
NETWORKING GUIDANCE

Prior-to-Award Activities

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 will help you become acquainted with each other, learn about the work of the DCMA multifunctional teams, and build a habit of sharing insights and asking 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 will mediate, moderate, remediate, and facilitate learning during the learning forum posts and be available to answer questions encountered for each module. He or she will “observe” the learner, track progress, conduct periodic check-ins, and initiate follow-on surveys to measure learning and performance impact.

The Role of the New Functional Specialist

Your Initial Post Assignment

Post about an aspect of the Voices of Experience video or the interactive scenario that surprised or informed you. If applicable, weave in a discussion you had with an experienced or new functional specialist.

Your Response to Another Person’s Initial Post

Read through your peer’s posts until you find one that interests you. Frame your response in the context of one or more of these statements:

- “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/another function.”
- “I can see how this post supports the DCMA mission. For example, xxx”

How to Write Your Posts

- Respond to the question or assignment.
- Write something that was meaningful to you or that 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 no more than 250 words, 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 prior-to-award activities, we encourage you to network with at least two people: one within your functional area and one outside your functional area. Meet in person, on the phone, or via 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 prior-to-award activities 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 Points of Contact (POC)

Relate your networking discussions to one or more of the following:

- Following the process/policy
- Documenting, prioritizing, engaging, and communicating with the multifunctional team
- Working with contractors and buying commands.
- A lesson learned or a success. Keep the focus on prior-to-award activities.