



# Civilian Acquisition Workforce Personnel Demonstration Project (AcqDemo)

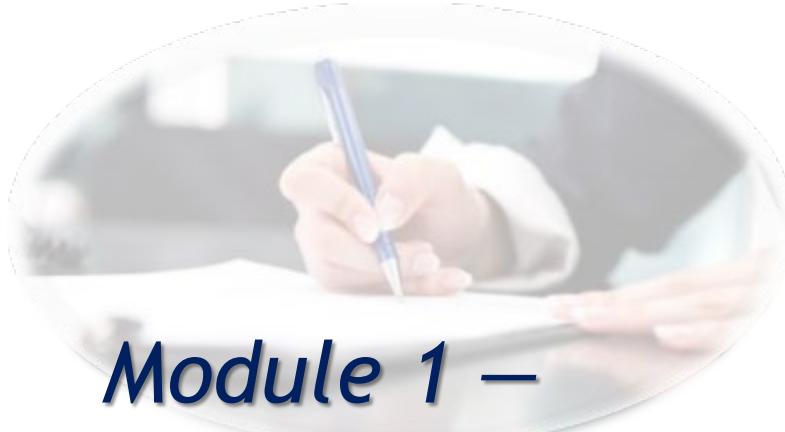
*Writing Effective Contribution Statements  
throughout the CCAS Cycle*





# 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...
  - The CCAS Cycle
  - 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

January

End-of-Cycle Discussion  
and Payout

October

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

November -  
December

Pay Pool Panels





# 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 WRI 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 WRI format**
- Highlights significant contributions achieved during the CCAS cycle that moved the organization's strategic goals forward



# Supervisor's CCAS Responsibilities

- *Review organizational 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
- Uses 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

## 2024 Expected Contribution Range Calculator

**Basic Pay Only**

Enter Base Pay/Retained Pay	\$97,392	NH	3	\$115,079	No	Expected Contribution Range =	72	75	79
						Pay Used in Calculation:	\$97,392		

Click on Boxes for Dropdown List to Select

**Expected Contribution Range**

Upper Rail	Standard Pay Line	Lower Rail
72	75	79



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

[acqdemo.hci.mil/tools](http://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
<p><b>LEVEL III</b></p> <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*



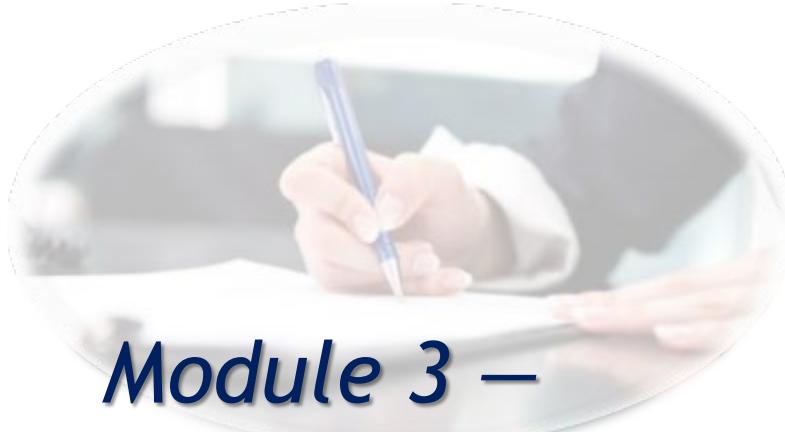
# Quality of Performance = Annual Rating of Record

- 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 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
- 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*



# Contribution Plan Writing Tools





# 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/documentated 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.



# 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



# Contribution Plan Example

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

### Factor Descriptor:

Job Achievement and/or Innovation



**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 Army 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.



# Mid-Point Self-Assessment Example

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

### Factor Descriptor:

Job Achievement and/or Innovation



**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:** Have completed planning for creation of the FOHR tool. Currently in development phase and on track to implement and provide training by end of fiscal year which will improve tracking automated audits and overall policy adherence. (J4, J5)

**R:** As Project Manager / technical expert, I have teamed with audit functional and IT technical experts to provide guidance on tool development. (J1)

**I:** Final details TBD - Tool will provide CMO more enhanced acquisition decision making abilities by modernizing our contracting tools, aligning with Strategic Plan LOE 2, and specifically Objective 2.1.



# Mid-Point Supervisor Appraisal Example

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

### Factor Descriptor:

Job Achievement and/or Innovation



**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 partially concur with the employee's mid-point self-assessment.

Leadership: Jane has struggled in her leadership role to put together and manage a successful FOHR tool development team. Her budgeting and timelines were well researched; however, the project is currently behind by two months. I would like Jane to more proactively provide detailed and thorough guidance at team meetings to help ensure everyone feels comfortable in successfully completing their project tasks.



# Converting Contribution Plan to Self-Assessment

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

### Factor Descriptor:

Job Achievement and/or Innovation



**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***

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

**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 an Army 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.



# 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 Army 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 month's 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



*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 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.



# 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



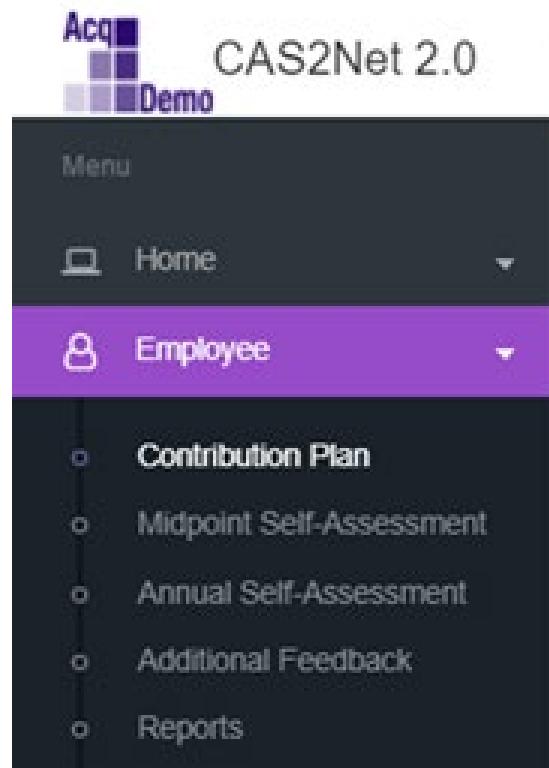
# Overview

- 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

The screenshot shows the CAS2Net 2.0 software interface. The top navigation bar includes the logo "Acc [redacted] Demo", the title "CAS2Net 2.0", a session timer "Your Session will expire in 13:06 minutes.", and the user "Joe Contributor". The left sidebar, titled "Employee", has a menu with "Contribution Plan" highlighted and circled in red. A large yellow arrow points from this circled menu item to the main content area. The main content area is titled "Contribution Plan - Effective 10-01-2017 - Conducted 05-21-2018". It displays "Individual Objectives: (Auto Save Timeout: 300)" and a rich text editor with the placeholder "My contribution plan". A status bar at the bottom shows "Characters: 20/6000" and a note "\*Character count may differ from Microsoft Word". At the bottom right of the content area, there are three buttons: "Cancel" (orange), "Save" (green), and "Submit" (blue), which are all circled in blue.



# Contribution Plan – 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

Click Pie Chart to see list of employees

## Contribution Plans - Submitted

Name	Phone Number	Phone Ext	Phone Dan	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

Cancel Save Return to Employee Approve

- 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

Character: 277/4000

\*Character count may differ from Microsoft Word

Auto Save Timeout: 300

Cancel    Save    Submit to Supervisor 1

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



# Midpoint Review – Supervisor

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 review 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

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

https://cas2net-test.armymt.com/Employee/Views/ReportViewer/ib... CAS2Net 2.0 Joe Contributor

Employee

Individual Objectives:

Type here

Factor Description

Factor Narrative: (Auto Save Timeout: 300)

My mid-point assessment.

Cancel Save Submit

Cancel, Save or Submit (to Supervisor)

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# 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	Pay Pool Manager: Kareem Abdel-Rahim
Broadband Level: III	Occupational Series: 0945 - MANAGEMENT AND PROGRAM ANALYSIS	Career Path: NH - Business Management and Technical Management Professional	Expected OCS and Range: 0 - 6 - 8	

Current Contribution Plan Details

Individual Objectives: My contribution plan	Contribution Plan Effective Date: 10-01-2017
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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 shows the CAS2Net 2.0 interface. The top navigation bar includes links for Acq, CAS2Net 2.0, Demo, and a session timer. The left sidebar has a 'Menu' section with '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 contains a 'General Information' section with a 'Fiscal Year' dropdown set to '2018'. Below this is a 'Report List' section with five blue buttons: 'Contribution Plan', 'Midpoint Self-Assessment', 'Annual Self-Assessment', 'Additional Feedback', and 'Salary Appraisal Form'. A large blue arrow points from the circled 'Reports' link in the sidebar to the 'Report List' section in the main content area.



## *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!*