

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



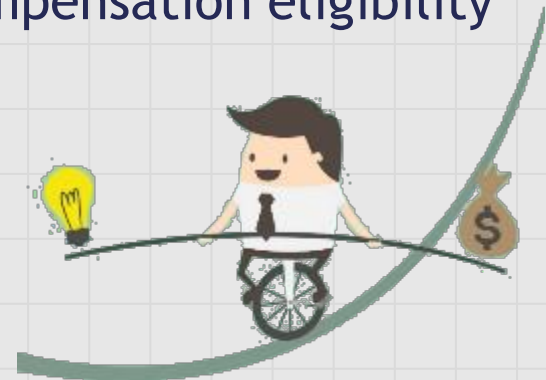
- CCAS Design Overview
- Appraisal Cycle
- Preparing for Written Deliverables

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 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



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
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Supervisor Level 1: FE/JI, 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 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 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

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.

Self-Assessment

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

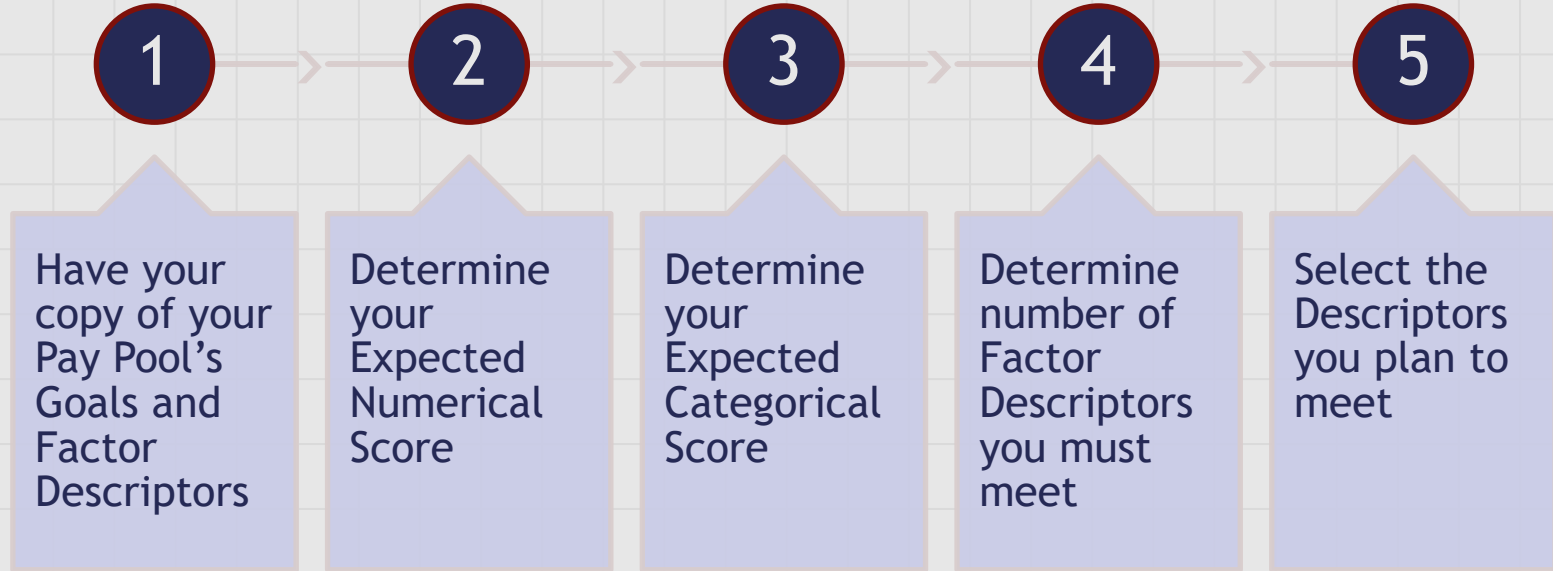
Ex.: On behalf of Commander, visited a key subcontractor, met with company senior leadership, and emphasized the importance of the program & timely delivery of product. (M2)

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.

Preparing for Writing



Broadbands



Mission Forward Training

Business and Technical Management Professional (NH)

I	II	III	IV
\$22,360 - \$40,038 (GS-1 - GS-4)	\$34,454 - \$82,108 (GS-5 - GS-11)	\$75,706 - \$117,034 (GS-12 - GS-13)	\$106,382 - \$162,672 (GS-14 - GS-15)

Technical Management Support (NJ)

I	II	III	IV
\$22,360 - \$40,038 (GS-1 - GS-4)	\$34,454 - \$61,449 (GS-5 - GS-8)	\$52,205 - \$82,108 (GS-9 - GS-11)	\$75,706 - \$117,034 (GS-12 - GS-13)

Administrative Support (NK)

I	II	III	2025 AcqDemo Broadband Basic Pay Table (w/o Locality Pay)
\$22,360 - \$40,038 (GS-1 - GS-4)	\$34,454 - \$55,486 (GS-5 - GS-7)	\$47,265 - \$74,733 (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	

Pay Used in Calculation: \$97,392

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.

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

Determining Expected Categorical Score



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	--
I	Low	22 – 29	22 – 29	22 – 29
	High	24 – 29	24 – 29	24 – 29
	Med	06 – 23	06 – 23	06 – 23
I	Low	00 – 05	00 – 05	00 – 05



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



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 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.

SELECT 3 COMMUNICATION and/or TEAMWORK DESCRIPTORS

Level Descriptors

Level III

- Presents briefings to obtain consensus/approval.
- Reviews and approves, or is a major contributor to/ lead author of, management reports or contractual documents for external distribution. Provides inputs to policies.
- Introduces and/or implements innovative approaches to resolve unusual/difficult issues significantly impacting important policies or programs. Promotes and maintains environment of cooperation and teamwork.
- Leads and guides others in formulating and executing team plans. Sought by team members to contribute to teaming effort.

SELECT 3 MISSION SUPPORT DESCRIPTORS



Level Descriptors

Level III

- Anticipates problems, develops sound solutions and action plans to ensure program/mission accomplishment.
- Establishes customer alliances, anticipates and fulfills customer needs, and translates customer needs to programs/projects.
- Identifies and optimizes resources to accomplish multiple projects' /programs' goals.
- Effectively accomplishes multiple projects' /programs' goals within established guidelines.

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 make

R

Results

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

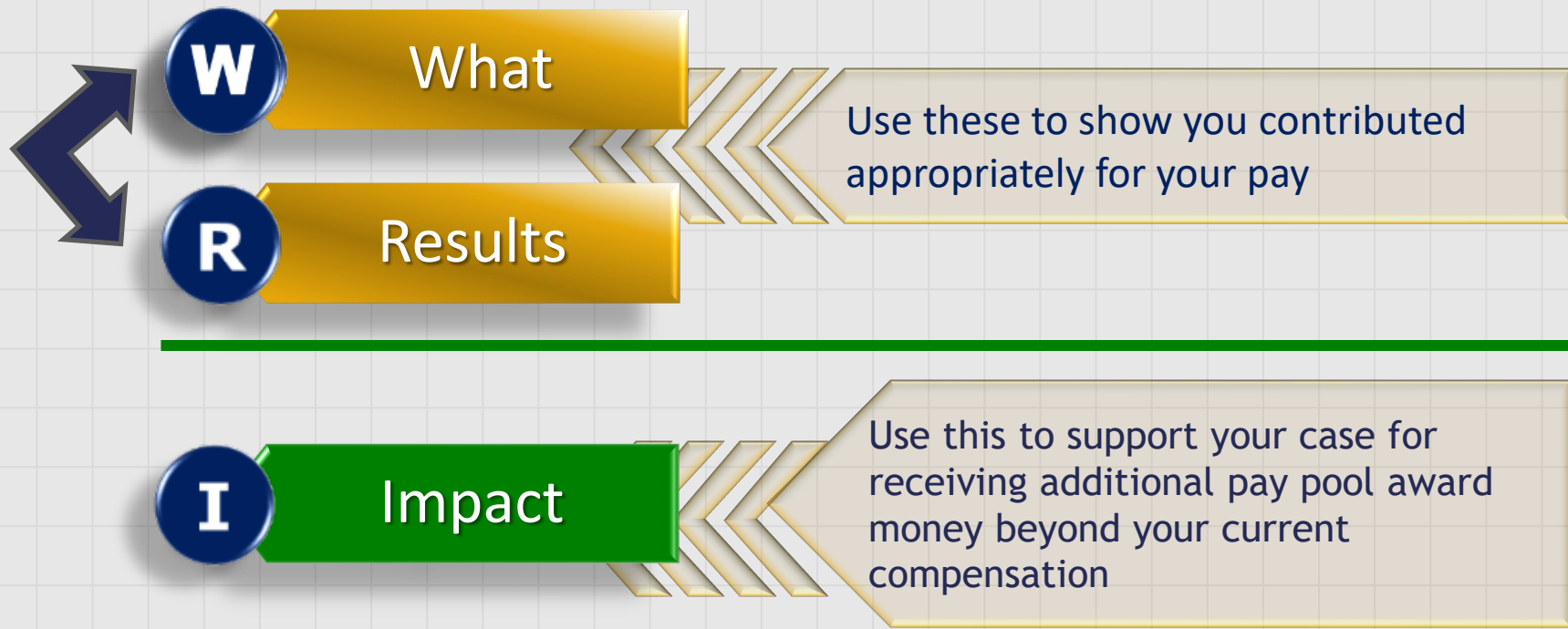
I

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....



Mission Forward Training

1



2



3



4



5

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

Determine how impact can be documented for that contribution

Determine which primary factor to associate with that contribution

Determine which of the applicable Factor Descriptors you expect to meet

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

1



2



3



4



5

What Contribution:

Create new automated tool for audit tracking, and contract policy adherence

Impact Goal:

Modernize tools to improve processes

Primary Factor:

Job Achievement and/or Innovation

Descriptors:

J1, J4, J5

Write W-R-I Statement

5

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

(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)



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

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



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

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



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 the Pay Pool Panel would find significant?

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



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

(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 and Mission Support 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 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.</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.

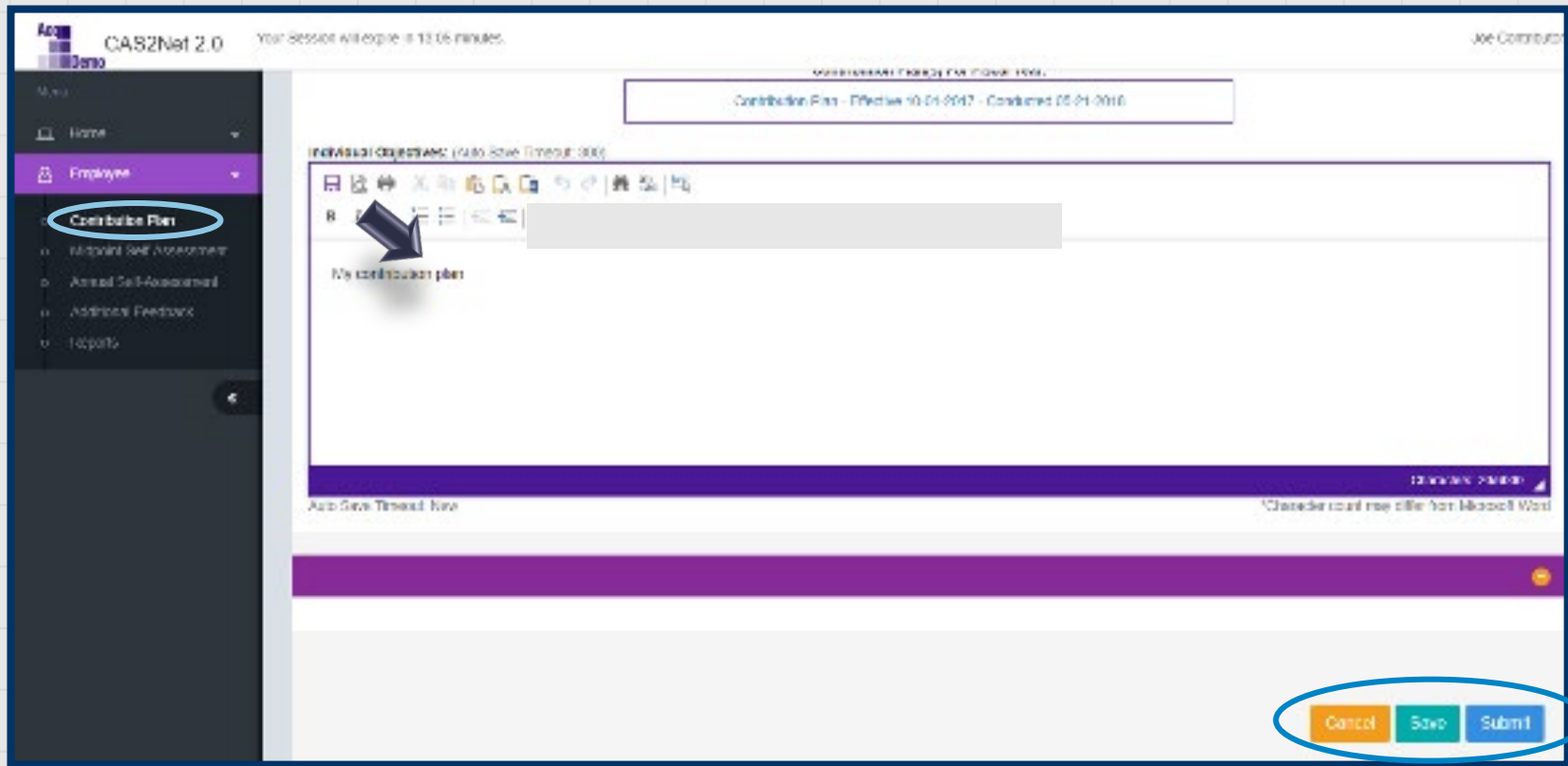
QUESTIONS?



04

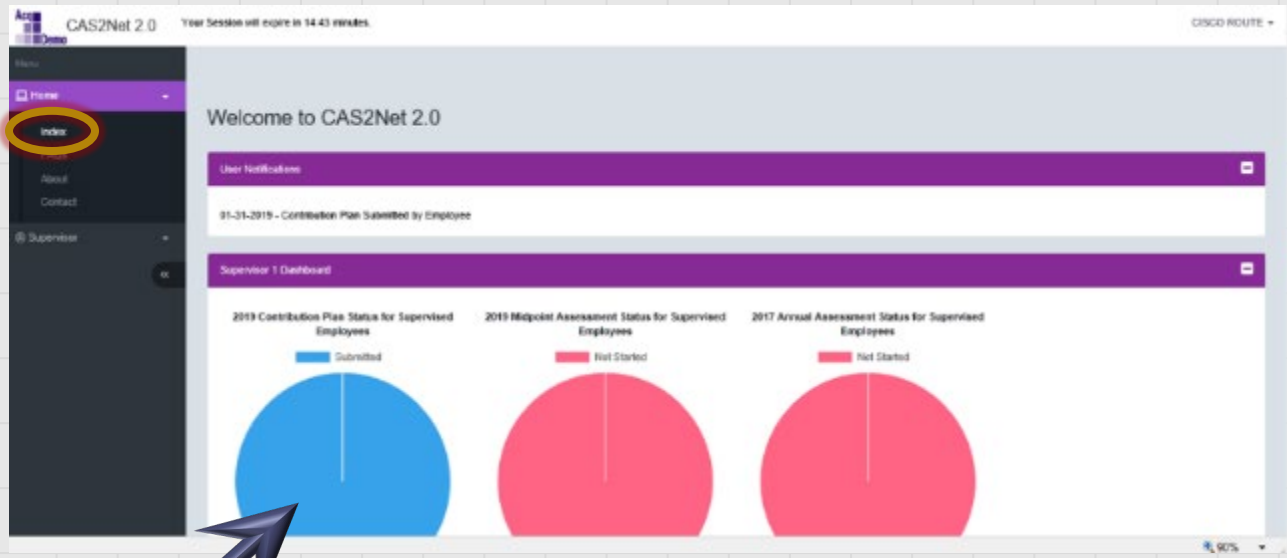
CAS2Net

Entering a Contribution Plan in CAS2Net



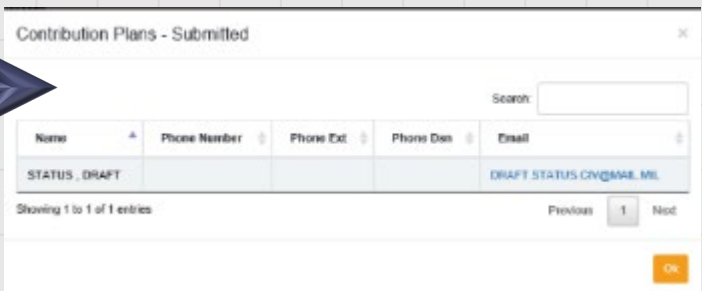
The screenshot displays the CAS2Net 2.0 user interface. On the left, a dark sidebar menu contains the 'Employee' dropdown, with 'Contribute Plan' highlighted and circled in blue. Below it are options for 'Appraisal and Assessment', 'Annual Self-Assessment', 'Additional Feedback', and 'Reports'. The main content area shows a header with 'CAS2Net 2.0' and a session timer. A box at the top indicates 'Contribution Plan - Effective 10-01-2017 - Concluded 05-31-2018'. Below this is a rich text editor with a toolbar and the text 'My contribution plan', which is pointed to by a blue arrow. At the bottom right, three buttons labeled 'Cancel', 'Save', and 'Submit' are circled in blue.

Contribution Plan — Supervisor



The screenshot shows the CAS2Net 2.0 Supervisor Dashboard. On the left is a navigation menu with 'Home' (circled in orange), 'Index', 'About', 'Contact', and 'Supervisor'. The main content area includes a 'Welcome to CAS2Net 2.0' message, a 'User Notifications' bar, and a 'Supervisor 1 Dashboard' section. This dashboard contains three pie charts: '2019 Contribution Plan Status for Supervised Employees' (100% Submitted), '2019 Midpoint Assessment Status for Supervised Employees' (100% Not Started), and '2017 Annual Assessment Status for Supervised Employees' (100% Not Started).

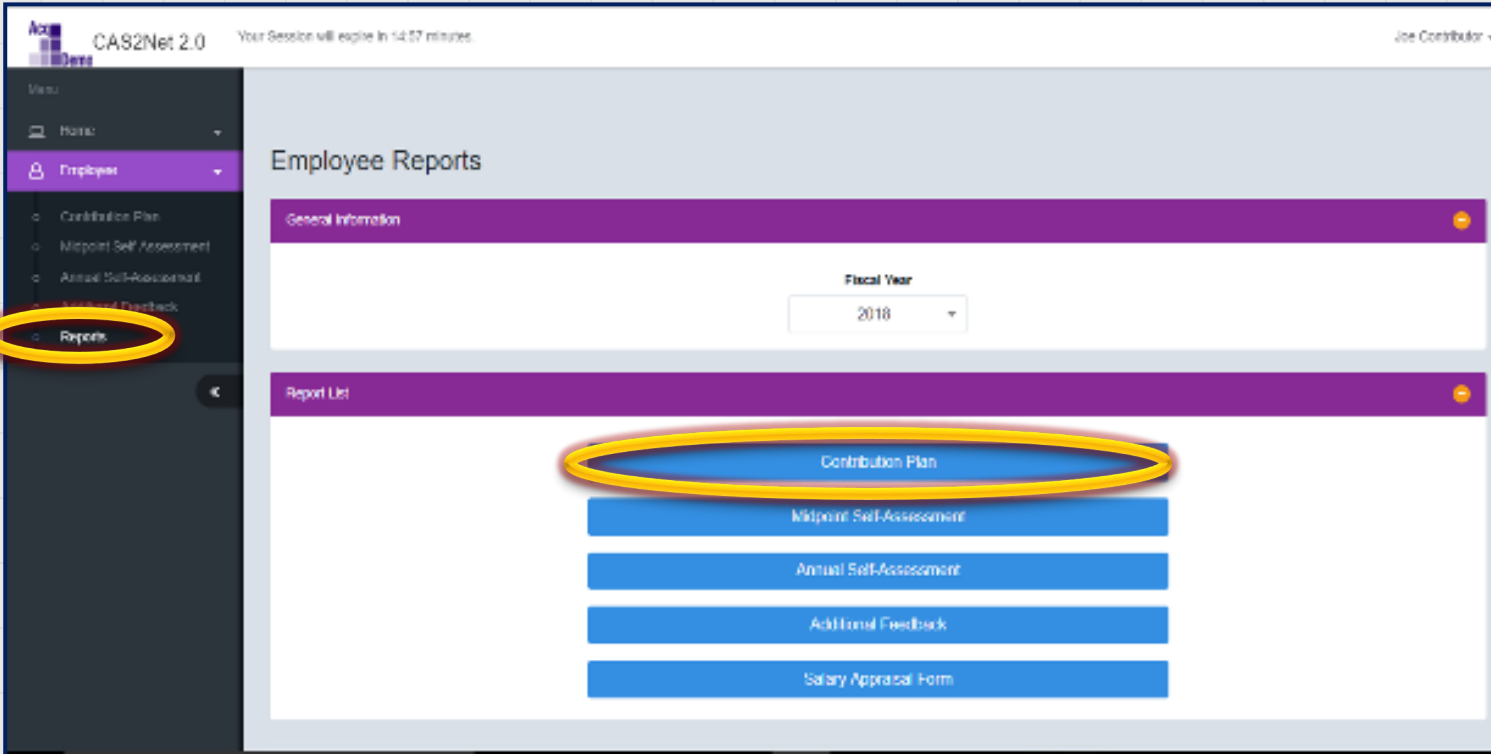
Click Pie Chart to see list of employees



The modal window displays a table of submitted contribution plans. It includes a search field and a table with columns for Name, Phone Number, Phone Ext, Phone Den, and Email. The table shows one entry with the email 'DRAFT STATUS CIV@MAB.MI'. Navigation buttons for 'Previous', '1', and 'Next' are visible at the bottom, along with an 'OK' button.

Name	Phone Number	Phone Ext	Phone Den	Email
STATUS , DRAFT				DRAFT STATUS CIV@MAB.MI

Printing a Contribution Plan from CAS2Net



The screenshot shows the CAS2Net 2.0 interface. At the top, it says "CAS2Net 2.0" and "Your Session will expire in 14:57 minutes." The user is identified as "Joe Contributor". On the left sidebar, the "Reports" menu item is circled in yellow. The main content area is titled "Employee Reports" and has a "General Information" section with a "Fiscal Year" dropdown set to "2018". Below this is a "Report List" section, also 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".

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 statements when work is completed on your 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

- 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