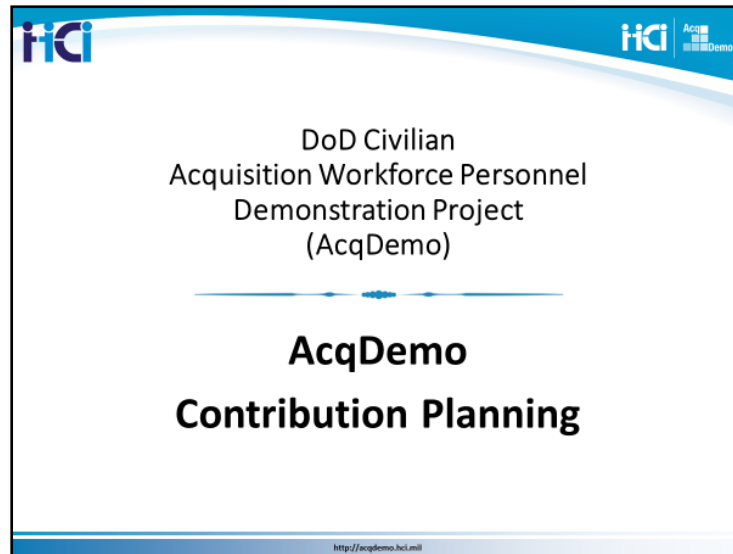


1.0 INTRODUCTION AND OVERVIEW

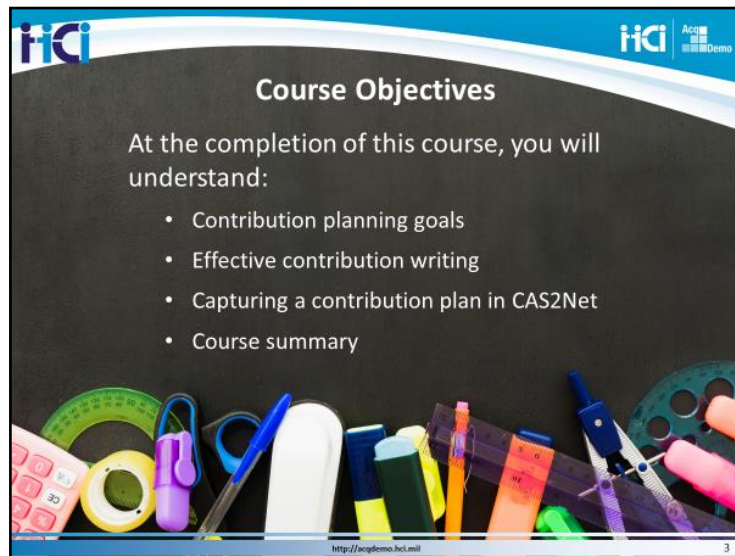
1.1 Slide 2, Course Welcome



Welcome to AcqDemo Contribution Planning.

This course is a continuation of the AcqDemo eLearning series. We recommend you view ***AcqDemo 101*** and ***CCAS for Employees*** prior to viewing this course as several related topics presented here are first explained. The course, ***Writing an Annual Appraisal Self-Assessment*** will complement this course.

1.2 Slide 3, Course Objectives



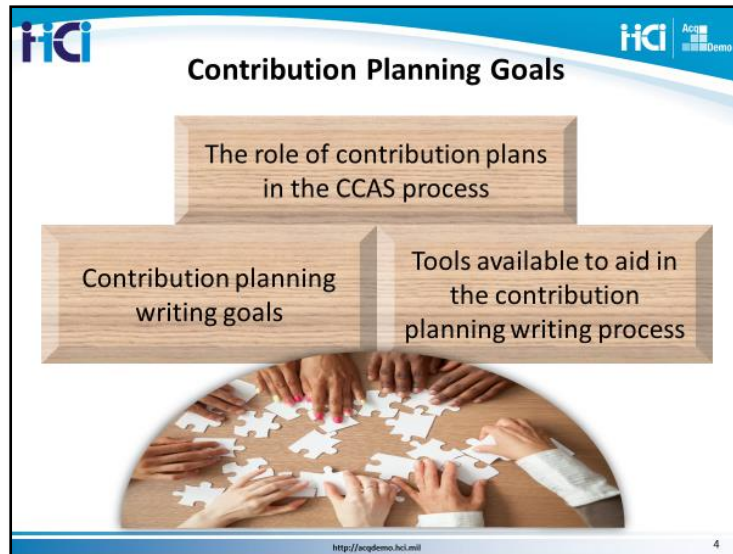
The goal of this course is to provide employees and supervisors with the knowledge and tools needed to generate realistic and mission-relevant contribution plans for employees to accomplish for the appraisal cycle.

After completing the course, you will have a better understanding of:

- Contribution planning goals
- Effective contribution writing
- Capturing a contribution plan in cas2net
- Course summary

2.0 CONTRIBUTION PLANNING GOALS

2.1 Slide 4, Contribution Planning Goals Introduction



The specific objectives of this section are to increase your understanding of these three topics:

- The role of contribution plans in the Contribution-Based Compensation and Appraisal System (CCAS) Process.
- Contribution planning writing goals.
- Tools available to aid in the contribution planning writing process.

2.1 Slide 5, Contribution Planning

Contribution Planning

- Understand role in achieving organization mission/goals
- Determine work assignments in support of mission
- Define expectations of results, benefits, and/or impacts
- Understand relationship between expectations and factor descriptors
- Understand relationship between current basic pay and expected contribution range
- Apply component specific guidance for documentation

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The New Cycle Discussion is the first of three annual formal conversations that must be held between supervisors and employees and is focused on contribution planning for the new appraisal cycle. It should be held within 30 days of the start of each appraisal cycle.

It is imperative supervisors understand the mission, and more importantly the annual organizational goals, and convey that information to employees. This information is the driver for contribution planning purposes.

It is expected that not all work assignments will be known at the beginning of the appraisal cycle. Therefore, the contribution planning that takes place in October will likely need to be adjusted throughout the appraisal cycle as new contribution expectations materialize.

Ensure that all 3 factors are addressed in the Contribution Plan at a level appropriate to the employee's classification and pay, as all 3 factors must be scored at the conclusion of the appraisal period.

Check local policy for the format to be used to document the contribution planning results.

2.2 Slide 6, Contribution Plan Writing Goals

The slide is titled "Contribution Plan Writing Goals" and includes the HCI logo and "AcqDEMO" branding. On the left, a circular diagram illustrates the CCAS cycle with the following stages:

- September: Employee Self-Assessment
- October: Start CCAS Cycle, Contribution Planning, Supervisor Annual Appraisal
- November - December: Pay Pool Process
- January: End of Cycle Discussion and Process
- April-May: Mid-Year Review
- Feedback: A central element connecting the stages.

On the right, a light blue rounded rectangle contains the following goals:

- Ensure everyone in the organization knows the intended results
- Prioritize efforts to execute the mission
- Build mutual understanding
- Increase communication
- Identify improvement and growth opportunities

At the bottom of the slide, the URL <http://acqdemo.hci.mil> and the number 6 are visible.

Intended Results

Once contribution planning has been completed, employees should have a clear understanding of what needs to be done to effectively contribute to the organizational mission. The plan identifies the intended results including the projects to be accomplished, targeted milestones, and the anticipated impact to be realized by the achievement of project completion.

Employees should also understand how the factors, descriptors, and discriminators will be used to measure those contributions and the education, training, and experience needed to enhance your ability to contribute including elements of your Individual Development Plan.

Prioritize

Contribution Plans help organizations ensure that its talent and best efforts are prioritized to execute the mission.

Mutual Understanding

It helps us to build mutual understanding and avoid communication breakdown.

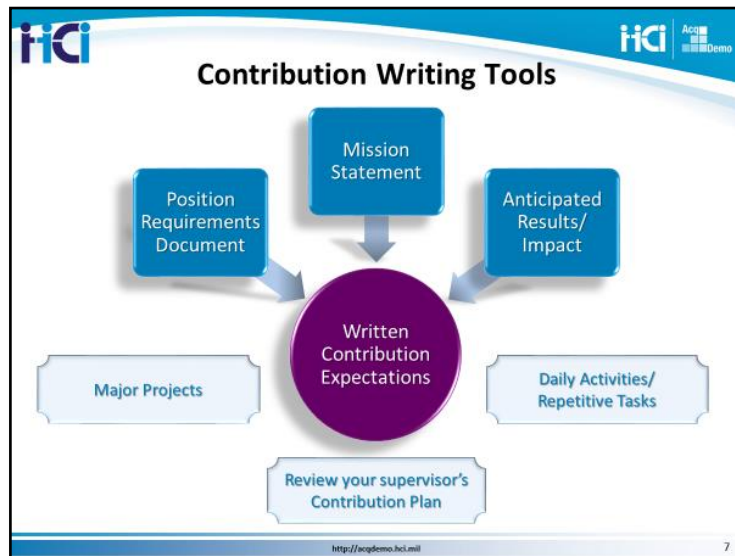
Increased Communication

Increased communication helps to build rapport, create openness and trust, generate new ideas, improve listening skills, overcome obstacles, and improve presentation and interpersonal skills.

Improvement and Growth Opportunities

Most employees have a desire to learn and gain greater skills to become more effective and efficient in their work and enhance their promotion potential. Improvement and growth requires constant expansion of skills and skill-sets through learning and increased knowledge. This enhances employee engagement, retention and helps create a talented workforce. Discussing development opportunities is essential for both employees and the organization.

2.3 Slide 7, Contribution Writing Tools



There are several tools and resources available to aide in the Contribution Writing Process. These include:

PRD

The employee's Position Requirements Document, also known as a PRD. The PRD for each employee provides job-specific information, broadband level descriptors, and other information pertinent to the job, including staffing requirements and contribution expectations. This document replaced the agency-developed position description.

Mission Statement

The Mission Statement describes the reason the organization exists – its purpose. The organization's core purpose and focus normally remains unchanged over time. Examples include:

Force Readiness, "One team, one voice delivering global acquisition insight that matters...by integrating our efforts, analyzing our data, and providing one unified message that our customers can use to the benefit of today's contracts and those in the future"; or

"...provide full life-cycle support of naval aviation aircraft, weapons and systems operated by Sailors and Marines. This support includes research, design, development and systems engineering; acquisition; test and evaluation; training facilities and equipment; repair and modification; and in-service engineering and logistics support."

Results/Impact

Organizations, commands, regions, divisions, departments, sub-departments, field activities, or units can have specific goals and objectives with a strategic plan that may be updated each fiscal year.

It's important to be aware of these goals and objectives to ensure that contributions will have a positive impact to their achievement.

For example:

NAVSEA has a campaign to "Expand the Advantage," specifically, the technical and tactical advantage over our adversaries. This includes:

- Priority #1: On-Time Delivery of Ships and Submarines
- Priority #2: Culture of Affordability
- Priority #3: Cybersecurity

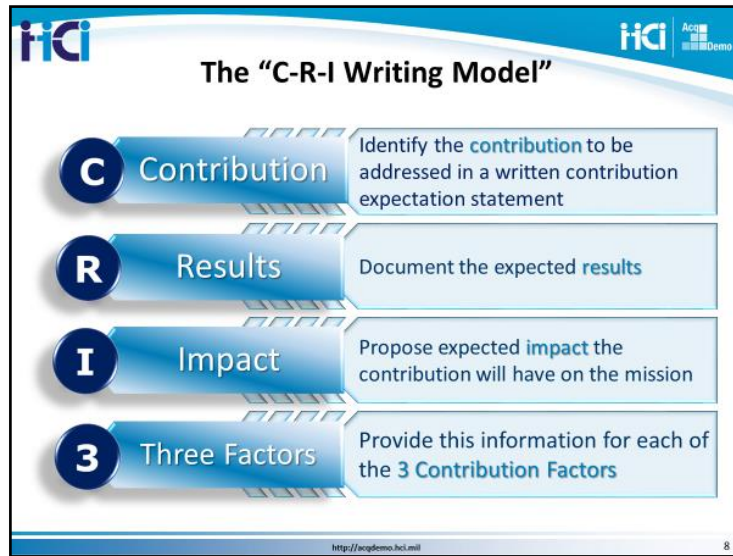
Some specifics include:

- Ensure workload, capacities, and funding are in balance to adequately support programs and stay within budget.
- Identify misalignment as soon as possible to mitigate excessive cost and misuse of resources.
- Deliver first-time quality to eliminate re-work, maintain customer satisfaction and eliminate waste.
- Improve material forecasting and availability to reduce production time and attain cost efficiencies.

Additionally, reviewing your supervisor's contribution plan, major projects, daily activities, or repetitive tasks can help you identify ways you can contribute and have an impact.

All these tools can help you create meaningful written contribution expectations, also known as Contribution Plans.

2.4 Slide 8, The “C-R-I” Writing Model



A recommended format used to prepare a Contribution Plan is called the “CRI Writing Model.”

C stands for **Contribution**. Identify the contribution to be addressed in the written contribution expectation statement.

R stands for **Results**. Document the expected results.

I stands for **Impact**. Propose the expected impact the contributions will have on the mission.

3 is to remember to provide this information for each of the 3 Contribution Factors.

3.0 EFFECTIVE CONTRIBUTION PLAN WRITING

3.1 Slide 9, Effective Contribution Plan Writing Overview

Effective Contribution Plan Writing

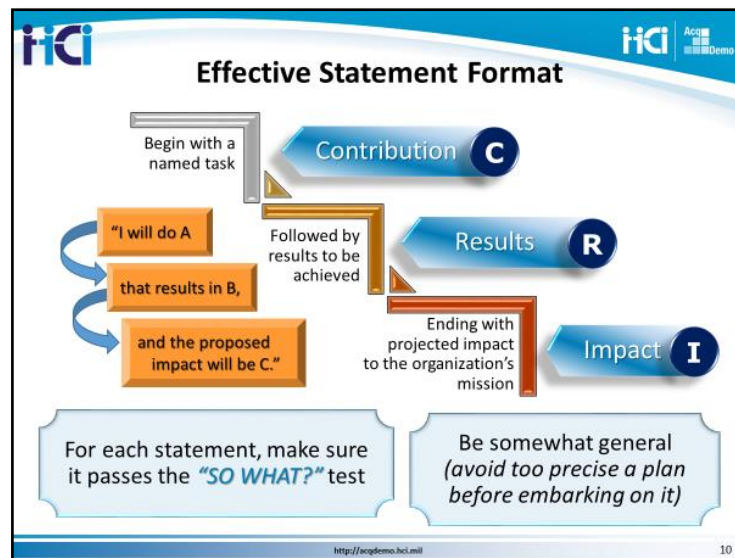
- Writing Contribution Statements
 - Format of effective statements
 - Examples of effective and ineffective statements
- Quality of Performance Objectives
- Contribution Planning Video

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This section, Effective Contribution Plan Writing, covers:

- Contribution statements formatting with examples of effective and ineffective statements
- Quality of Performance Objectives, and
- A contribution planning video.

3.2 Slide 10, Effective Statements Format



The contribution plan is not a laundry list of skills an employee possesses; nor is it an assessment of potential. Rather, it is a set of statements reflecting what the employee will do and how those contributions will further the mission of the organization.

When writing your contribution plan under CCAS, think not only "WHAT" (the activity) and "HOW" (the level of performance) but also "WHY" (the benefit that helps meet the mission).

You should be specific when writing contribution statements. Do not leave it to others to presume contribution. For example, stating, "I will publish three technical journal articles during this appraisal period," implies a contribution but does not state one. What impact will the publishing of those articles have? Will they capture the objectives of the team or organization?

Even if the activity accurately implies contribution, a lack of amplification and detail can make the statement ineffective. A more complete statement of contribution might be, "This year, I will publish three technical journal articles on <technical subject> which will result in <some desired advancement in the technology> in direct support of our mission to <specify goal> by <specific impact>."

It is important to remember that a singular work activity may result in contributions that apply to several contribution factors.

3.3 Slide 11, Ineffective Statements



These are examples of appraisal statements that **do not** fully address contributions and supervisors should **not** describe accomplishments in this manner.

- Provide training logistical support for base activities.
- Serve as key government representative on program change review board.
- Serve as Acting Director of XYZ Program.
- Provide weekly status report to the PM on activities of the office.
- Review/provide comments and recommendations on applying new or revised procurement regulations. Coordinate with our headquarters regarding these requirements and objectives.

These statements are duty statements that describe **activities** performed on the job. While essential to the ultimate achievement of results and mission impact, they are not examples of **contribution** statements. It is clear that none of these statements can answer the question, “*Will this activity have an impact on achieving the mission? If so, what is the specific impact?*”

3.4 Slide 12, Effective Statements

The slide is titled "Effective Statements" and is part of an HCI Acq Demo. It contains two examples of statements, each broken down into three columns: Contribution (C), Results (R), and Impact (I).

C Contribution	R Results	I Impact
Lead the development of an automated process for tracking an average of 600 work requests per month.	Turning the current paper-based processes into an on-line tool will reduce overtime costs for admin staff, provide instantaneous information, and minimize physical space required for paperwork files,	ultimately meeting the organization's goal of process efficiencies.
Lead/Guide a coordinating council involving members from several different organizations supporting <program> to discover and solve cross-cutting issues.	This will result in more effective program execution	and save funding currently used for duplicative efforts.

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Here are two examples of effective statements:

- Lead the development of an automated process for tracking an average of 600 work requests per month. Turning the current paper-based processed into an on-line tool will reduce overtime costs for admin staff, provide instantaneous information, and minimize physical space required for paperwork files. Ultimately meeting the organization's goal of process efficiencies
- Lead/Guide a coordinating council involving members from several different organizations supporting <program> to discover and solve cross-cutting issues. This will result in more effective program execution and save funding currently used for duplicative efforts

Be factual – and emphasize how the task/action supports the mission.

Be specific – use dollar figures, program names, number of people supervised, time saved, percentages, dollars controlled, etc., when and where appropriate.

Be accurate – Will your contribution be made while assigned as the team leader or as a team member?

3.5 Slide 13, Quality of Performance Objectives Example

Quality of Performance Objectives Example

Job Achievement and/or Innovation
Maintain all equipment and materials. Equipment failures, non-availability, or maintenance shall not interfere with operations for more than X minutes during a month.

Communication and/or Teamwork
Provide timely notification on items requiring government action. No more than X (or X %) of the reports to appropriate government contact may be later than the specified period and no more than X of required situations may go unreported.

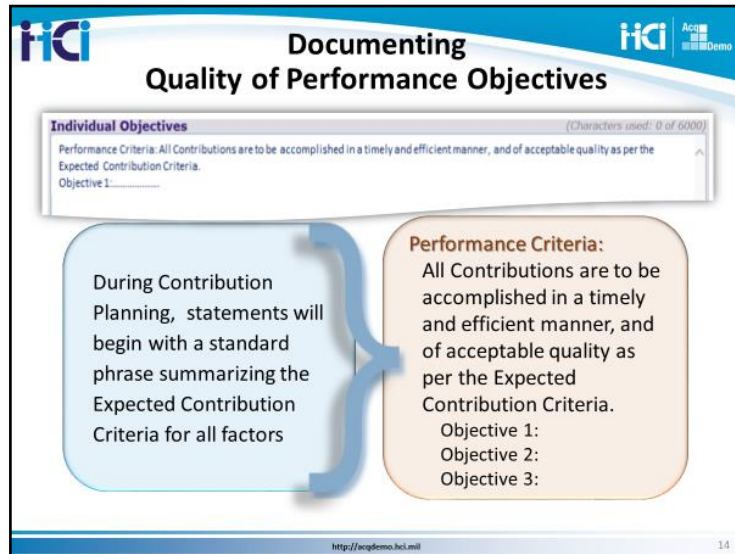
Mission Support
Establish, implement, and maintain a comprehensive safety program. Program meets current requirements of federal law. No OSHA-reportable violations resulting from contractor action or inaction. Mishap frequency and severity rate shall not exceed the base three-year average.

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Organizations will determine how the Quality-of-Performance Objectives will be included. Consult your local agency for guidance.

Here is one example of how an organization implemented them.

3.6 Slide 14, Documenting Quality of Performance Objectives



Here is another example of how organizations have implemented them.

An organization may add a single statement to the beginning of the Contribution Plan Objectives.

During Contribution Planning, statements will begin with a standard phrase summarizing the Expected Contribution Criteria for all factors.

Performance Criteria: All Contributions are to be accomplished in a timely and efficient manner, and of acceptable quality as per the Expected Contribution Criteria.

Objective 1:

Objective 2:

Objective 3:

A Participating Organization may supplement their criteria in local business rules with additional standards that identify milestones, production, due dates, or other measurable aspects of success contributing to the accomplishment of the goals and objectives necessary to meet an organization's mission and are achievable during the appraisal cycle.

Consult your local agency for guidance.

3.6 Slide 15, Contribution Planning Video



Ok, let's go through an example of the Contribution Planning Discussion.

CONTRIBUTION PLANNING VIDEO SCRIPT

(In an office setting)

MARGARET: John, I'm glad you had a chance to look over all the information I sent to you before our meeting today. That will save us a lot of time. I'm sure you have quite a few questions after reading everything. Before we get started, let me give you an overview of our organizational goals for the upcoming year.

We have three main initiatives that all employees should focus on:

- 1) Affordability – achieving cost targets for all our programs
- 2) Effectiveness – delivering our programs on time
- 3) Efficiencies – finding ways to reduce total ownership costs

JOHN: Right, I saw that. I see how my work ties to the first two, but I don't really see how I would have any impact on efficiencies. For the most part, I document what gets decided, put it in the proper format, and then distribute the results to all the stakeholders.

MARGARET: I disagree. I think you can contribute to efficiencies. As a matter of fact, you have great insight. And I would like you to focus your energy on efficiencies this year. Here's what I have in mind...

Looking down the list of deliverables for the upcoming year, I would like you to continue to document our instructions and keep them updated as necessary.

JOHN: Great. These will help everyone follow consistent instructions and I see how it clearly links to Goal 2--delivering our programs on time.

MARGARET: Absolutely, but let's reach for more. Within our existing instructions, and definitely for any new instructions that get developed, I'd like you to analyze the processes, look for inefficiencies throughout our product lines, and see if there are ways we can do things better. I think we all get in a rut of doing things the same way year after year. And with all the work that keeps coming our way, we have to find ways to be more efficient.

JOHN: That would be quite a change from what I currently do. I don't know if I am completely ready for that, but it would be a wonderful challenge to take on.

MARGARET: I think you are more than ready John. And I am here to assist you in whatever ways I can help. Now, first of all, based on your current pay what is your Expected Overall Contribution Score?

JOHN: 70

MARGARET: OK. What *categorical score* falls in line with your Expected Overall Contribution Score?

JOHN: It's right at three medium (3M).

MARGARET: Right. Then since this is a writing-based objective, which factor do you feel is most relevant in this particular objective?

JOHN: After looking at each one, I believe it falls under Communication and/or Teamwork

MARGARET: Perfect. Let's incorporate some of that factor descriptor language then into this first objective. Using the CRI writing model; C- contribution, R- result, and I- impact, let's capture your instruction documentation information.

C = Lead author of PEO Instructions, keeping them updated as necessary

R = Present briefings to gain consensus/approval from our stakeholders. With that, introduce and implement innovative approaches to institutionalize our best practices.

I = Efficient processes will reduce the total ownership costs of our product lines.

JOHN: I understand all that. But I don't see how reducing costs would be within my control. I don't have that level of authority.

MARGARET: You may not have total control, but you do have a strong ability to influence. AcqDemo is focused on value to mission results. Keep in mind you have an "Expected Contribution Range" of scores to try to hit. Achieving the lower end of that range would mean successful completion of this objective, sure, but at a minimal impact level. To achieve a higher score, you will need to show your work has had a significant impact on our ability to meet our organizational goals. In this case,

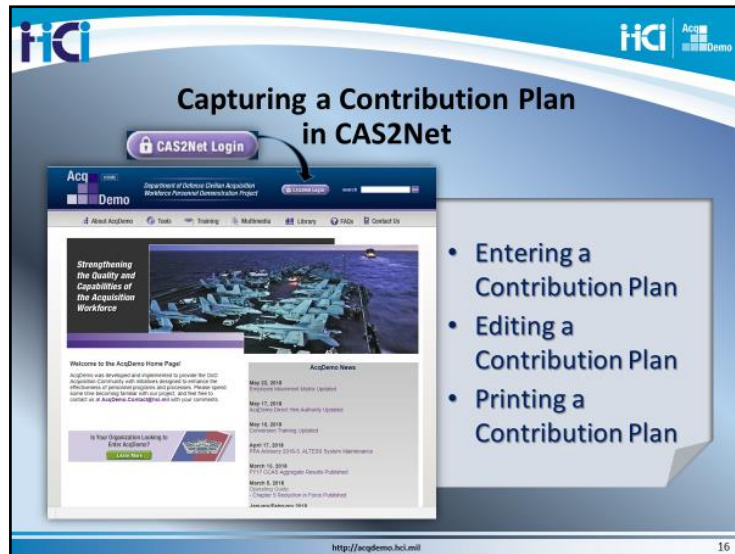
specifically toward Goal #3, this would be an example of finding ways to reduce total ownership costs through efficiencies. All of us, me included, will need to strive to find better and more efficient ways to get our work done this year.

Also, successful completion of this objective will result in a Performance Appraisal Quality Level Rating of 3 – Successful (also known as PAQL for short). To obtain a PAQL Rating of 5– Outstanding, the results must substantially and consistently surpass expectations.

(End Scene)

4.0 CONTRIBUTION PLANS AND CAS2NET

4.1 Slide 16, Capturing a Contribution Plan in CAS2Net

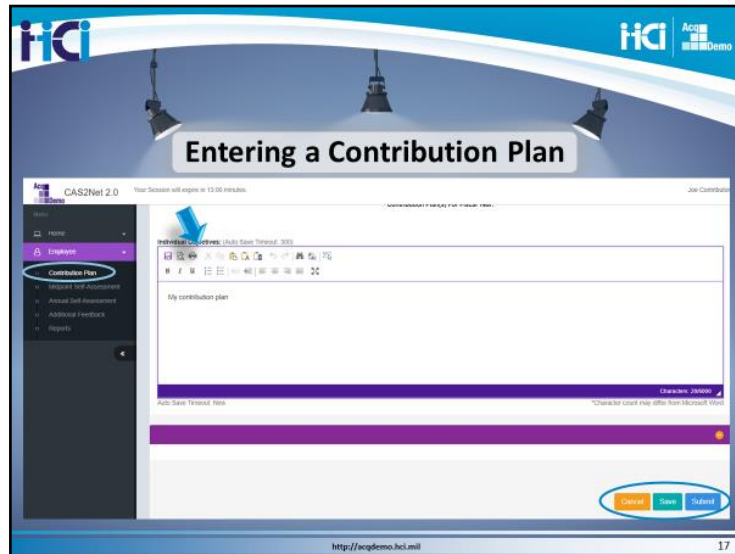


Contribution Plans must be entered in CAS2Net, the CCAS software tool. You can access it on a DoD government, CAC-enabled computer or laptop. Access the CAS2Net site by going to acqdemo.hci.mil.

On the top of the screen is a link to the CAS2Net Login. The next 3 topics will review how you or your supervisor will be:

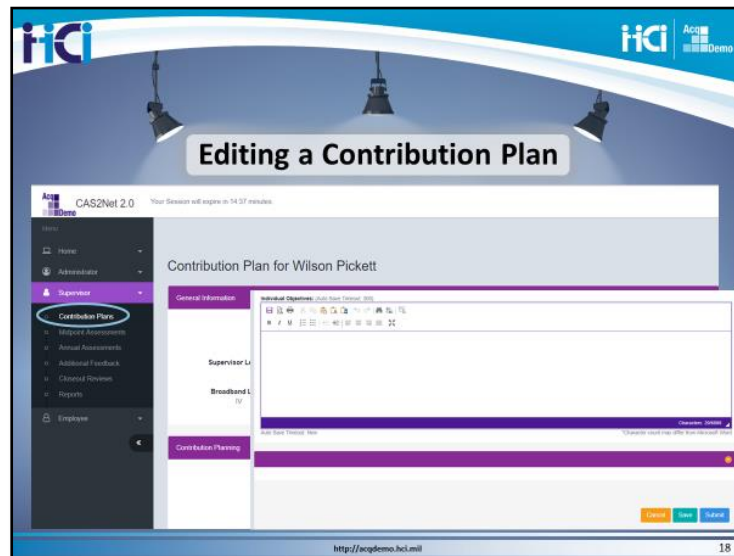
- Entering a Contribution Plan
- Editing a Contribution Plan
- Printing a Contribution Plan

4.2 Slide 17, Entering a Contribution Plan



Under the Employee Menu, select “Contribution Planning”. In the blank field labeled “Contribution Planning “In Progress”, enter the Contribution Plan. When it is ready to go to the Supervisor for approval, click the box, “Employee Narrative Complete” and select “Save” before exiting.

4.3 Slide 18, Editing a Contribution Plan

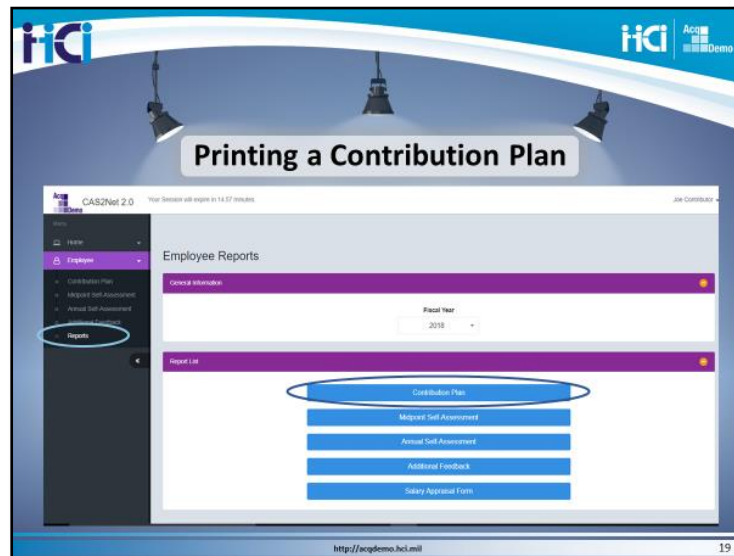


To edit the contribution plan, under the Supervisor Menu, select “Contribution Planning”, select the plan to edit, and then make any adjustments as needed in the “Contribution Planning Input” field.

Check the appropriate box below Method of Communication and under Date Conducted, select the day it was communicated and became effective.

Click “save” before exiting.

4.4 Slide 19, Printing a Contribution Plan

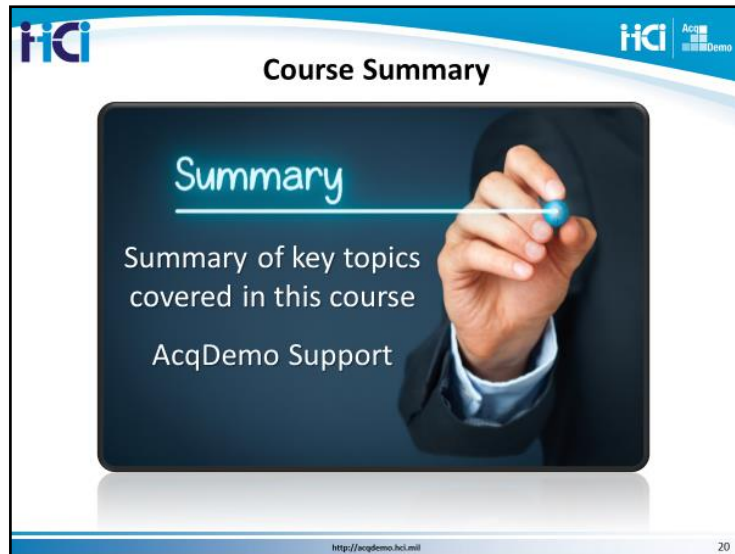


To print the contribution plan, under the Employee Menu, select “Reports”, then choose Contribution Planning.

From there you may either “Print” or “Save in PDF Format” your Contribution Plan.

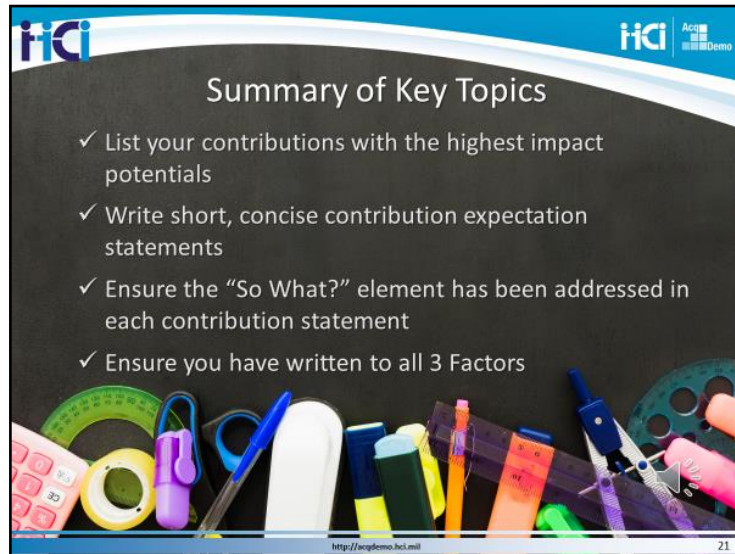
5.0 COURSE CLOSING

5.1 Slide 20, Course Summary



Let's review some of the main learning points from this course. In summary, we'll review the key topics, share a list of additional training courses available to you, and point you to other AcqDemo resources and available support.

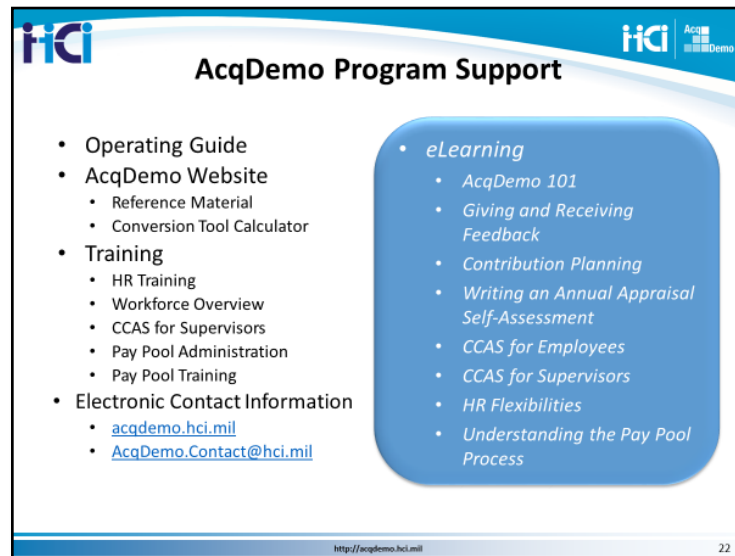
5.2 Slide 21, Summary of Key Topics



When preparing your Contribution Plan, remember to:

- List your contributions with the highest impact potentials.
- Write short, concise contribution expectation statements.
- Ensure the “So What” element has been addressed in each contribution statement.
- Ensure you have written to all 3 Factors.

5.3 Slide 22, AcqDemo Program Support



The AcqDemo Program Office provides a variety of support. These include overall program operating procedures; a website that includes reference material, tutorials, and newsletters.

The AcqDemo website also provides training on subjects including HR training, Workforce Overview, CCAS for Supervisors, Pay Pool Administration, and Pay Pool Training.

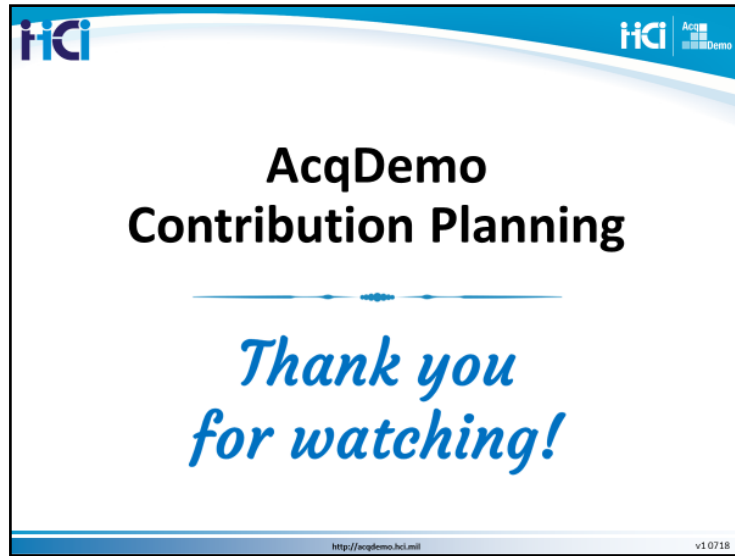
For program details, visit the AcqDemo website: acqdemo.hci.mil. For questions, contact your local AcqDemo team or email the AcqDemo Program Office at: AcqDemo.Contact@hci.mil

The following e-Learning courses are available:

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

New courses will be developed, and existing courses updated as needed. Check the AcqDemo website for the latest training information.

5.4 Slide 23, Parting Thoughts



Thank you for watching and please let us know how we can best support your continued success in AcqDemo.