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# CONTRACT CLOSEOUT NETWORKING GUIDANCE

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## Contents

Overview.....	3
Group Networking .....	3
The Role of the Facilitator.....	3
The Role of the New Functional Specialist .....	3
Your Initial Post Assignment.....	3
Your Response to Another Person’s Initial Assignment .....	3
How to Write Your Posts.....	3
Individual Networking .....	4
The Role of the New Functional Specialist .....	4
The Role of the Networking Point of Contact (POC) .....	4

## Overview

As a new functional specialist, you will network in different ways while participating in CMI101 by posting in a group discussion board/learning forum with other new functional specialists and, given the time and resources, through individual networking. Networking helps you become acquainted with each other, learn about the work of the DCMA multifunctional teams, and build a habit of sharing insights and questions.

This guidance includes your assignment and role. It also includes the roles of the point of contact (POC)/experienced staff for individual networking and the DAU facilitator (instructor) who will facilitate the group posts on the learning forum.

## Group Networking

### The Role of the Facilitator

The facilitator mediates, moderates, remediates, and facilitates learning in the learning forum posts and answers questions you may encounter for each module. The facilitator also “observes” the learner, tracks progress, conducts periodic check-ins, and initiates follow-on surveys to measure learning and performance impact.

### The Role of the New Functional Specialist

#### Your Initial Post Assignment

Think about what you learned in this module regarding contract closeout performed by members of the multifunctional team. What surprised or informed you while you worked through this module? Or, what is one way your function supports contract closeout? Write a short paragraph that is:

- Approximately 250 words or five sentences that focuses on one point.
- Written in a conversational style that is open and welcomes others to explore more about your function. Not a formal essay.

#### Your Response to Another Person’s Initial Assignment

- Read through your peers’ paragraphs until you find one that interests you and is written by another function.
- Respond to the post by using one of these prompts:
  - I can relate to this post because of my recent experience performing xxx.
  - I can relate to this post based on the work I will do at DCMA which will focus on xxx.
  - I just learned about xxx regarding my function or another function.

### How to Write Your Posts

- Respond to the question or assignment.
- Write something that was meaningful to you or you think will matter to others, such as a small insight or something significant.

- Write in a friendly, yet professional tone, using easy-to-understand English and complete sentences.
- Ideally, keep your posts and responses to 250 words or less, unless you have been instructed otherwise. People appreciate a succinct, meaningful sentence with fewer words!
- When responding to a post:
  - Don't stop at the top! Read several posts to “get to know” others and learn from them.
  - Skim for posts that interest or challenge your assumptions.
  - Look for those without any posts and engage them as a part of your multifunctional team!

## Individual Networking

### The Role of the New Functional Specialist

**Just before you perform contract closeout**, we encourage you to network with at least two people: one within your functional area and one outside of your functional area. Meet in person, on the phone, using email, or attend a professional association meeting followed by a personal discussion about the meeting. Discuss one or more of the following points that specifically relate to contract closeout when you network with your POC:

- A day in the life—three aspects of their day
- Their best day at work
- How their work supports the mission and impacts each member of the multifunctional team
- One thing they wish they would have known during the first months on the job

### The Role of the Networking Point of Contact (POC)

Relate your networking discussions to one or more of these: following the process/policy, documenting, prioritizing, engaging and communicating with the multifunctional team, working with contractors, and buying commands. Share a lesson learned or a success. Keep the focus on contract closeout.