

Writing Effective Contribution Statements

November 2024



Mission Forward Training

Administration

- Introductions
- Course Timing / Breaks
- Mute Phone / Computer
- Interact via Chat or “Raise Hand”



Course Objectives

To develop a working knowledge of:

- AcqDemo Appraisal Cycle Deliverables
- Writing Framework
- Use of Factors, Descriptors, and Discriminators in CCAS
- Writing effective contribution statements
- Capturing Deliverables in CAS2Net



Course Modules

01

Introduction

02

Contribution
Statement Writing
Framework

03

Writing Effectively

04

CAS2Net

05

Course Summary
and Program
Support



01

Introduction

Disclaimer

There are many ways AcqDemo can be implemented, but as it's been around since 1999, we'll be sharing best practices today.

However, there are many flexibilities available within AcqDemo, and your organization might do things a bit differently. If that's the case, it's important to follow your leadership's guidelines.

Suggested AcqDemo Curriculum Order

It is best to take your AcqDemo training courses in the following order:

- AcqDemo New Employee/Supervisor
- CCAS for Supervisors (if applicable)
- Writing Effective Contribution Statements
- Pay Pool Panel (if applicable)
- Pay Pool Administrator Spreadsheets (if applicable)

Documents/Info You Will Need

- ❑ Your Organization's:
 - Strategic Plan and/or Pay Pool's Annual Goals
 - AcqDemo Business Rules
- ❑ AcqDemo Specific Information:
(AcqDemo.hci.mil)
 - Factor Scoring Criteria
 - Employee Guide to CCAS

02

Contribution Statement Writing Framework

Topics of Discussion



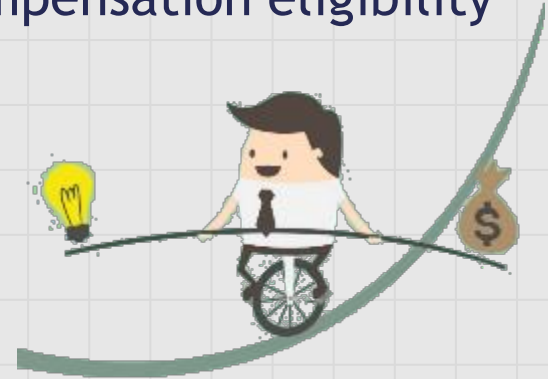
- CCAS Design Overview
- Appraisal Cycle
- Preparing for Written Deliverables

Design Overview

Another approach to performance management
...two key differences:

1. Designed to align compensation with level of contribution

- Basic pay level translates to expected contribution level
- Assessed contribution level compared to the expected contribution level to determine compensation eligibility
- AcqDemo software applications facilitate equitable distribution of pay pool funds



Design Overview

Another approach to performance management...
...with two key differences:

2. Designed to focus employees on creating impact

- Acquisition is a knowledge-based business—we depend on people to use their knowledge to advance mission performance
- Discussing employee expectations will focus on contribution planning vs. performance objectives
- Shapes professional acquisition workforce by using three standard factors to score employee contributions



The CCAS Cycle: 1 Oct. – 30 Sept. (Fiscal Year)

Sept. - Oct.

Employee
Self-Assessment

April - May

Mid-Point Review



January

End-of-Cycle Discussion and Payout

October

- Start CCAS Cycle
- Contribution Planning
- Supervisor Annual Appraisal

Nov. - Dec.

Pay Pool Panels



What is each deliverable used for?

- **Contribution Plans**

- If plan contribution goals are achieved, guarantees employee will get an overall contribution score within their expected score range or better
- Written in WRI format, describes the planned What Work (W), Results (R), and Impacts (I) for the upcoming CCAS cycle in order for an employee to contribute appropriately for their current pay

- **Midpoint Reviews**

- **An update to the Contribution Plan written in the same WRI format**
- 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 entire CCAS cycle that moved the organization's strategic goals forward

Example of Contribution Plan



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801 - NH IV – EOCS 90 General Engineer

Contribution Plan for HUE N. Year: 2024

| | | | |
|-------------------------------|---|---|----------------------------|
| Broadband Level: IV | Occupational Series: 0001 – GENERAL ENGINEERING | Career Path: NH - Business Management and Technical | Expected OCS: 90 |
|-------------------------------|---|---|----------------------------|

Supervisor Level 1: PEJII, ELLE
Method of Communication:

Supervisor Level 2:
Date Conducted:

Contribution Planning: Individual Objectives

Job Achievement and/or Innovation

C: 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

- Recognized as an OTD engineering technical/functional authority within and outside of the organization **J1**

- Assess and provide strategic direction for resolution of mission-critical problems, policies, and procedures **J4**

- Define, establish, and direct organizational focus on challenging and highly complex projects/programs (including emergent issues, improving effectiveness of assessing prime control of sub-tier suppliers within the team, etc.) **J6**

I: Enhance lethality through on-time delivery of quality products. Improve product quality by influencing industrial base performance

C: Provide statistical process control technical expertise in [Insert Name] process reliability programs for [Insert Project Names]

R: Monitor process behavior, discover issues in internal systems, and find solutions for production issues

- Foster the development of others by providing guidance or sharing expertise (including mentoring program, brown-bag sessions, teaching in a Leadership Development Program, etc.). Direct assignments to encourage employee development and cross-functional growth to meet organizational needs. Pursue professional self-development (TBD based on availability of classes, conferences, etc.) **J2**

- Lead, define, manage, and integrate efforts of several groups or teams. Assume and assign ownership of processes and products, as appropriate (including monitoring the manufacturing process using control charts and predicting out of control situations and reacting to correct problems before out of specification products are produced) **J3**

- Assess and provide strategic direction for resolution of mission-critical problems, policies, and procedures (including optimizing process and improving overall process reliability programs by identifying key input factors of the manufacturing process and carry out design of experiments to develop, integrate, and implement solutions to diverse, highly complex problems) **J4**

I: Establish a controlled manufacturing process to reduce process variation resulting in improved quality performance, lower cost (waste, rework, etc.), and efficiency

Communication and/or Teamwork

C: Process owner of Supply Chain Management for [Insert Name]

R: Improve insight to supplier issues affecting delivery of parts/components to production and spares contracts. Mitigate risks and known issues that affect product deliveries

- Present organizational briefings to convey strategic vision or organizational policies (including multifunctional supplier briefings to maximize surveillance insight, knowledge sharing, sub-tier supplier performance, risk assessment and issues within the prime contractor's procurement system) **C1**

- Lead/guide workforce in achieving organizational goals. Participate on high-level teams. Am sought out for solutions and/or strategies **C4**

I: Decrease the need to delegate surveillance workload to other branches/divisions. Establish new processes provides a solid base for determining risk and a better assessment of the contractor's ability to control their suppliers. Ensure issues that could affect delivery of products to the warfighter are mitigated and are delivered within cost and schedule

Mission Support

C: Assess and promulgate factors affecting customer delivery delays on the Enhanced Night Vision Google-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 LCE 1: Improve warfighter capabilities by influencing timely delivery of quality and affordable products



WRI Writing Example

801 - NH IV – EOCS 90

General Engineer

Mission Support – Descriptors: 2, 4

Contribution Plan

C: 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.

Self-Assessment

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

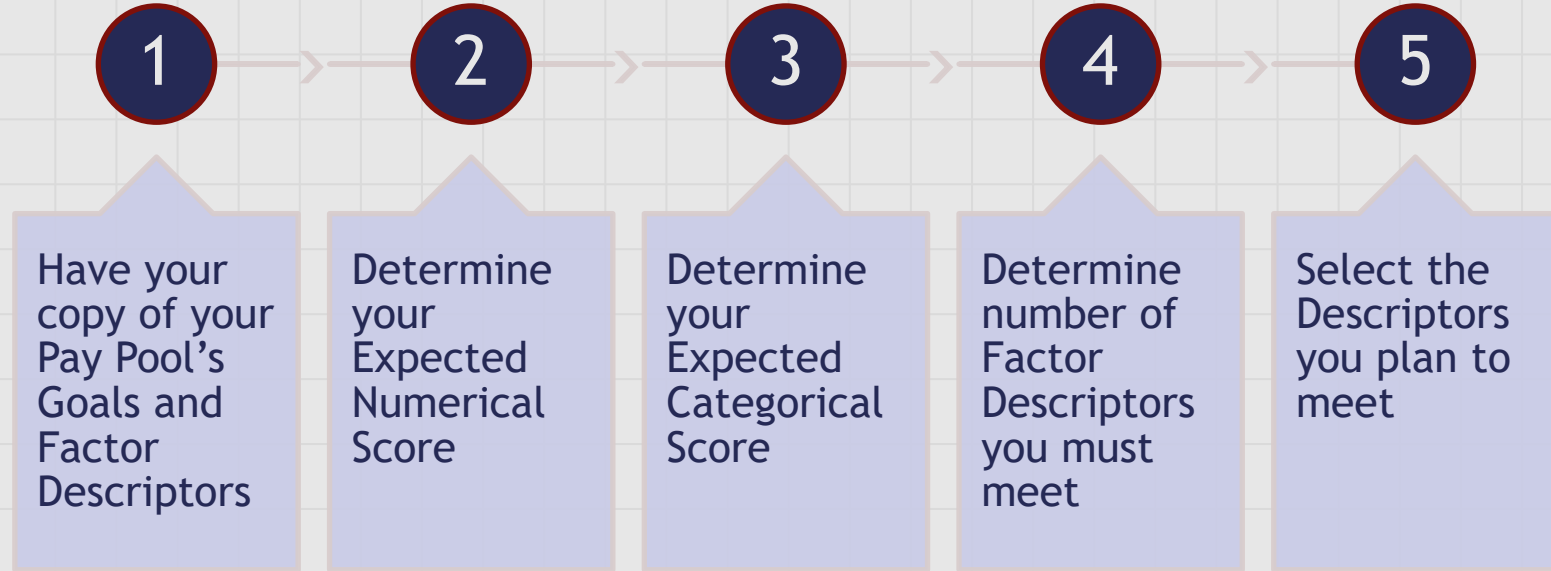
Ex.: On behalf of Commander, visited a key subcontractor, met with company senior leadership, and emphasized the importance of the program & timely delivery of product. (M2)

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.

Preparing for Writing





The Three Factors

**Job Achievement
and/or Innovation**

**Communication
and/or Teamwork**

Mission Support

Contribution Plans should be analyzed to ensure they are targeting the proper contribution categorical levels for each factor

For contribution scoring purposes, each of the 3 factors are scored individually and are then averaged to determine the approved Overall Contribution Score

Business and Technical Management Professional (NH)

| I | II | III | IV |
|--------------------------------------|---------------------------------------|---|--|
| \$21,986 - \$39,361 (GS-1 - GS-4) | \$33,878 - \$80,767 (GS-5 - GS-11) | \$74,441 - \$115,079 (GS-12 - GS-13) | \$104,604 - \$159,950 (GS-14 - GS-15) |

Technical Management Support (NJ)

| I | II | III | IV |
|--------------------------------------|--------------------------------------|---------------------------------------|---|
| \$21,986 - \$39,361 (GS-1 - GS-4) | \$33,878 - \$60,416 (GS-5 - GS-8) | \$51,332 - \$80,767 (GS-9 - GS-11) | \$74,441 - \$115,079 (GS-12 - GS-13) |

Administrative Support (NK)

| I | II | III | 2024 AcqDemo Broadband Basic Pay Table (w/o Locality Pay) |
|--------------------------------------|--------------------------------------|---------------------------------------|--|
| \$21,986 - \$39,361 (GS-1 - GS-4) | \$33,878 - \$52,106 (GS-5 - GS-7) | \$46,475 - \$73,484 (GS-8 - GS-10) | |



Expected Numerical Score and Range

2024 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 | | |
|--|-----------------------------|-------------|------------|-----------|---------------|-------------------------------|-----------------------------|-------------------|------------|
| | | | | | | | Upper Rail | Standard Pay Line | Lower Rail |
| | \$97,392 | NH | 3 | \$115,079 | No | | 72 | 75 | 79 |

Click on Boxes for Dropdown List to Select

Pay Used in Calculation: \$97,392



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

<https://acqdemo.hci.mil/>

Determining Expected Categorical Score



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| 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 | 70 – 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 |



Categorical Score Descriptor Guidance

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
- **Medium:** Employee meets **most** (defined as more than half) factor descriptors during the appraisal cycle with minimal guidance
- **Low:** Employee consistently meets **less than most** factor descriptors during the appraisal cycle or needs greater than expected assistance in meeting them

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

Descriptors to Meet by Categorical Score

| Category | Job Achievement and/or Innovation | Communication and/or Teamwork | Mission Support | Total |
|----------|--------------------------------------|-------------------------------------|--------------------|----------------|
| High | 6 | 4 | 4 | 14 |
| Medium | 4 (or 5) | 3 | 3 | 10 (or 11) |
| Low | 1 (up to 3) | 1 (or 2) | 1 (or 2) | 3 (up to 7) |

SELECT 4-5 JOB ACHIEVEMENT and/or INNOVATION DESCRIPTORS

Level Descriptors

Level IV

- 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.

SELECT 3 COMMUNICATION and/or TEAMWORK DESCRIPTORS

Level Descriptors

Level IV

- Presents organizational briefings to convey strategic vision or organizational policies.
- Prepares, reviews, and approves major reports or policies of organization for internal and external distribution. Resolves diverse viewpoints/controversial issues.
- Solves broad organizational issues. Implements strategic plans within and across organizational components. Ensures a cooperative teamwork environment.
- Leads/guides workforce in achieving organizational goals. Participates on high-level teams. Is sought out for solutions and/or strategies.

SELECT 3 MISSION SUPPORT DESCRIPTORS

Level Descriptors

Level IV

- Defines, integrates, and implements strategic direction for vital programs with long-term impact on large numbers of people. Initiates actions to resolve major organizational issues. Promulgates innovative solutions and methodologies.
- Assess and promulgate, fiscal, and other factors affecting customer and program/project needs. Works with customer at management levels to resolve problems affecting programs/projects (e.g., problems that involve determining priorities and resolving conflicts among customers' requirements).
- Formulates organizational strategies, tactics, and budget/action plan to acquire and allocate resources.
- Optimizes, controls, and manages all resources across projects/programs. Develops and integrates innovative approaches to attain goals and minimize expenditures.

03

Writing Effectively

Topics of Discussion



- Contribution Plans
- Mid-Point Self Assessments and Supervisor Appraisals
- Annual Self-Assessment and Supervisor Appraisals

Contribution Plan



The “W-R-I Writing Model”

W

What

Identify **What Contributions** you expect to be make

R

Results

Document descriptors you intend to meet, and how, in the **Results**

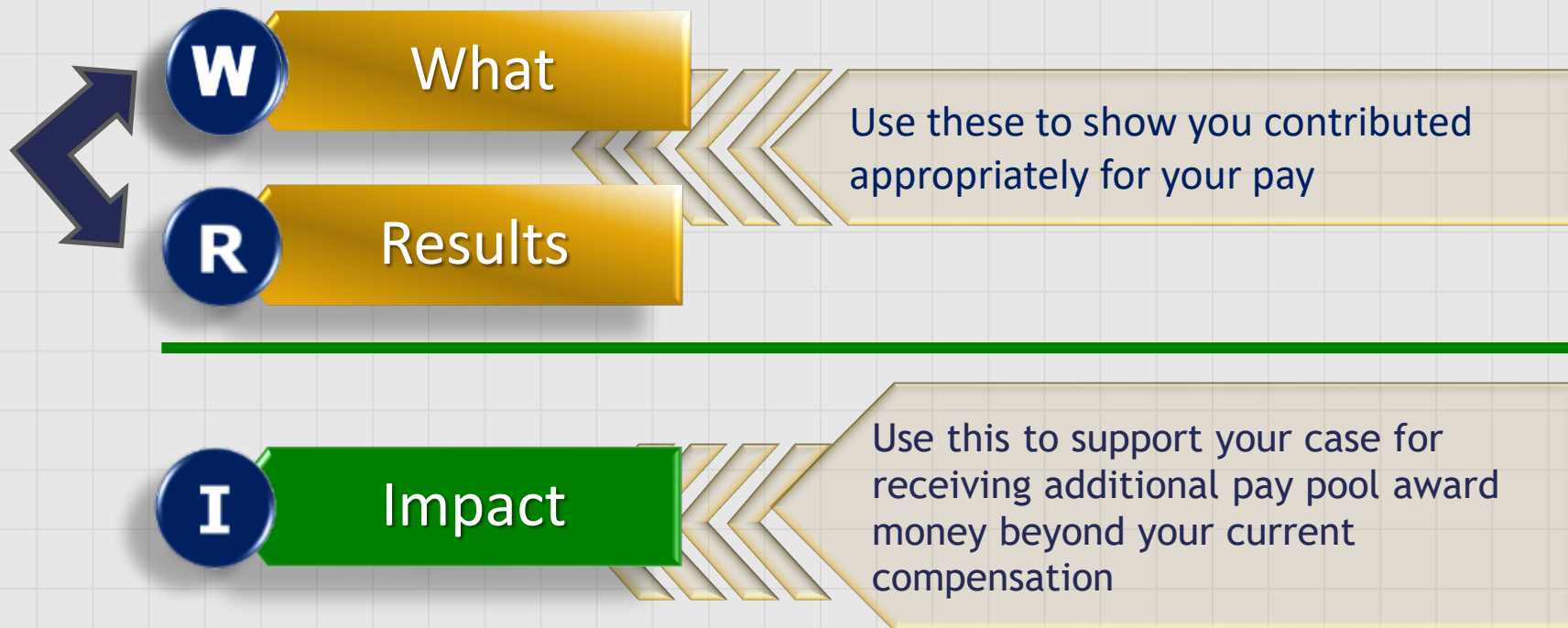
I

Impact

Document intended **Impact** on your organization’s Strategic Plan/Goals

Provide this information for each of the 3 Factors

Contribution Statement Elements



Getting Started: Carryover Contributions from Previous Cycle

Are there any contributions from the previous appraisal cycle that are continuing on for the current appraisal cycle? If so,

1. Copy WRI statements over from your annual self-assessment to start your new Contribution Plan
2. Remove descriptor examples
3. Adjust the impact statement to indicate how far you plan to get by the end of the current appraisal cycle

How to Get Started on New Contributions

- **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 can impact
- Write a WRI statement for which organizational goals you can impact

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

Let's Create a Writing Example for an NH III Medium Employee....



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1

Select a contribution with high impact expected to be made during the appraisal cycle

2

Determine how impact can be documented for that contribution

3

Determine which primary factor to associate with that contribution

4

Determine which of the applicable Factor Descriptors you expect to meet

5

Write your contribution statement

1

Automate audit tracking and contract policy adherence processes



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



3

4

SELECT JOB ACHIEVEMENT and/or INNOVATION DESCRIPTORS

Level Descriptors

Level III

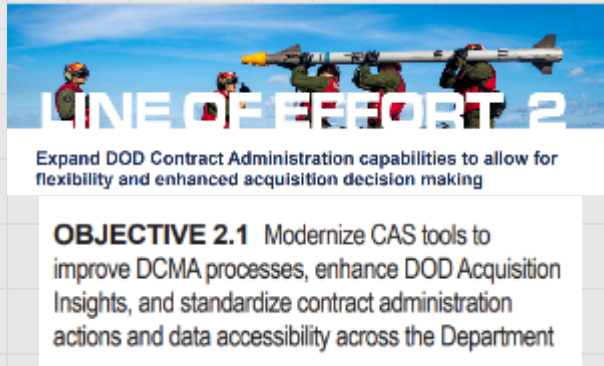
- **Considered a functional/technical expert by others in the organization; is regularly sought out by others for advice and assistance.**
- Pursues or creates certification, qualification, and/or developmental programs and opportunities for self and others.
- Guides, motivates, and oversees the activities 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.

Our Contribution Statement Example



1102 - NH III - EOCS 81 Supervisory Contract Specialist

Factor Descriptor:
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.

Activity — Your Contribution Plan

- List the impactful contributions you intend to make during this appraisal cycle
- Select the Factor(s) to best associate with each contribution
- Select the descriptors you can meet with for each contribution

| Contribution | Factor(s) | Descriptor(s) |
|---------------------|-----------------|---------------|
| 1. Lead Project XYZ | Job Achievement | J1, J3, J6 |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |



Mid-Point Self Assessment

Mid-Point Self-Assessment Goal

| | |
|---------|---|
| Provide | Examples for Descriptors you've already met <ul style="list-style-type: none">• Get confirmation from Supervisor that they will support your examples |
| Plan | Plan for how to meet Descriptors not yet met that you must meet before end of fiscal year |
| Seek | Seek guidance on any areas of concern, if applicable |

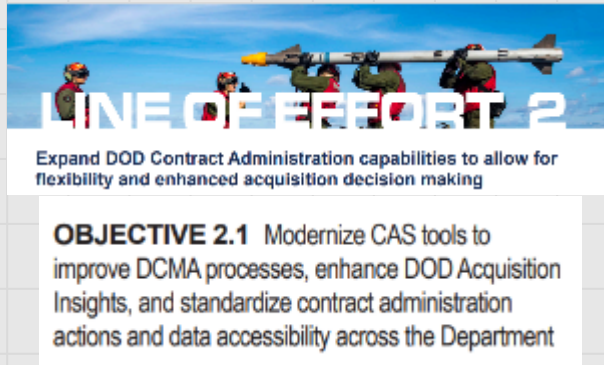


Mid-Point Self-Assessment Example

1102 - NH III - EOCS 81
Supervisory Contract
Specialist

Factor Descriptor:
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

Mid-Point Supervisor Appraisal Goal

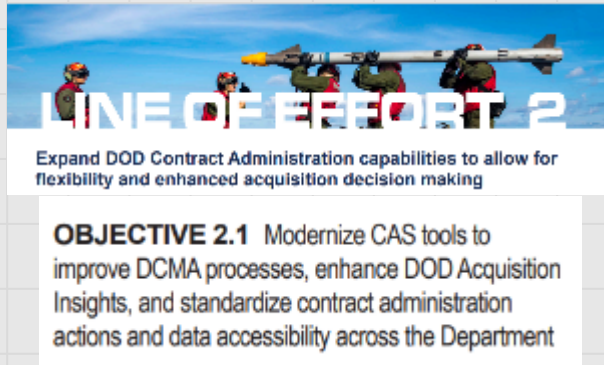
| | |
|----------|--|
| Provide | <p>Provide guidance on Employee's Mid-Point Self-Assessment</p> <ul style="list-style-type: none">• Give confirmation to Employee if you will support their examples |
| Document | <p>Write your appraisal, pointing out positive achievements, along with any areas of concern</p> |
| Change | <p>Make any necessary course corrections, if applicable</p> |



Mid-Point Supervisor Appraisal Example

1102 - NH III - EOCS 81
Supervisory Contract
Specialist

Factor Descriptor:
Job Achievement and/or
Innovation



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.

Annual Self Assessment



Writing to the Pay Pool Focus

Economy

- Self-assessments limited to 4,000 characters for each Factor, or approx. 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)



How to Get Started Self Assessments

- **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 impacted
- Write a WRI statement for all work which had organizational goal impact

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

“The Results”

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

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



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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 (2 civilians, 6 contractors)
 - Time saved (8 days)
 - Percentages (78%)



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**
 - Team, Division, Organization, Component, or DoD-wide
 - High level of difficulty
 - One-of-a-kind
 - First time
 - High visibility
 - Competing priorities
 - Require innovative problem-solving

If “Stuck” on the I, Consider These:

What did you do that the Pay Pool Panel would find valuable?

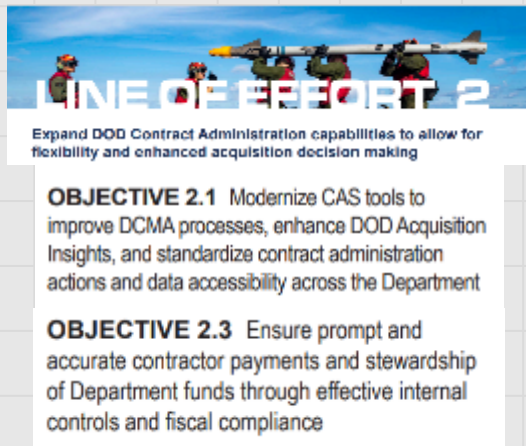
| | |
|---|---|
| Accomplish more with the same resources | Accomplish the same thing with less resources |
| Develop a new process | Create something from scratch |
| Find a new opportunity | Find an easier solution |
| Establish a new procedure | Enlarge capacity |
| Find a cheaper solution | Foresee 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 |

Converting Contribution Plan to Self-Assessment

1102 - NH III – EOCS 81 Supervisory Contract Specialist

Factor Descriptor:

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 for adding more features to this tool. (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.

Using Contribution Statements for Multiple Factors

Can also be used for both Communication and/or Teamwork, “C,” and Mission Support, “M,” with very little need for re-write

| Communication and/or Teamwork | Mission Support |
|---|--|
| <p>W: Implemented and provided training on a new application for the CMO Contracts Team called the FOHR Tracking Tool.</p> <p>R: (C3, C4) As Project Manager was sought out by Pricing on using tool enhancements to aid their process. Guided the audit tool development team, with cooperation of the IT technical experts, making innovative modifications to the tool to address issues leading to delinquent records.</p> <p>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.</p> | <p>W: Implemented and provided training on a new application for the CMO Contracts Team called the FOHR Tracking Tool.</p> <p>R: (M2 & M4) As Project Manager established an alliance between Audit Functional and Pricing to further enhance the tool to resolve issues and meet goals identified by both teams.</p> <p>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.</p> |

Using Contribution Statements for Multiple Factors

Can be used for both Job Achievement and/or Innovation, “J,” and Mission Support, “M,” with very little need for re-write

| Job Achievement and/or InnovationW | Mission Support |
|--|--|
| <p>W: Night Vision Goggle-Binoculars Program.</p> <p>R: (J4) Assessed and provided strategic direction factors affecting customer delivery delays on the Enhanced Night Vision Goggle-Binoculars Program. Ex.: On behalf of the Commander, Met with company senior leadership, identified the pacing item delaying production, approved additional vendor to elevate delay.</p> <p>(J5) Worked with senior leadership to develop new concepts and criteria for policies and methodologies. Converted strategic goals into contracting policies. Ex.: Worked with senior management to identify an approved vendor who could supply the pacing item. Updated policies on contract revisions to expedite new vendor authorization to mitigate critical supply delays.</p> <p>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.</p> | <p>W: Night Vision Goggle-Binoculars Program.</p> <p>R: (M2) 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.</p> <p>(M4) 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.</p> <p>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.</p> |

Annual Supervisor Appraisal



Supervisor Appraisals

Supervisor Appraisals should:

1. 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
2. Provide any additional contributions omitted by the employee to provide a complete and objective picture of the employee’s contributions
3. Using Factor Discriminators, characterize the resulting impact to mission to support recommended numerical scores
4. Statement supporting your PAQL recommendation (extra written documentation suggested if recommending a 5 or a 1)



Supervisor Appraisal Example

Note: Supervisor is adding credit for J2

1102 - NH III – OCS 73

Contracts Supervisor

Strategic Goal 4: Ensure Agency funds are used in alignment with Department guidance and executed in a transparent manner

Factor Descriptor:

Job Achievement and/or Innovation

Factor 1: Discriminators

- **Leadership Role**
- Mentoring/Employee Development
- Accountability
- **Complexity/Difficulty**
- Creativity
- Scope/Impact

I concur with the employee's self-assessment.

(J2) 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.

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 application of technical knowledge and skills goes well beyond that expected for the position. Her work substantially exceeds the contribution expectation with minimum room for improvement, as evidenced by her recognition as the Employee of the Year.

QUESTIONS?



04

CAS2Net



Entering a Contribution Plan in CAS2Net

CAS2Net 2.0 Your Session will expire in 12:05 minutes. Joe Contributor

Menu

- Home
- Employee
- Contribute Plan**
- Midpoint Self-Assessment
- Annual Self-Assessment
- Additional Feedback
- Helpdesk

Contribution Plan - Effective 10-01-2017 - Concluded 05-01-2018

Individual Objectives (Auto Save Timeout: 300)

My contribution plan

Auto Save Timeout: 300

Cancel Save Submit

Contribution Plan — Supervisor



Click Pie Chart to see list of employees

Contribution Plans - Submitted

Search:

| Name | Phone Number | Phone Ext | Phone Den | Email |
|----------------|--------------|-----------|-----------|---------------------------|
| STATUS : DRAFT | | | | DRAFT STATUS CIV@MAIL.MIL |

Showing 1 to 1 of 1 entries

Previous 1 Next

OK

Printing a Contribution Plan from CAS2Net



Mission Forward Training

A screenshot of the CAS2Net 2.0 web application interface. The top header shows 'CAS2Net 2.0' and a session timer 'Your Session will expire in 14:57 minutes.' The user is logged in as 'Joe Contributor'. On the left, a dark sidebar menu has 'Reports' highlighted with a yellow circle. 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 a yellow circle around the 'Contribution Plan' button. Other buttons in the list include 'Midpoint Self-Assessment', 'Annual Self-Assessment', 'Additional Feedback', and 'Salary Appraisal Form'.

CAS2Net 2.0 Your Session will expire in 14:57 minutes. Joe Contributor

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



Suggestion for Keeping Records Throughout the Year



Create a 3-page document in Microsoft Word, one for each Factor



On each page:

- List Descriptors you are required to meet
- List Mission Goals you are to move forward



Regularly update each page with:

- Descriptor examples for those you've met
- Impact statement if work has been completed on any contributions

05

Course Summary and Program Support



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





Program Support



Mission Forward Training

- Operating Guide
- AcqDemo Website
 - Reference Material
 - Conversion Tool Calculator
 - Expected Contribution Range Calculator
- Training
 - Workforce Overview
 - CCAS for Supervisors
 - HR Training
 - Business Rules Development
- AcqDemo Program Office Website:
 - acqdemo.hci.mil
- Army AcqDemo website:
 - <https://asc.army.mil/web/acqdemo/>

eLearning

- *AcqDemo 101*
- *Contribution Planning*
- *Giving and Receiving Feedback*
- *CCAS Appraisal Feedback for Supervisors*
- *Writing an Annual Appraisal Self-Assessment*
- *CCAS for Employees*
- *CCAS for Supervisors*
- *HR Flexibilities*
- *Understanding the Pay Pool Process*
- *Spreadsheets Training*
- *CAS2Net 2.0 for Employees and Supervisors*
- *CAS2Net 2.0 for Administrators*

QUESTIONS?

Thank you for Attending!

Writing Effective Contribution Statements



Mission Forward Training