Appraisals and to validate relative value



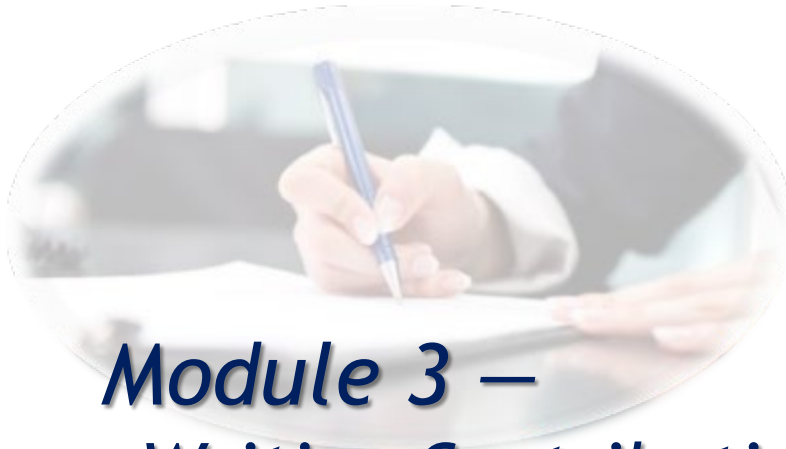
Quality of Performance = Annual Rating of Record

- 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
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.



Module 3 –

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
- Concise Writing Tips
- 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



Writing 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 present the impact of your contributions convincingly

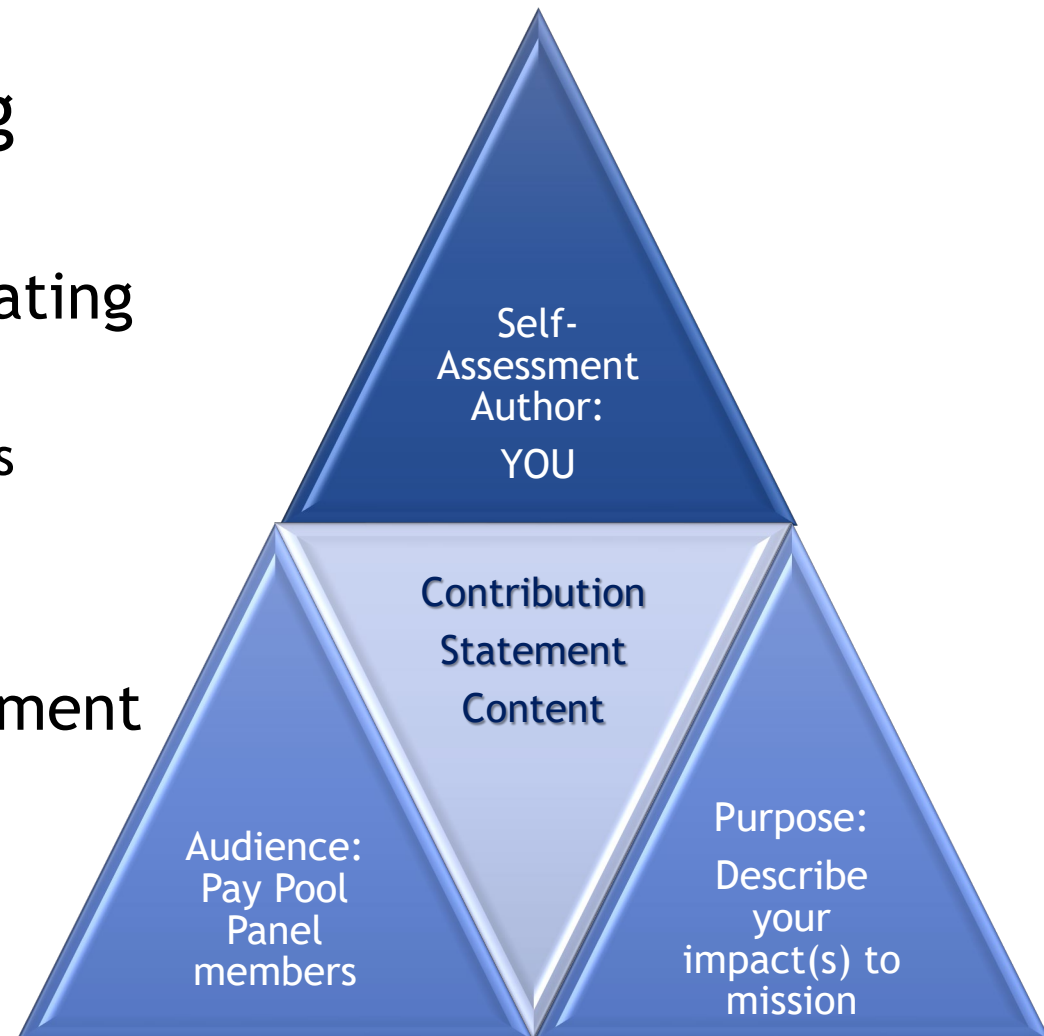
➤ Keys

- Results - Provide one example of how you meet the full intent of each applicable Factor Descriptor, and nothing more
- Impact - Show how much your work moved an organizational goal (or goals) forward by the end of the appraisal cycle (fiscal year)



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





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 more direct, concise, and easier to understand
 - Subject of sentence performs the action
 - Structure is “Subject + verb + action.”
- Passive voice is often MUCH longer and less direct
 - Often seeks to “set the stage” or “clarify” information that is unnecessary for the Pay Pool
- Example:
 - Active — I made the decision.
 - Passive — Before coming to a final decision, our team researched and presented many options. In the end, the decision was made by me.



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

vitaly 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.

- very
 - rather
 - really
 - quite
 - in fact
- Be more informal and eliminate extra words when possible. Think more in terms of how you might text someone (only without emoticons!)
- Dog's friendly



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 by facilitating cross training.

134 characters (with spaces) down to 65



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.



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



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.*



Identifying W - What Contributions

What Did You Do?

Accomplish more with the same resources	Accomplish the same thing with less resources
Develop a new process	Create something from scratch
Find a new opportunity	Find an easier solution
Establish a new procedure	Enlarge capacity
Find a cheaper solution	Foresee an opportunity
Foresee a need	Foresee a problem
Improve customer relations	Improve customer satisfaction
Improve employee relations	Improve quality
Improve reliability	Improve teamwork
Make fewer bad things happen	Make more good things happen
Make things easier	Overcome obstacles
Prevent a problem	Provide new resources
Receive an award	Reduce costs
Reduce errors	Save time
Speed things up	Solve a chronic problem



“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.



Documenting Results

How to Document **Results:**

- Provide:
 - the quality (e.g. improved morale by 20%)
 - quantity (found 3 errors on Program X)
 - cost/budget (\$100,000)
 - timeliness details (saved 8 days)
- Use:
 - Dollar figures (\$\$)
 - Program names (e.g. Program X)
 - Number of people supervised (4 people)
 - Time saved (8 days)
 - Percentages (78%)
 - Etc.



NH-III Results Examples -

Factor 1: Job Achievement and/or Innovation

- **J1** Considered a functional expert for the public affairs office. Sought out by other public affairs specialists and support offices. Customers received accurate, timely responsive services related to public affairs and engagement.
- **J2** Pursued developmental training for self by completing training from Appropriations Law, FARS 101 and vendor training from Management Concepts. Mentored others via on-the-job training with guidance related to federal appropriations law requirements.
- **J5** Worked with senior management to establish new fundamental concepts related to PCB RE and PCB analysis. Stimulated development of new methodologies for reverse engineering of PCBs, delaying, imaging, netlist generation, and BOM creation. Established problem-solving precedent used to update the bid creation process documentation for accepting future work.
- **J6** Led a task force to analyze, design, and develop for an enterprise action tracker. Project was awarded ahead of scheduled date and under budget by \$1.5 million dollars.



NH-III Results Examples -

Factor 2: Communication and/or Teamwork

- **C1** Presented briefings on IT capabilities, leading the panel on VPN issues and resolutions. Presented summary of technical specifications, available upgrades, and capabilities. Obtained consensus on justification from panel and submitted it to Chief Information Officer for final approval.
- **C2** Reviewed and approved statements of work documents for several different offices, providing input as needed. Coordinated package with stakeholders, ensuring completion without delay or errors.
- **C4** Led/guided workforce to prioritize customers and services by example. Participated on high level teams with outside agencies. Was sought out for solutions/strategies related to communication, strategic development, and developing proposals for external client engagement.



NH-III Results Examples -

Factor 3: Mission Support

- **M3** Optimized resources, including financial such as contract funds, GPC funds, training funds, and human resources across projects/programs for the office. Accomplished multiple external customer goals by processing 7600As, 7600Bs and different MOUs and MOAs and supporting internal efforts such as the agreement with CHRA.
- **M4** Effectively accomplished project goals for AARP, Alpha-1 and sample testing for Lab 2 management. Also sought out as technical expert for data call responses for the Directorate to external offices.



Documenting Impact

- How to write the Impact, the “SO WHAT”
 - Provide **scope and scale of the contribution** to the mission
 - State how **helpful or useful the contribution was** to someone or something
- Describe the benefit associated with the contribution and how it helped **move the mission forward**
 - Helpful wording for significant accomplishments:
 - Team, Division, Organization, Army, or DoD-wide
 - High level of difficulty
 - One-of-a-kind
 - First time
 - High visibility
 - Competing priorities
 - Require 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



Sample Employee Writing in His Own Voice

- Joe Contributor
- NH-2210-IV, Information Technology Management
- Expected Numerical Score = 92
- Expected Categorical Score = 4M



Sample Employee - Factor 1 Descriptors

NH-IV Factor 1 Descriptors – Must meet 4 or 5

J1 - Recognized as a technical/functional authority within and outside of the organization.

J2 - 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.

J3 - Leads, defines, manages, and integrates efforts of several groups or teams. Assumes and assigns ownership of processes and products, as appropriate.

J4 - Assesses and provides strategic direction for resolution of mission-critical problems, policies, and procedures.

J5 - 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.

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



Sample Employee - CRI Statement 1

What: Served as “architect” for OSD Staff/Services/Agencies to establish consistent cyber requirements across the organization. Now includes the evolution of the Cybersecurity Maturity Model Certification (CMMC) 2.0 and Supply Chain Risk Management efforts at DoD level.

Results: Established consistent implementation guidelines for all DoD orgs and the DIB.

Impact: DoD now has a consistent methodology for assessing the cyber readiness of DIB. Ensuring that CMMC will apply the current methods to build upon lessons learned. Named member of DoD CMMC TT to communicate DoD concerns to DIB regarding Russian threats. Directly supporting LOEs to measure cyber impacts across the DIB.

How many descriptors were met?

What mission goal was moved forward?



Joe Contributor — CRI Statement 1

What: Served as “architect” for OSD

Staff/Services/Agencies to establish consistent cyber requirements across the organization. Now includes the evolution of the Cybersecurity Maturity Model Certification (CMMC) 2.0 and Supply Chain Risk Management efforts at DoD level.

Results: Established consistent implementation guidelines for all DoD orgs and the DIB.

Impact: DoD now has a consistent methodology for assessing the cyber readiness of DIB. Ensuring that CMMC will apply the current methods to build upon lessons learned. Named member of DoD CMMC TT to communicate DoD concerns to DIB regarding Russian threats. Directly supporting LOEs to measure cyber impacts across the DIB.

How many descriptors were met?

What mission goal was moved forward?

- Recognized as a technical/functional authority within and outside of the organization.
- 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.
- Leads, defines, manages, and integrates efforts of several groups or teams. Assumes and assigns ownership of processes and products, as appropriate.
- Assesses and provides strategic direction for resolution of mission-critical problems, policies, and procedures.
- 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.
- Defines, establishes, and directs organizational focus on challenging and highly complex projects/programs.



Joe Contributor — CRI Statement 1

- Descriptor J1—Recognized as a technical/functional authority within and outside of the organization.
 - Employee Draft Version:
 - Served as “architect” for OSD Staff/Services/Agencies to establish consistent cyber requirements across the organization. Now includes the evolution of the Cybersecurity Maturity Model Certification (CMMC) 2.0 and Supply Chain Risk Management efforts at DoD level. Established consistent implementation guidelines for all DoD orgs and the DIB.
 - Improved version:
 - Technical authority of cyber security. Established consistent cyber requirements across all DoD orgs and the DIB.

343 characters (with spaces) down to 113



Joe Contributor — CRI Statement 2

What: Served as the acting director through FEB 2022.

Results: Ensured consistent leadership with one of the Agency's highest priority, high visibility efforts.

Impact: The organization's reputation within OSD is extraordinary, as evidenced by winning one of the OSD CIO team awards for 2022. Services and Agencies know that they can work with the us to ensure cyber priorities are addressed. While serving as the director, implemented a 30-day rotational "day to day" leadership plan to grow the team experience for greater leadership opportunities.

How many descriptors were met?

What mission goal was moved forward?

- Recognized as a technical/functional authority within and outside of the organization.
- 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.
- Leads, defines, manages, and integrates efforts of several groups or teams. Assumes and assigns ownership of processes and products, as appropriate.
- Assesses and provides strategic direction for resolution of mission-critical problems, policies, and procedures.
- 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.
- Defines, establishes, and directs organizational focus on challenging and highly complex projects/programs.



Joe Contributor — CRI Statement 2

➤ Descriptor J2—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.

- Employee Draft Version:

- Served as the acting director through Feb 2022. Ensured consistent leadership with one of the Agency's highest priority, high visibility efforts. While serving as the director, implemented a 30-day rotational “day to day” leadership plan to grow the team experience for greater leadership opportunities.

- Improved version:

- While serving as Acting Director, implemented cross-functional leadership development plan focused on growing team experience. Acquired 40 CLPs for personal certification.

303 characters (with spaces) down to 171



Employee Writing Sample 3

➤ Employee Draft Version

Independently defined, directed, and led highly challenging XXX program, by reviewing and assessing overall program progress and developing solutions for all technical, schedule, and cost problems that arise during XXX 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.

➤ Improved version:

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

611 characters (with spaces) down to 167



Contribution Plan Example

1102 - NH III – EOCS 81 Supervisory Contract Specialist

Factor Descriptor:

Job Achievement and/or Innovation



Expand DOD Contract Administration capabilities to allow for flexibility and enhanced acquisition decision making

OBJECTIVE 2.1 Modernize CAS tools to improve DCMA processes, enhance DOD Acquisition Insights, and standardize contract administration actions and data accessibility across the Department

Job Achievement and/or Innovation

(note: Employee is writing to Descriptors: 1,4,5)

W: Plan, develop, implement, and provide training on a new application for the CMO Contracts Team that will improve upon tracking automated audits and overall policy adherence. (J4, J5)

R: Be considered a functional/technical expert on the Automated Audit process by others at DCMA and be regularly sought out by others for advice and assistance. (J1)

I: The Tool will provide CMO more enhanced acquisition decision making abilities by modernizing our contracting tools, aligning with Strategic Plan Line of Effort 2, and specifically Objective 2.1.



Converting Contribution Plan to Self-Assessment

Job Achievement and/or Innovation

(note: Employee is writing to Descriptors: 1, 4, 5)

1102 - NH III – EOCS 81

Supervisory Contract Specialist

Factor Descriptor:

Job Achievement and/or Innovation

W: Implemented and provided training on a new application for the CMO Contracts Team called the FOHR Tracking Tool.

R: The Tool allows ACO/CAs to improve and streamline the Audit process, from requesting the contractors ICPs to final close out of the overhead record in ONeT. This new tool led to clean up on delinquent records, resulting in 20 records to be further reviewed, annotated & progress made toward closure. Closure of an additional 4 overage records in SEP allowed CMO to meet & exceed metric and set precedent for future efforts. (J4, J5)

Functional expert on audit policies. Was sought out for advice from the Region on the Automated Audit process & how it differs between the CONUS & OCONUS environments. Created a DCMA CMO SOP that outlines approach to monitoring Audits. (J1)

I: The Tool provided CMO more enhanced acquisition decision making abilities by modernizing our contracting tools, aligning with Strategic Plan Line of Effort 2, and specifically Objective 2.1. It also allowed CMO to strengthen execution through cross-functional collaboration with Pricing & CMO auditors, aligning with Objective 2.3.



Expand DOD Contract Administration capabilities to allow for flexibility and enhanced acquisition decision making

OBJECTIVE 2.1 Modernize CAS tools to improve DCMA processes, enhance DOD Acquisition Insights, and standardize contract administration actions and data accessibility across the Department

OBJECTIVE 2.3 Ensure prompt and accurate contractor payments and stewardship of Department funds through effective internal controls and fiscal compliance



Supervisor Appraisals

- Use one of the “Mandatory” Opening statements:
 - “I concur with the employee’s self-assessment”
 - “I partially concur with the employee’s self-assessment” and state the reasons why
 - “I do not concur with the employee’s self assessment” and state the reasons why
- Provide any additional contributions omitted by the employee to provide a complete and objective picture of the employee’s contributions
- Using Factor Discriminators, characterize the resulting impact to SSP to determine the relative value of contributions
- Statement supporting your PAQL recommendation

***Note:** Do NOT include any reference to a particular categorical, numerical or PAQL score in the body of the narrative.*



NH-III Supervisor Appraisal Example

1102 - NH III – EOCS 81 Supervisory Contract Specialist

Factor Descriptor:

Job Achievement and/or Innovation



Expand DOD Contract Administration capabilities to allow for flexibility and enhanced acquisition decision making

OBJECTIVE 2.1 Modernize CAS tools to improve DCMA processes, enhance DOD Acquisition Insights, and standardize contract administration actions and data accessibility across the Department

OBJECTIVE 2.3 Ensure prompt and accurate contractor payments and stewardship of Department funds through effective internal controls and fiscal compliance

Job Achievement and/or Innovation – Descriptors: 1, 2, 4, 5

I concur with the employee's self-assessment.

Jane's 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. Also acquired personal 40 CLPs. (J2)

Leadership: Jane and her team handle more workload than 2 of the 4 CMOs combined and has achieved every Agency reported metric in FY20. She took on a strong leadership role in the multifunctional Past-FDD Working Group, which resulted in a CMO 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.

Complexity/Difficulty: Jane made great strides in performing remote surveillance, working with the CPSR team to perform remote reviews of contractor business systems for the first time, including cybersecurity requirement flow downs!

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

Factor Descriptor:
Mission Support



Improve warfighter capabilities by influencing timely delivery of quality and affordable products

Mission Support – Descriptors: 2, 4

W: Assess and promulgate factors affecting customer delivery delays on the Enhanced Night Vision Goggle-Binoculars Program (M2)

R: Optimize, control and manage all resources across this program Develop and integrate innovative approaches to attain goals. (M4)

I: Supports SG LOE 1: Improve warfighter capabilities by influencing timely delivery of quality and affordable products.



Converting Contribution Plan to Self-Assessment

801 - NH IV – EOCS 90 General Engineer

Factor Descriptor:
Mission Support



Mission Support – Descriptors: 2, 4

W: Assessed and promulgated factors affecting customer delivery delays on the Enhanced Night Vision Goggle-Binoculars Program.

Ex.: On behalf of Commander, visited a key subcontractor, met with company senior leadership, and emphasized the importance of the program & timely delivery of product. (M2)

R: Optimized resources across this program and worked with senior contractor leadership to develop and integrate innovative approaches to attain goals.

Ex.: Established open lines of communication with senior leadership at the facility, supported customer objectives, and developed new oversight processes to get delivery back on schedule in order to support mission needs to get product to the warfighter. (M4)

I: Supported SG LOE 1: Improved timely delivery of quality and affordable products. After two years of delivery backlogs, quality production is now on schedule, with overall cost savings this year alone of over \$500,000, and more projected in future years.



NH-IV Supervisor Appraisal Example

801 - NH IV – EOCS 90 General Engineer

Factor Descriptor:
Mission Support



Mission Support – Descriptors: 2, 4

I concur with employee's assessment.

Customer Needs: Expertly led an integrated team in turning around the subcontractor, for the high visibility Enhanced Night Vision Goggle-Binoculars program. Reinforced the Program Office's message & emphasized the importance of the program & timely delivery of product. Prior to his engagement the subcontractor items were the "pacing" items on the program delaying production and delivery. Today, some 6 months later, they are being reported as on time and schedule.

Planning/Budgeting: Consistently reviewed the schedule and anticipated change as he planned the command wide calendar. This, in turn, anticipated budget adjustments in support of future events. Although the budget constraints were a big hurdle to overcome, he kept leadership abreast of plans/budgets as he briefed WAR Room updates to Sr Leadership & Financial & Business Operations (FBO) monthly to ensure personnel were positioned to support mission needs. Formulated manpower strategy to obtain 2 additional resources based on workload.

The accuracy, thoroughness, and timeliness of the employee's work employee's work substantially and consistently surpassed the factor-specific expected contribution criteria and the employee's contribution plan objectives.



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.



Module 5 – CAS2Net



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.



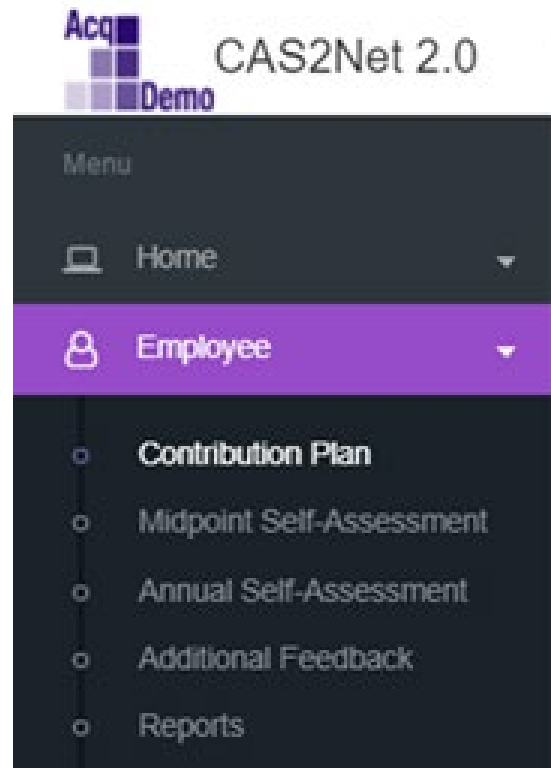
Overview

- 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 3rd
 - 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

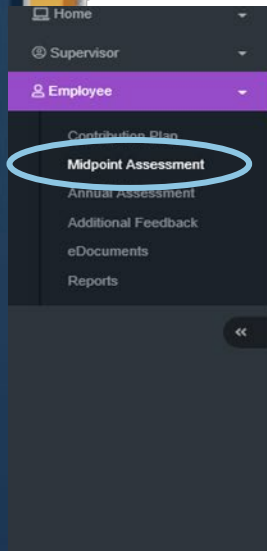
Date Communicated

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 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 interface for entering a self-assessment. The left navigation bar shows the 'Employee' section selected, with 'Annual Assessment' as the active option. The main form area includes fields for 'Contribution Plan Effective Date' (10-01-2017), 'Contribution Plan(s) For Fiscal Year' (Contribution Plan - Effective 10-01-2017 - Submitted), and 'Additional Feedback For Fiscal Year' (Additional Feedback - Effective 05-21-2010 - Communicated 05-21-2010). Below these is a section for 'Individual Objectives' with a text area labeled 'My contribution plan'. A blue arrow points to this text area. At the bottom of the form, there are three buttons: 'Cancel', 'Save', and 'Submit'. A blue arrow points to these buttons, which are circled in red. The text 'Type here' is overlaid on the 'My contribution plan' text area, and the text 'Select Cancel, Save or Submit (to Supervisor)' is overlaid on the buttons.

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 Description

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



Supervisor Appraisal

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

Annual Self-Assessment for Joe Contributor

General Information

Supervisor Level 1: JOHN DOE
Supervisor Level 2:
Fiscal Year: 2018
Sub-Panel Manager: Kareem Abdel-Rahim
Broadband Level: II
Occupational Series: 0343 - MANAGEMENT AND PROGRAM ANALYSIS
Career Path: NH - Business Management and Technical Management Professional
Pay Pool Manager: Kareem Abdel-Rahim
Expected OC 1 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

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”

Acq Demo CAS2Net 2.0 Your Session will expire in 14:37 minutes.

Menu

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

Employee Reports

General Information

Fiscal Year
2018

Report List


- Contribution Plan
- Midpoint Self-Assessment
- Annual Self-Assessment
- Additional Feedback
- Salary Appraisal Form



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)**

*Thank you
for attending!*