Writing Effective Contribution Statements

January 2026

Mission Forward Training

Administration

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

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Course Modules

01

Introduction

02

Contribution Statement Writing Framework

03

Writing Effectively

04

Course Summary and Program Support

01

Introduction

Disclaimer

AcqDemo has been implemented in many ways since 1999; we'll be sharing best practices today.

Organizations may use different flexibilities.
Always follow your AcqDemo Business Rules.

Suggested AcqDemo Curriculum Order

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

- AcqDemo New Employee/Supervisor

- Supervising AcqDemo Employees (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:

(Consult your supervisor or Pay Pool Administrator)

- AcqDemo Business Rules
- Strategic Plan and/or Pay Pool's Annual Goals

- AcqDemo Specific Information:
(www.dau.edu/acqdemo)

- AcqDemo Factors (Classification and Appraisal Criteria)
- An Employee Guide to CCAS

02

Contribution Statement Writing Framework

Topics of Discussion

- Purpose of a Compensation Management System
- Appraisal Cycle
- Contributing Appropriately for Your Basic Pay
- Opportunities to Increase Basic Pay
- Contribution Statement Writing Model

What is the Purpose of a Compensation Management System?

What are the Senior Leadership Goals?
A. Increased Productivity
B. Seeking Efficiencies
C. Equitable Method of Compensation

What Is Equitable Compensation?
A. Appropriately Paid
B. Underpaid
C. Overpaid

What Does It Mean To Be Appropriately Paid?

- The goal of AcqDemo is to pay employees appropriately for their contributions to mission

- Each year, the expectation is that an employee will receive the same final score at the end of the year as their expected score (called Delta 0), meaning their pay exactly matched the value of their contributions

What Does It Take To Get Higher Pay Pool Awards?

CCAS is designed to focus employees on creating impact

❑ Mission impact isn't only about big decisions made by senior leadership, it is:

- How your daily work helps your organization succeed
- How to make your immediate work area better
- How your work connects to the bigger mission

❑ What can you make better by the end of the fiscal year than it is right now?

- Discuss opportunities during the Contribution Planning meeting
  - Include those in your Contribution Plan
- Strive to fulfill those improvement opportunities throughout the appraisal cycle

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How Do You Get There?

❑ Through a Fiscal Year Annual Appraisal System

❑ You don't have to be a great writer as most of the key words have already been written for you:

- ▪ Employees use the Factor Descriptor language to support your self-assessment

- ▪ Supervisors write to the Factor Discriminators and Expected Contribution Criteria to support your recommended scores

Fiscal Year Appraisal Cycle (01 Oct to 30 Sept)

Sept. - Oct.

Employee Self-Assessment

April - May

Mid-Point Review

October

- **Start** CCAS Cycle
- Contribution Planning
- Supervisor Annual Appraisal

Nov. - Dec.

Pay Pool Panels

Feedback

January

End-of-Cycle Discussion and **Payout**

What Goes into these Documents?

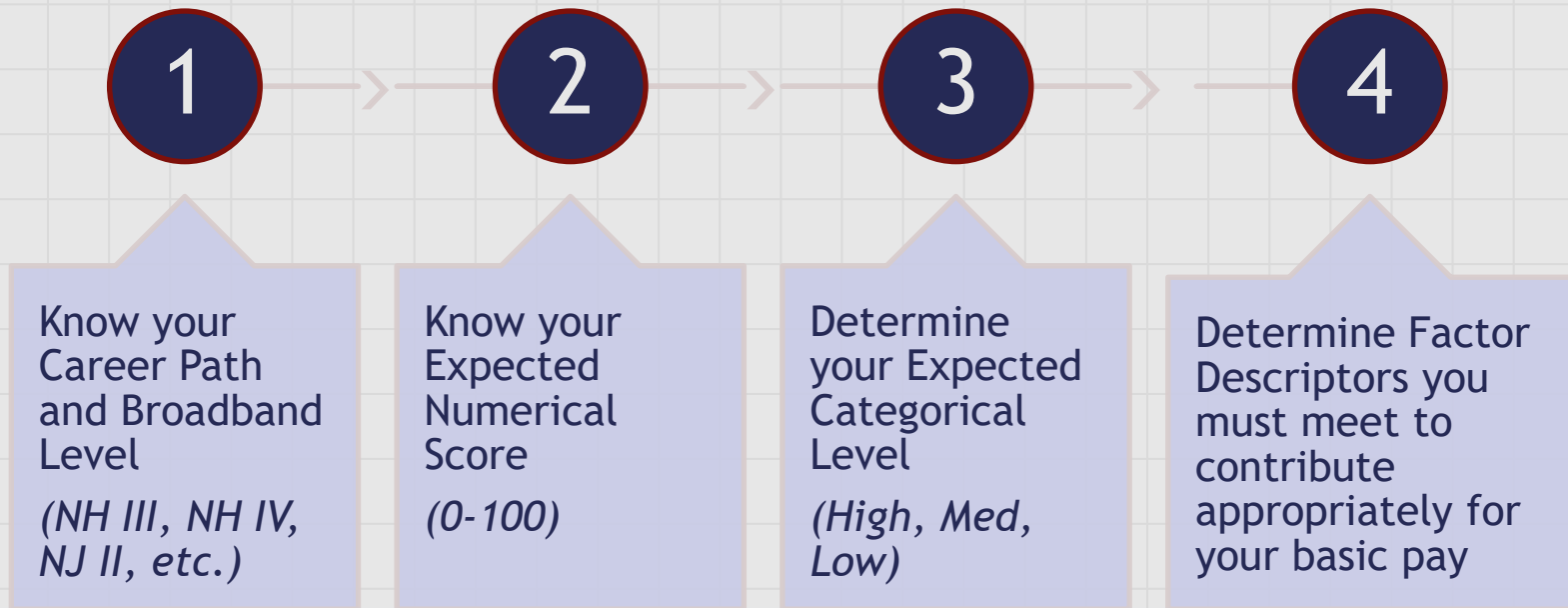One Document that you Update Twice During the Year

- ❑ Contribution Plans
    - ▪ Developed collaboratively by the employee and the supervisor
    - ▪ State how you will contribute appropriately for your current pay
    - ▪ Identify increased payout opportunities

- ❑ Midpoint Reviews
    - ▪ **Update to the Contribution Plan written in the same format**
    - ▪ Check progress toward year-end goals
    - ▪ Identify any changes needed to support success by year end

- ❑ Annual Employee Self-Assessments
    - ▪ **Update to the Midpoint Review written in the same format**
    - ▪ Provide examples of contributions aligned with your current pay
    - ▪ Explain why your contributions may support a pay increase

Contributing Appropriately for Your Pay

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AcqDemo identifies how many Factor Descriptors you must meet in order to contribute appropriately for your current basic pay

1 Know your Career Path and Broadband Level

(NH III, NH IV, NJ II, etc.)

2 Know your Expected Numerical Score

(0-100)

3 Determine your Expected Categorical Level

(High, Med, Low)

4 Determine Factor Descriptors you must meet to contribute appropriately for your basic pay

Expected Numerical Score and Range

2025 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
$99,050	NH	3	$117,034	No		72	75	79

Click on Boxes for Dropdown List to Select

Pay Used in Calculation: $99,050

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

dau.edu/acqdemo/expected-contribution-range-calculator

ECR is displayed in CAS2Net Contribution Plan, Midpoint, and Annual Assessment:

Expected OCS and Range:
72 – **75** - 79

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	--
	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: Check your Business Rules for any additional 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 High	5	3	3	11
Medium	4	3	3	10
Medium Low	2 (or 3)	2	2	6 (or 7)
Low	1	1	1	3

Joe and Supervisor Meet to Select <u>4-5</u>
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.

Joe and Supervisor Meet to 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.

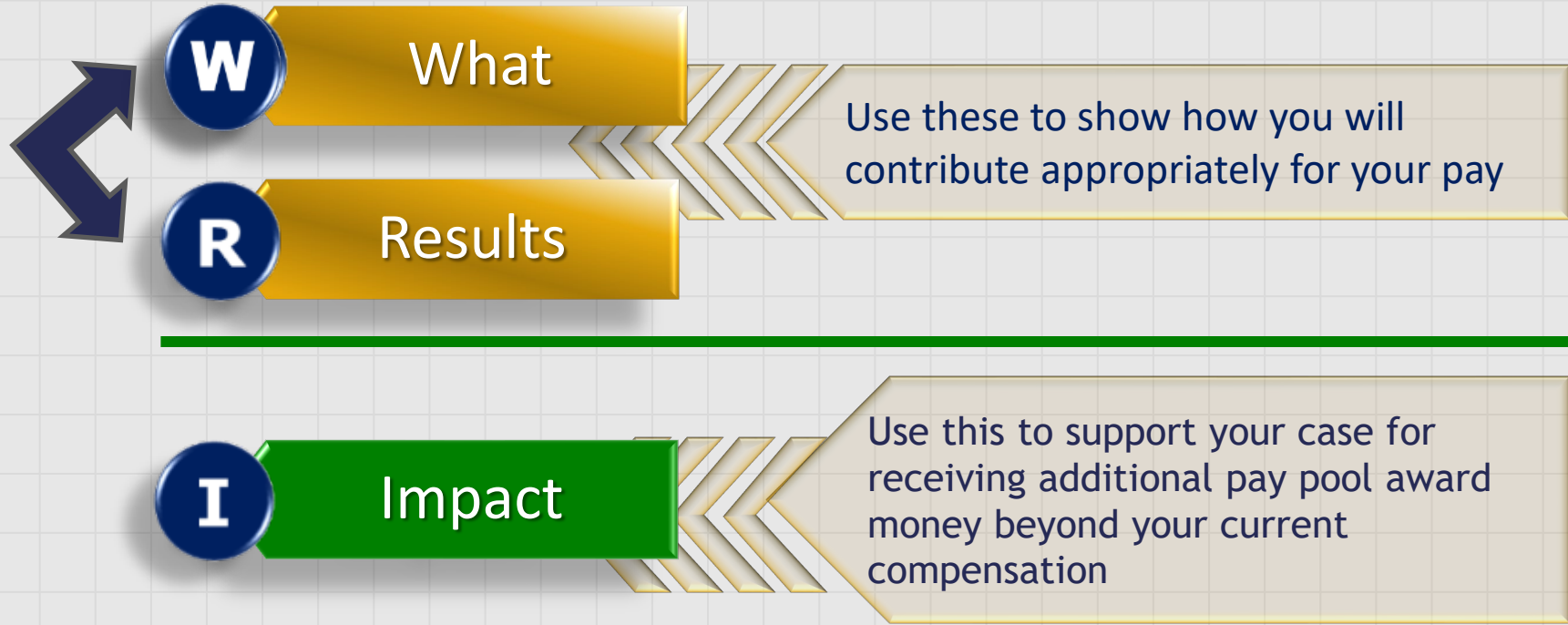# Joe and Supervisor Meet to Select 3 MISSION SUPPORT DESCRIPTORS

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.

Contribution Statement Writing Model

W What

R Results

Use these to show how you will contribute appropriately for your pay

I Impact

Use this to support your case for receiving additional pay pool award money beyond your current compensation

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WRI Writing Example

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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 that was reallocated to fund additional projects.

03

Writing Effectively

Topics of Discussion

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

Contribution Plan

Getting Started:

❑ If already in AcqDemo, 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

❑ If converting from GS, carryover contributions from your DPMAP performance plans, rewriting them in W-R-I format

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"

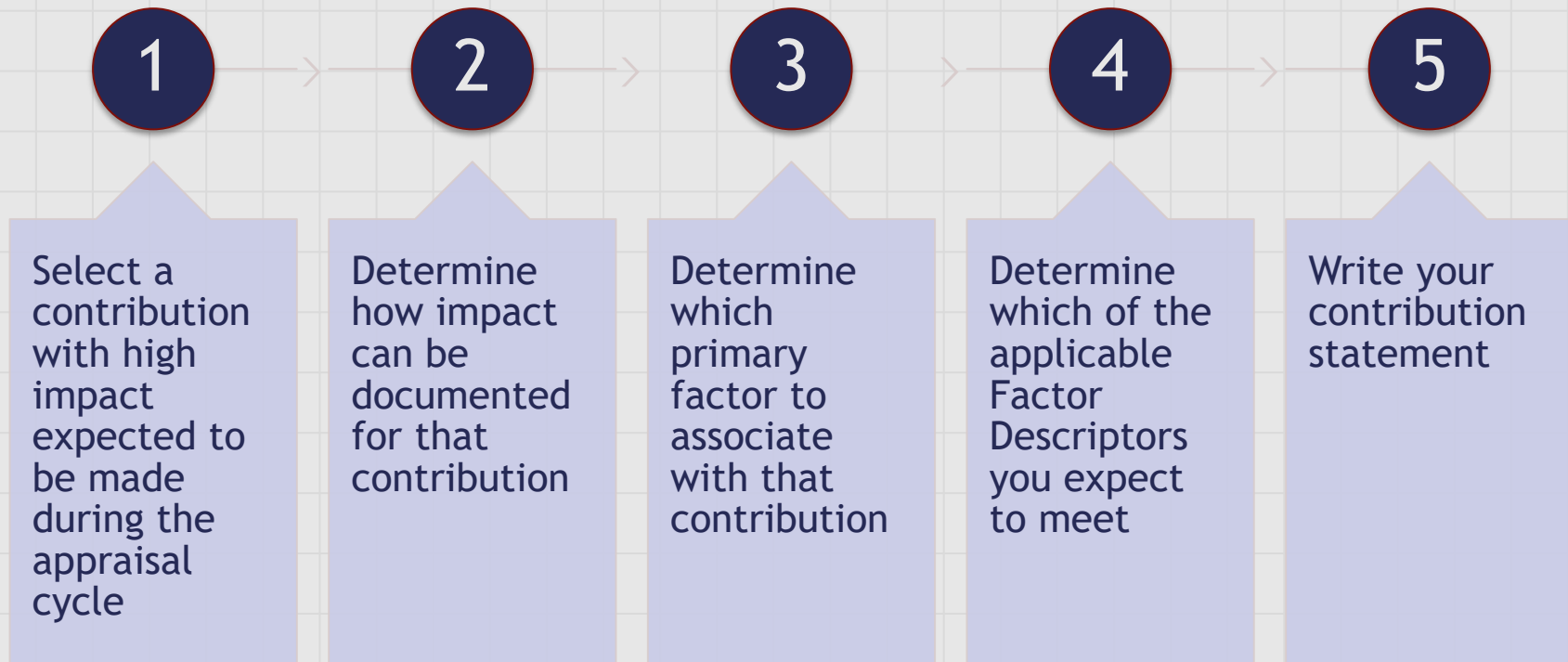<p style="text-align:center;">**OR**</p>

☐ **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 those organizational goals you can impact

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

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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 processes, enhance DOD Acquisition insights, and standardize contract administration actions and data accessibility across the department
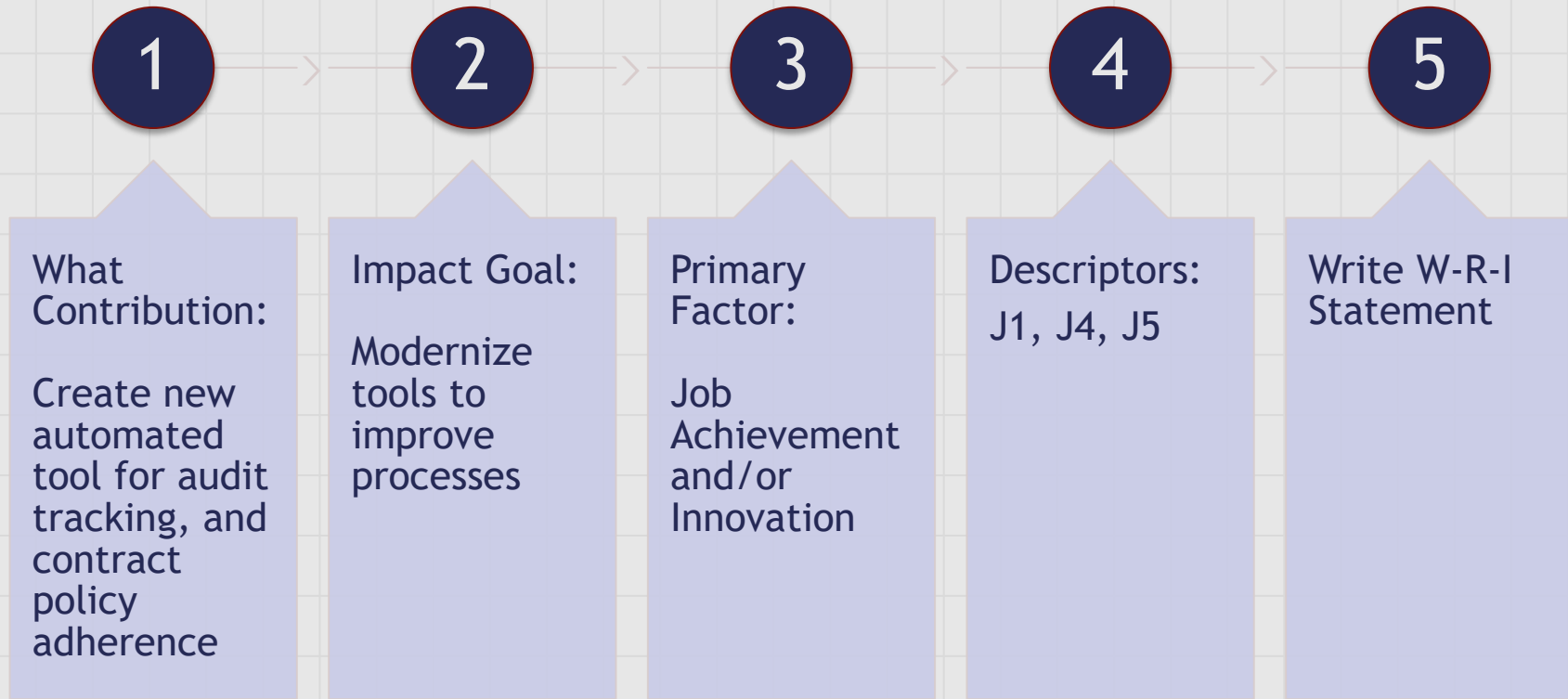
Level Descriptors
Level III

- **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

What Contribution:

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

2

Impact Goal:

Modernize tools to improve processes

3

Primary Factor:

Job Achievement and/or Innovation

4

Descriptors: J1, J4, J5

5

Write W-R-I Statement

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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 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: Improve upon tracking automated audits and overall contract policy adherence.

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

Develop and implement a new application for the Contracting Team. (J4, J5)

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

Group Activity - Contribution Plan Roadmap

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

Contribution	Factor(s)	Descriptor(s)
1. Manage Processing for contracts	JA/I and MS	J4,M1, M4
2. Award new contracts	C/T and MS	C1, C2, M2
3. Lead Contracting Team	JA/I and C/T	J1, J3, C4
4. Maintain/Complete Certifications for self and team	JA/I	J2

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Your Contribution Plan Roadmap

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

Contribution	Factor(s)	Descriptor(s)
1.		
2.		
3.		
4.		
5.		

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Suggestion for Keeping Records Throughout the Year

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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 hope to move forward

Regularly update each page with:
- Descriptor examples for those you've met
- Impact statements when work is completed on your contributions

Mid-Point Assessments

What is the Purpose of a Mid-Point Assessment?

- Developed separately by employee and supervisor
- Reinforce alignment with mission and organizational goals
  - Keep the Contribution Plan on track
  - Allow for any necessary course corrections
- Update to Contribution Plan with factual examples to prepare for final annual self assessment
- Better support communication between employee and supervisor
- Not scored or reviewed by the Pay Pool except in special circumstances

Mid-Point Employee Self-Assessment Goal

Provide	Examples for Descriptors you've already met • 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 if you are concerned about meeting impact goals, if applicable

Mid-Point Employee 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 processes, enhance DOD Acquisition insights, and standardize contract administration actions and data accessibility across the department

W: Improve upon tracking automated audits and overall contract policy adherence.

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

Developing and set to implement new FOHR tool for the Contracting Team by end of fiscal year. (J4, J5)

I: The Tool audit model has been completed allowing us to resolve all existing audit issues, strengthening compliance and reducing risk of procedural delays. It will provide Contracting 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 Supervisor Assessment Goal

Provide	**Provide guidance on Employee's Mid-Point Self-Assessment** • Give confirmation to Employee if you will support their examples
Document	Write your assessment, pointing out positive achievements, along with any areas of concern in meeting descriptors or assigned work
Change	Make any necessary course corrections regarding impact goals, if applicable.

Mid-Point Supervisor Assessment Example

1102 - NH III – EOCS 81 Supervisory Contract Specialist

Factor Descriptor:
Job Achievement and/or Innovation

LINE OF EFFORT 2

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

OBJECTIVE 2.1 Modernize CAS tools to improve 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.

<u>Leadership</u>: Jane's audit expertise allowed development team to complete audit module 30 days sooner than expected.

<u>Accountability</u>: Jane has struggled to provide team with policy adherence system requirements and team is delayed in development by 60 days at this time.

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.

44

Annual
Self-Assessment and
Supervisor Assessment

What is the Purpose of an Annual Employee Self-Assessment and Supervisor Assessment?

- Developed separately by employee and supervisor
- Employee updates their Mid-Point Assessment capturing all impactful contributions for Pay Pool Award Consideration
- Supervisor supplements the employee's assessment filling in any gaps and recommends appraisal scores to the pay pool
- Supports employee career developments identifying strengths and/or growth areas

Employee's Writing to the Pay Pool

Economy

- Write to the criteria the Pay Pool uses. They evaluate contributions based on Factor Descriptors and Mission Impact – not the narrative behind the work
- Keep your statements concise and aligned to those elements
- More isn't better - clear and relevant is best

Persuasiveness

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

Keys

- Results – Provide one example of how you met 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

Annual Employee Self-Assessment Goals

Results	Finish providing examples for all Descriptors for which you have met the full intent
Impact	Clearly state how you made a meaningful difference to your organization
Add	Add any additional impactful contributions not previously captured, if applicable

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Documenting Results

> *Support Descriptors with an example*
> *Note: Metrics are results not impact*

- **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 <u>functional expert</u> for the public affairs office. <u>Sought out</u> by other public affairs specialists and support offices. Customers received accurate, timely responsive services related to public affairs and engagement.

- **J2** <u>Pursued developmental training for self</u> by completing training from Appropriations Law, FARS 101 and vendor training from Management Concepts. <u>Mentored others</u> via on-the-job training with guidance related to federal appropriations law requirements.

- **J5** Worked with senior management to <u>establish new fundamental concepts</u> related to PCB RE and PCB analysis. Stimulated development of new methodologies for reverse engineering of PCBs, delaying, imaging, netlist generation, and BOM creation. <u>Established problem-solving precedent</u> used to update the bid creation process documentation for accepting future work.

- **J6** <u>Led</u> 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.

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NH-III Results Examples –
Factor 2: Communication and/or Teamwork

- **C1** – Presented briefings on IT capabilities, leading the panel on VPN issues and resolutions. 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.

- **C3** – As a team lead, introduced and implemented comprehensive COR Strategy for the Pacific Rim Network. This initiative involved introducing innovative solutions to address complex challenges and strengthen contract oversight. This strategic initiative resulted in improved teamwork needed to properly management $271M worth of contracts.

- **C4** – Led/guided workforce to prioritize customers and services by example. Was sought out for solutions/strategies related to communication, strategic development, and developing proposals for external client engagement.

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NH-III Results Examples –
Factor 3: Mission Support

- **M1** — <u>Anticipated problems</u> to mission execution resulting from the loss of two out of four teammates during the DRP. <u>Developed plans</u> to reassign and assume additional duties needed to maintain operational continuity and meet mission requirements.

- **M2** — Served as the conduit between our integration team and leadership, <u>establishing customer alliances</u> across the organization in order to motivate each other and find creative enterprise solutions.

- **M3** — <u>Optimized resources</u>, including financial such as contract funds, GPC funds, training funds, and human resources across projects/programs for the office. <u>Accomplished multiple external customer goals</u> by processing 7600As, 7600Bs and different MOUs and MOAs and supporting internal efforts such as the agreement with CHRA.

- **M4** — <u>Effectively accomplished project goals</u> for AARP, Alpha-1 and sample testing for Lab 2 management. <u>Also</u> 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"**
  - ▪ This is your answer to the question "Why should the Pay Pool give you a CRI award?"

- ❑ **Describe the benefit associated with the contribution and how it helped move 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 you get to the end of the year and struggle to write about impact, it is almost always because your contribution plan didn't identify impact goals for you to strive for during the appraisal cycle.

If "Stuck" on the I, Consider these Results

Did you achieve any of these results that moved a mission goal forward?

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

Employee Annual 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 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: Improved tracking automated audits and overall contract policy adherence.

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

Implemented a new application called the FOHR Tracking Tool. It significantly strengthened audit compliance, enabled cleanup and progress on 20 delinquent contract records, and closure of an additional 4 overage records. Directly contributed to exceeding team metrics. By introducing AI-enabled automation we saved more than 400 staff hours and over $100,000 in labor costs, it improved the accuracy, speed, and efficiency of contracting operations and set the standard for future modernization efforts across the team. (J4, J5)

I: By modernizing our contracting tools, we were able to use the saved time to conduct deeper market research and refine solicitation documents for complex procurements. Completion of the audit module allowed us to resolve all existing audit issues, strengthening compliance and reducing risk of procedural delays. This was done in alignment with Strategic Plan LOE 2, and specifically Obj. 2.1.

Supervisor Annual Assessments:

Supervisor Appraisals should, for each factor, include:

1. Factually validate employee's self-assessment by use one of these opening statements:

   - "I concur with the employee's self-assessment"

   - "I partially concur with the employee's self-assessment" and state the reasons why you differ

   - "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, if applicable

3. Using **Factor Discriminators**, characterize the resulting impact to mission to support recommended numerical scores

4. Using **Expected Contribution Criteria**, supporting your PAQL recommendation (extra written documentation suggested if recommending a 5 or a 1)

Supervisor Annual Assessment Example

1102 - NH III – OCS 81
Supervisory Contract Specialist

Factor Descriptor:
Job Achievement and/or Innovation

Factor 1: Discriminators
• **Leadership Role**
• Mentoring/Employee Development
• Accountability
• **Complexity/Difficulty**
• Creativity
• **Scope/Impact**

Note: Supervisor is adding credit for J2 and summarizing the value of all contributions

I concur with the employee's self-assessment.

J2- Additionally, Jane's mentorship 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.

Scope/Impact: The FOHR tool developed through Jane's guidance will be able to be replicated across the entire Agency providing even greater value.

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

Complexity/Difficulty: Jane made great strides in performing remote surveillance, working with a team to perform remote reviews of contractor business systems. For the first time, cybersecurity requirements flow down securely.

Jane's technical knowledge of computer systems and AI technology goes well beyond that expected for her position. Her critical thinking was used to successfully lead the FDD Working Group. As a result of her efforts, Jane was recognized as our department's Employee of the Quarter in the fourth quarter.

Other Self-Assessment Examples

1102 - NH III – OCS 81
Supervising Contract Specialist

Factor Descriptor:
Job Achievement and/or Innovation

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

R: As functional/technical expert was regularly sought out for advice.
Ex: After completing the Pricing IPT requested by Director, I was sought out by several contract supervisors outside of my work group regarding pricing-related issues. I determined the problems (CAS non-compliance for both a Corporate Office and a business unit) and provided recommendations for solutions. (J1, J4)

Developed, integrated, and implemented solutions to diverse, highly complex problems.
Ex: Discovered multiple deficiencies (inadequate information, contractor's accounting and estimating system, and unallowable costs on interim vouchers) of a $42M proposal and articulated them to the buying command for negotiation of highly visible FMS contract. I defined, directed, and led highly challenging projects with 15 Price/Cost Analysts in reviewing 160 cases. (J6)

I: Reviewed contract worth almost $2 Billion with recommended savings of $93 Million completing 160 cases with a 95% on time completion documenting return on investment of funds related to pricing. We were able to question 25% of the proposed costs (of a $42M proposal) based on updated information of which the contractor concurred. Total cost savings allowed customer to procure additional requirements and results in an effective and efficient execution of procurement budget.

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Other Self-Assessment Examples

1102 - NH IV – OCS 86
General Engineer

Factor Descriptor:
Job Achievement and/or Innovation

W: Filled-in as Deputy Commander for geographic Contract Management Office. Provided strategic direction for Quality Assurance, Engineering and Manufacturing Surveillance strategies.

R: J4 Assessed and provided strategic direction for resolution of mission critical problems with Quality Assurance, Engineering and Manufacturing Surveillance strategies.
Ex: Prioritized CMO resources and refined the XYZ Processes, data integrity, and facility surveillance for Program ABC, DEF, and GHI. Resulted in 100% execution of QA FLSRs and process reviews during a 25% highest attrition rate including loss of two 1st line supervisors. Exceeded reduction goals by ~40 schedules and improved fidelity of XXX data, and ABC processes-reduced streamline overdue task by 90% (first time in 5 years).

I: Supported Obj 3.1 by identifying redundant and unproductive requirements, cost savings were reallocated to fund the start of a new AI workflow system development project. Our office now has the capability to execute facility surveillance plans and leverage results to inform customers through improved reporting. DEF Program was approved because of these efforts.

QUESTIONS?

04

Course Summary and Program Support

Course Summary

- 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 throughout the year

- Pay Pools review Employee Self-Assessments and Supervisor Assessments to determine appropriateness of compensation based on the relative value of contributions to mission

  - Employees - Concise, well written self-assessments using the W-R-I writing model 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

  - Supervisors – Support your recommended scores with the use of Factor Discriminators and Expected Contribution Criteria

Program Support

AcqDemo Program Office

- **Operating Guide**
- **AcqDemo Website**
  - Reference Material
  - Conversion Tool Calculator
- **Training**
  - Workforce Overview
  - CCAS for Supervisors
  - HR Training
  - Business Rules Development

- **AcqDemo Website:**
  https://www.dau.edu/acqdemo

- **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