Civilian Workforce Development Application

CWDA

Competency Assessment Guide

For Employees and Supervisors

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Civilian Workforce Development Application (CWDA)

What is CWDA?

The Civilian Workforce Development Application, CWDA, is a CAC-enabled web application that houses Community of Interest (COI) validated competencies for a majority of the civilian occupational series within the Marine Corps, and provides employees with a means of performing automated competency assessments. CWDA is intended to stimulate your thoughts about career development. It is NOT intended to be used as a performance tool. Leadership and Functional Assessments should be shared with your supervisor to identify competency gaps within your grade and job series. CWDA can provide topics for discussion between you and your supervisor on ways to close your competency gaps.

Key Terms

Community of Interest

A Community of Interest (COI) is any of the 21 specific Civilian Career Communities of Interest designated by the Commandant of the Marine Corps (CMC) and the Civilian Career Advocacy Board (CCAB). Civilian Marine Occupational Series are functionally related to one of these Communities, which act as Functional Area Sponsors for them. The role of the COI is similar to the role of the military Occupational Field Sponsor.

Occupational Series

The USMC civilian workforce contains over four hundred (400) occupational specialties. Each specialty is designated by an Occupational Series Number and Name created by the Office of Personnel Management (OPM). Together, the CWDA calls each specialty an "Occupational Series." One example of the "Occupational Series" would be GS-2210, “Information Technology Management” series.
Based on its functional focus, each Occupational Series has been aligned with one of the 21 Communities of Interest. The COI with which an Occupational Series is aligned acts as a Functional Area Sponsor to all USMC civilian personnel who are classified as being in that Series. For instance, the GS-0346, “Logistics Management” series, has been aligned with the Logistics COI. If you are classified as being a GS-0346 you can look to the Logistics COI for Functional Area Sponsorship.

Competency

Each of the COIs have identified skills needed by USMC civilian employees to perform their jobs effectively in the USMC environment. The CWDA refers to each skill as a "competency." Competencies are based on information contained in the OPM Classification Standard for each Occupational Series.

Basically, a competency is an observable and measurable pattern of knowledge, abilities, skills (KSA), and other characteristics that individuals need in order to successfully perform their work. Competencies are developed for each Occupational Series. Each competency has two components: a "Job Role" that is, a specialized subset of an Occupational Series (e.g. "Systems Analysis" for a GS-2210); and the skill, or "Competency" itself (e.g. Cost-Benefit Analysis).

There are two types of competencies: functional and leadership. Functional competencies are defined occupational KSAs associated with an Occupational Series and needed for the execution of one's duties to support the Marine Corps mission, and meet organizational goals and objectives.

Leadership competencies are defined KSAs in the realms of interpersonal relationships, team building, supervision, management, leadership, etc., which are described by the DoD Civilian Leadership Continuum and framework. These competencies are divided into four levels of career progression: Foundation, Supervisory, Manager, and Executive. The levels cross-match to the Skill Levels created for each Occupational Series.

Competency information helps Civilian Marines determine what skills are needed to develop to advance your career. Individuals can use competency information to assists in planning career progression and focus on specific training needs.

Skill Level

Career progress in the USMC has traditionally been based on the Federal Government pay schedule system. For example, if you are a USMC civilian employee, you might move from GS-5 to GS-15 over the course of your career. The COI have outlined a career progress structure that more accurately reflects the change in your abilities and responsibilities over time. That structure is called the Skill Level structure. It is associated with each Occupational Series and follows you from the time you are an entry-level employee until you reach management levels. Typically, progression through your career in an Occupational Series is divided into four Skill Levels, numbered one (1) through four (4). The first Skill Level, one (1) is traditionally defined as "Entry Level", with the last, four (4) being defined as Managerial or Executive. To help you understand the relationship between Skill Levels and the traditional pay schedule progression, the COI have associated Skill Levels with ranges within the pay schedule system.

For instance:

GS 1-8 and NAF 1-2 range, Skill Level 1.
GS 9-13 and NAF 3-4 range, Skill Level 2.
GS 14-15 and NAF 5, Skill Level 3.
SES and NAF 6, Skill Level 4.

Proficiency Level

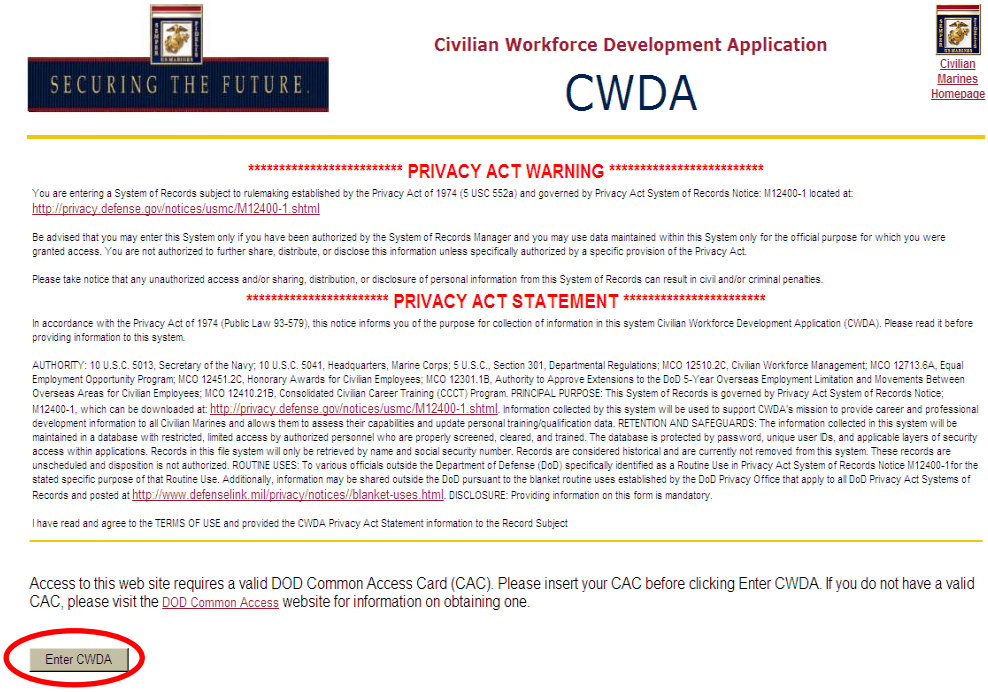
Proficiency Level is an attribute related to an Occupational Series, a Competency and a Skill Level. Proficiency Level tells you how well you must be able to perform a Competency based on your level of authority and responsibility. Your Skill Level defines that level of authority and responsibility. For instance, if you're classified as a GS-2210, at a Skill Level of 2, "Journeyman", you may perform Cost-Benefit Analysis every day. You must therefore have a high proficiency in that Competency. However, if you are at Skill Level 4, and are just occasionally managing other people who are performing Cost-Benefit Analysis, you may not need to be as proficient in that Competency as the people actually performing that skill. Proficiency Levels have been assigned to Competencies and Skill Levels by each COI. The actual proficiency required based on one's Skill Level is given both a Number and a Definition. For example, the Proficiency Level 2 for a competency is defined as "Able to apply with help."

Additionally, job requirements are shown as competencies in CWDA. The Proficiency Level for a job requirement is defined differently. A job requirement may be measured in terms of meeting or not meeting the requirement, or N/A.

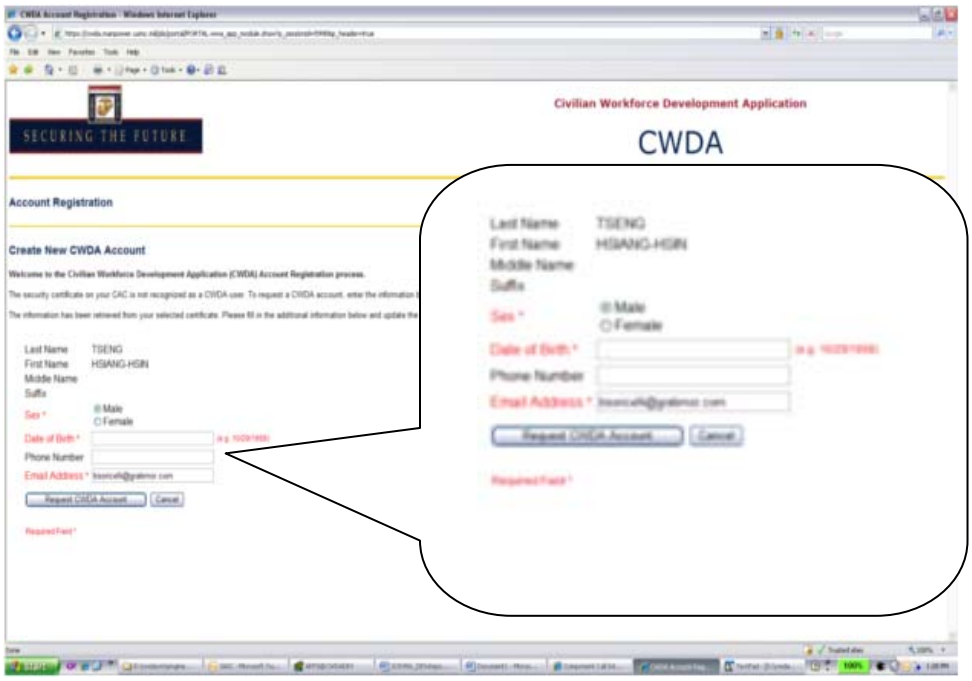
Accessing the System

New Users

1. In a web browser, navigate to: https://cwda.manpower.usmc.mil. Click on the button "Enter CWDA".



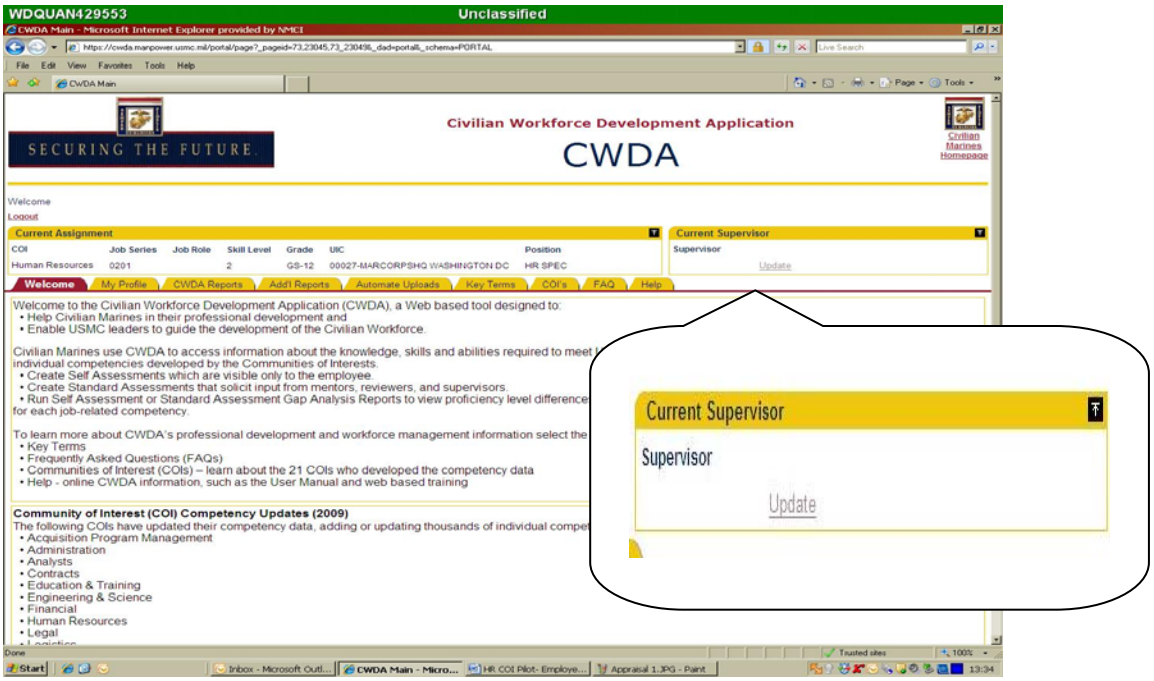
2. A new user will be asked to complete an account request. You will need to provide your date of birth, a phone number and a valid USMC or other .mil email address. Once you have completed your account request, click the "Request CWDA Account" button.



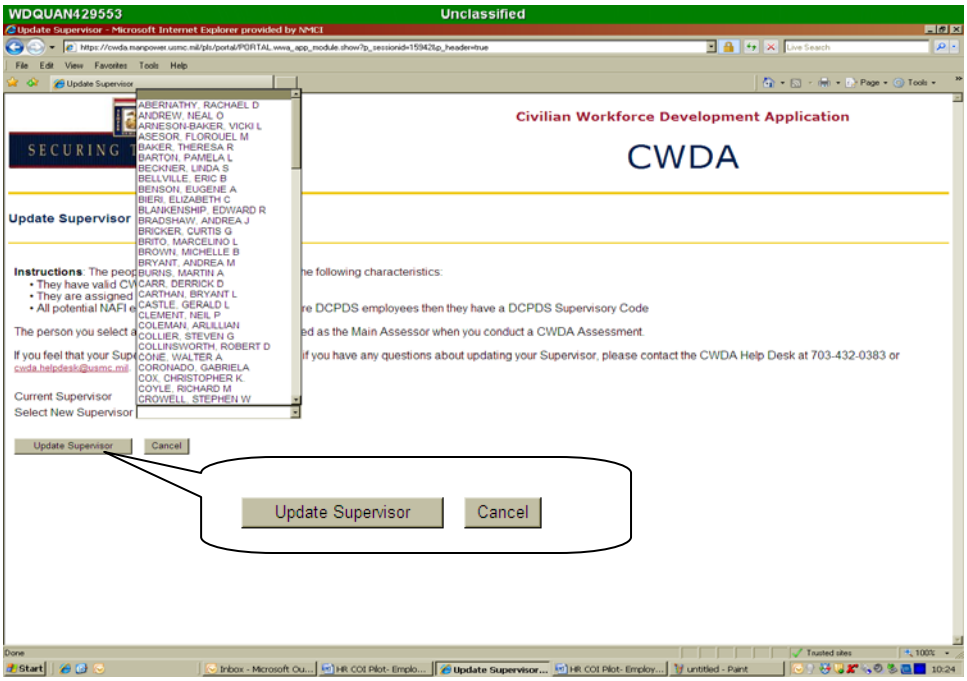
Note: For new users whose personnel record has not been received in CWDA, there may be a slight delay in access being granted.

Setting Supervisor

1. A new user must to set their “current supervisor” value. To do so, in the Current Supervisor section of the home screen, click on the “Update” link.



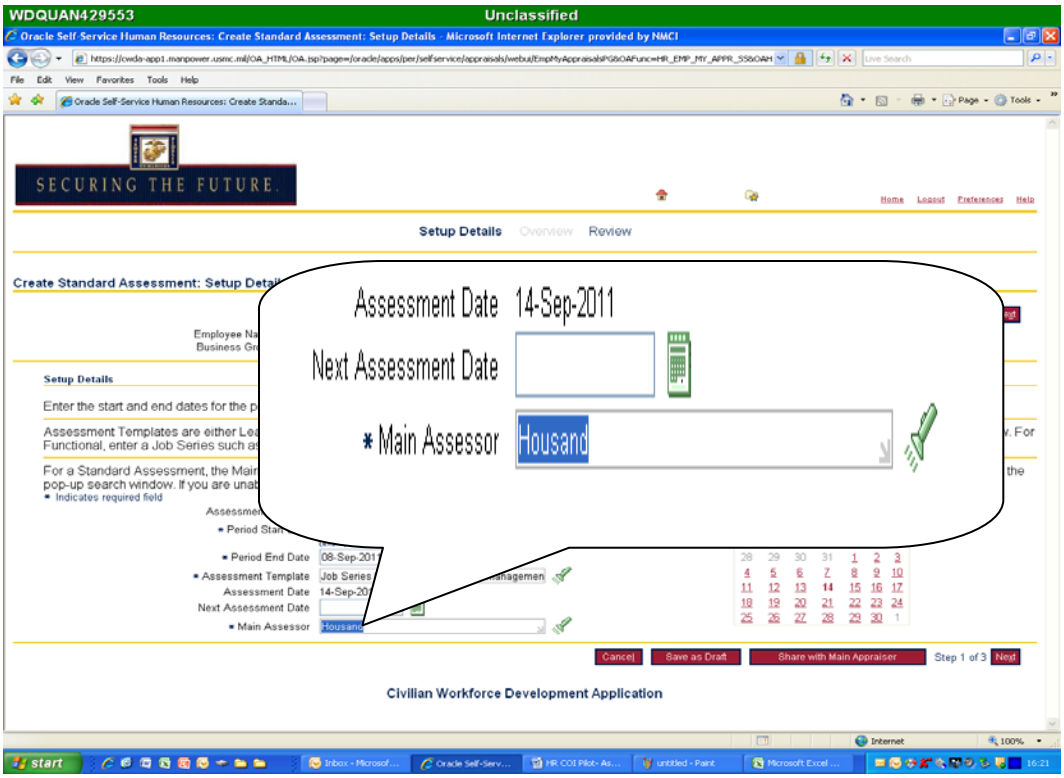
2. Click on the “Update” link to open a new screen and select your supervisor from the list of names. Important - Your supervisor will only be available in the list of names if they have an active CWDA account. Once you have selected your supervisor from the list, click on the “Update Supervisor” button.



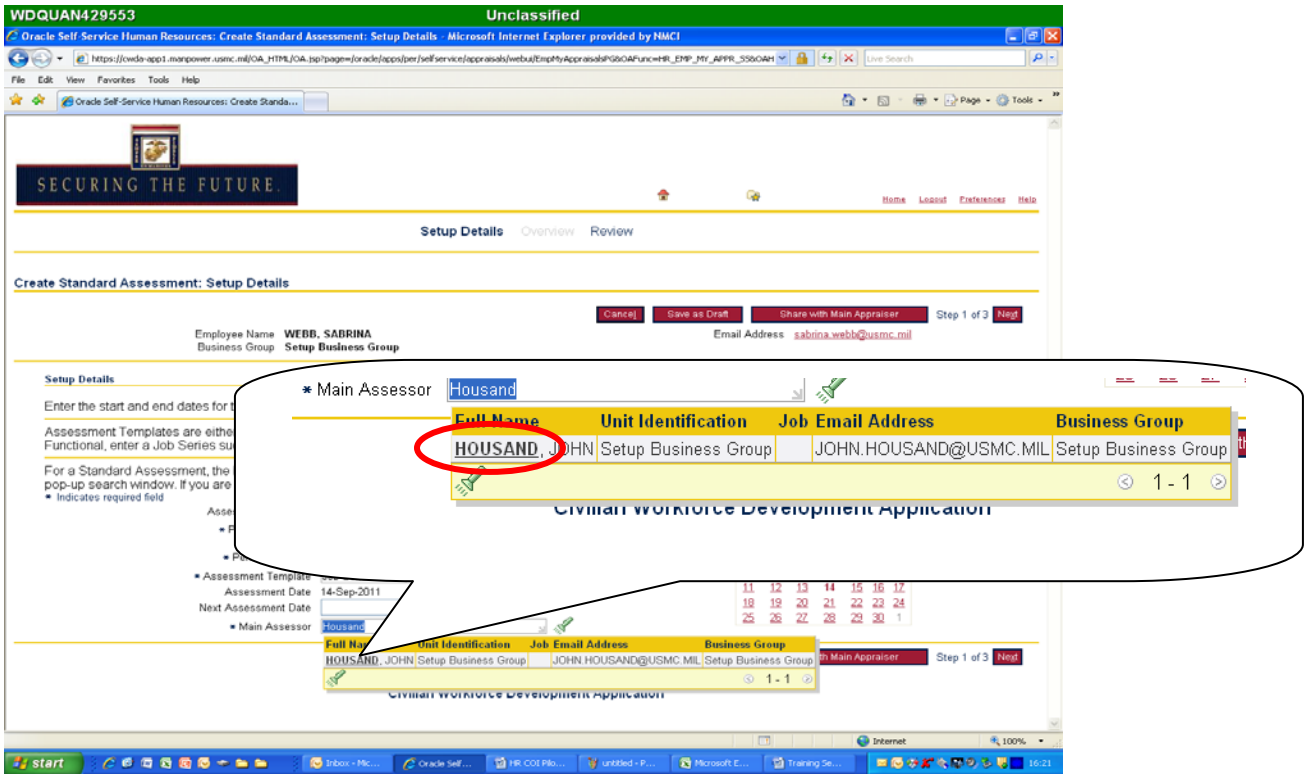
Adding Active-duty Supervisors

Civilians who have active-duty supervisors will not be able to identify their supervisor with the update supervisor tool. Supervisors are designated by the personnel system that holds each CWDA user's personnel record. Civilians are aligned by UIC in CWDA. CWDA does not receive personnel records for active-duty personnel. Instead, an active-duty supervisor who request a CWDA account will default to the generic USMC UIC, not the UIC that the civilian employees they supervise are in. To allow active-duty supervisors to participate in competency assessments for their civilian employees active-duty supervisors should be added to a standard assessment using the search function for "Main Assessor".

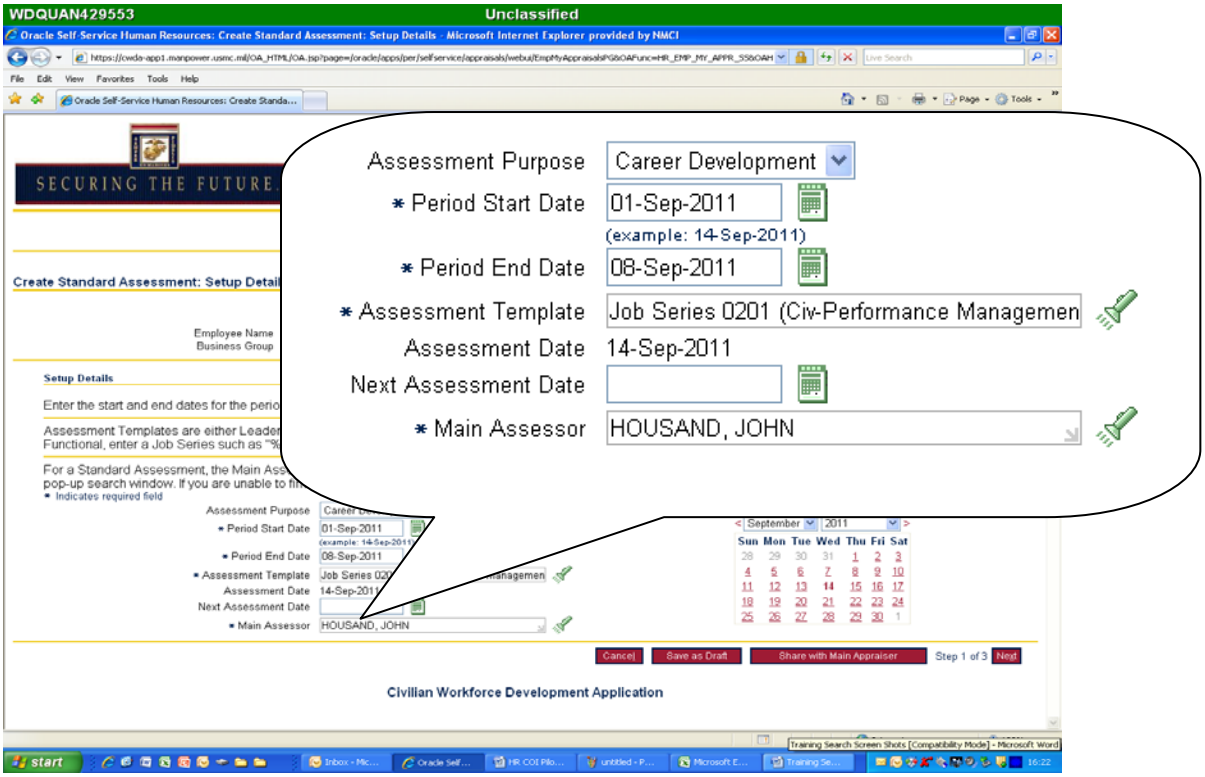
1. In the Setup Details screen for a standard assessment, enter the last name of the active-duty supervisor and click the green flashlight.



2. Individuals meeting the search parameters will be available for selection. Click on the last name to select the desired individual.

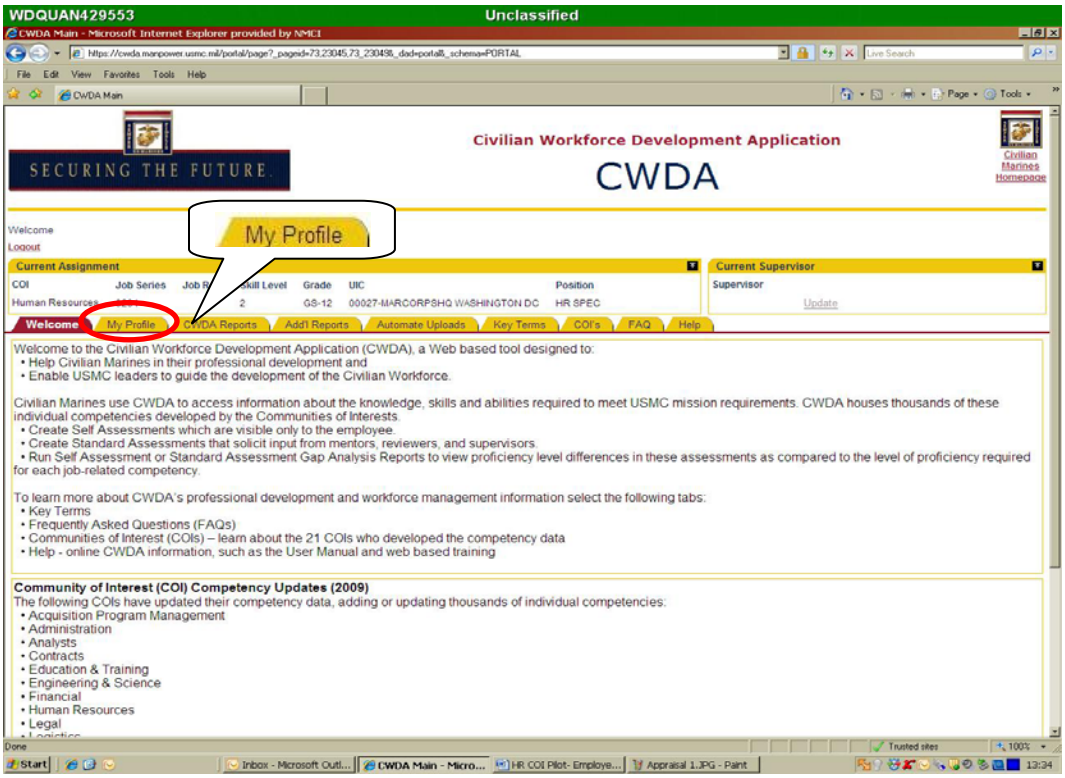


3. The active-duty supervisor has been set and can now participate in the standard assessment process.

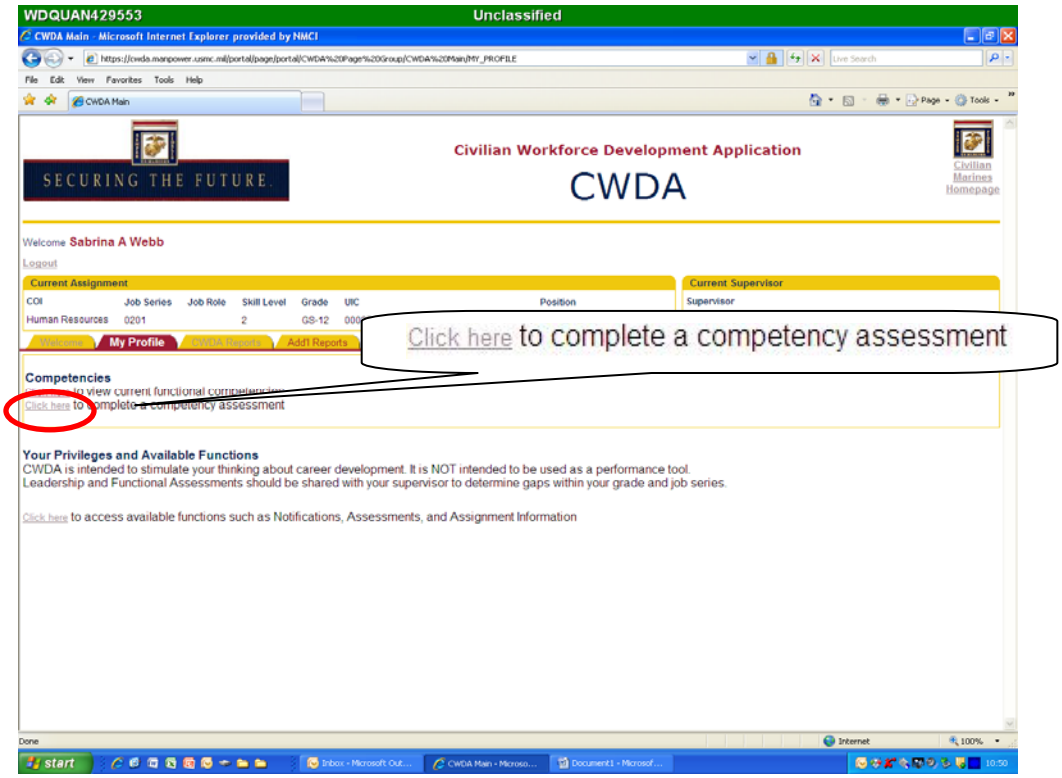


Employee Standard Competency Assessment

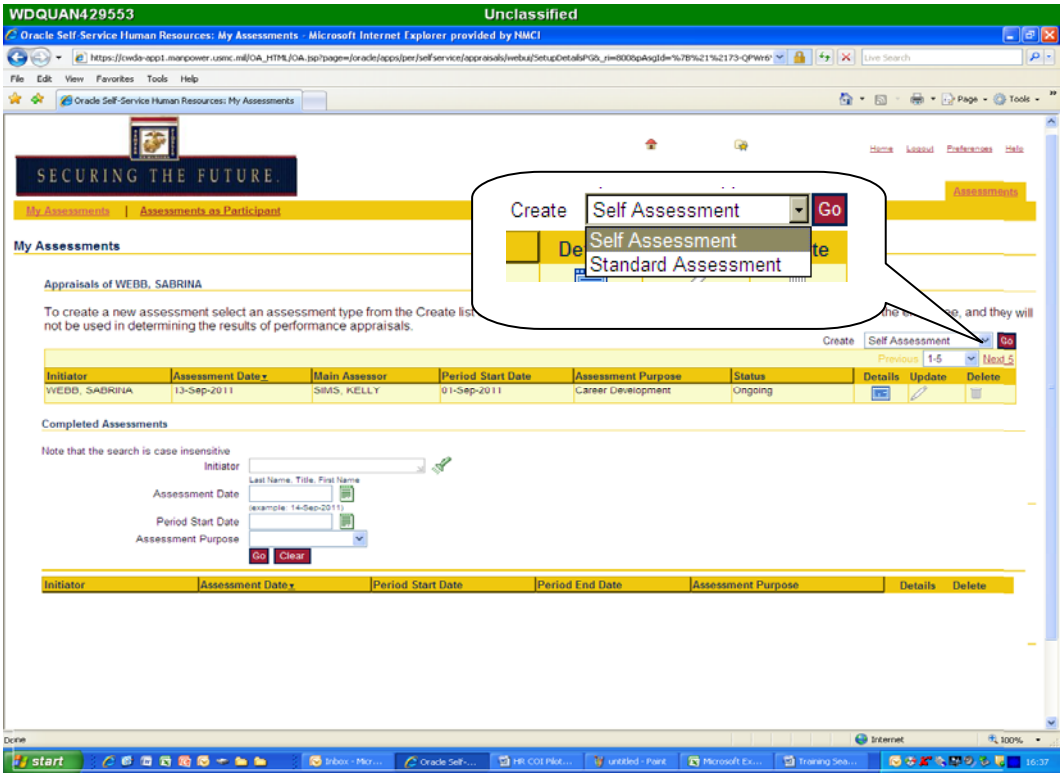
1. Navigate in a web browser to: https://cwda.manpower.usmc.mil
   The Welcome screen will be visible. Click on tab labled “My Profile”.



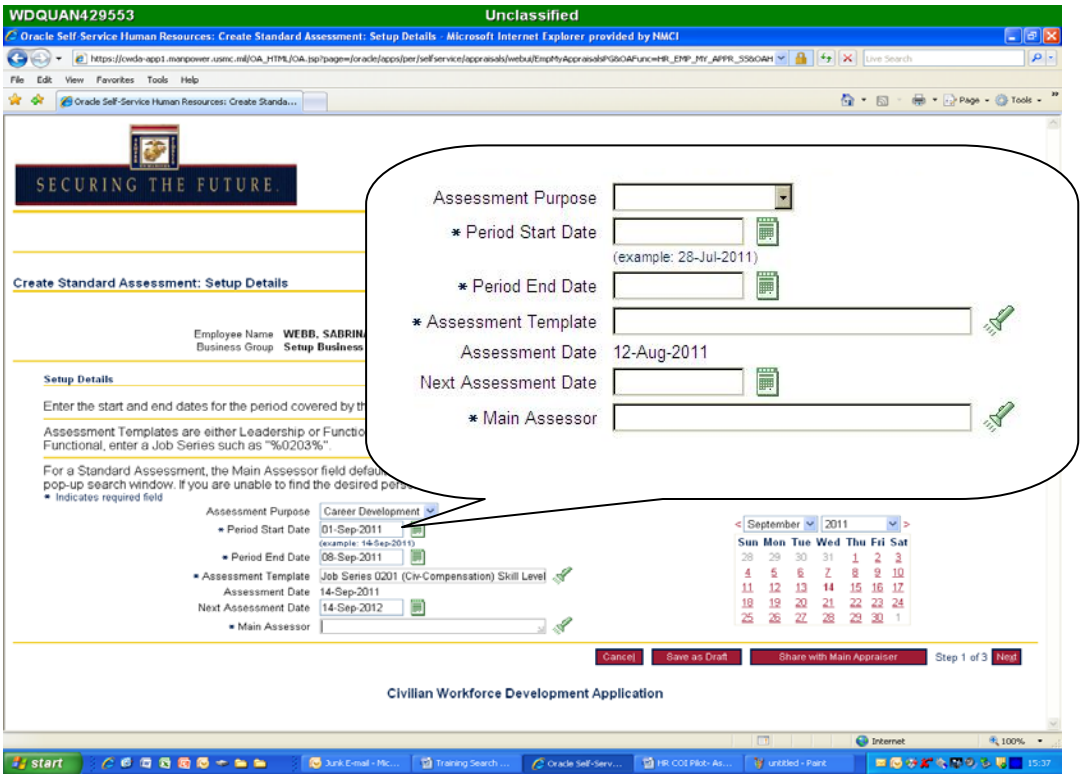
2. On the “My Profile” tab, select the link “Click Here” to complete a completency assessment.



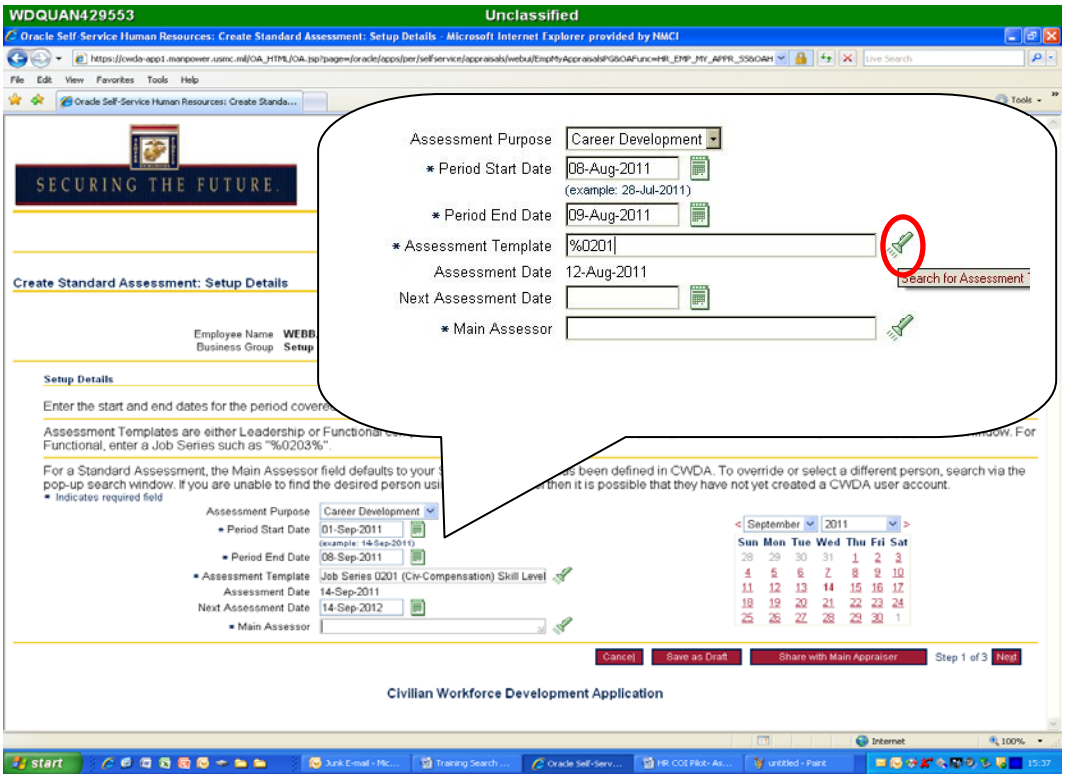
3. A grid will be visible. On the right hand side of the grid, click on the arrow for the create asssessment feature. Select “Standard”.



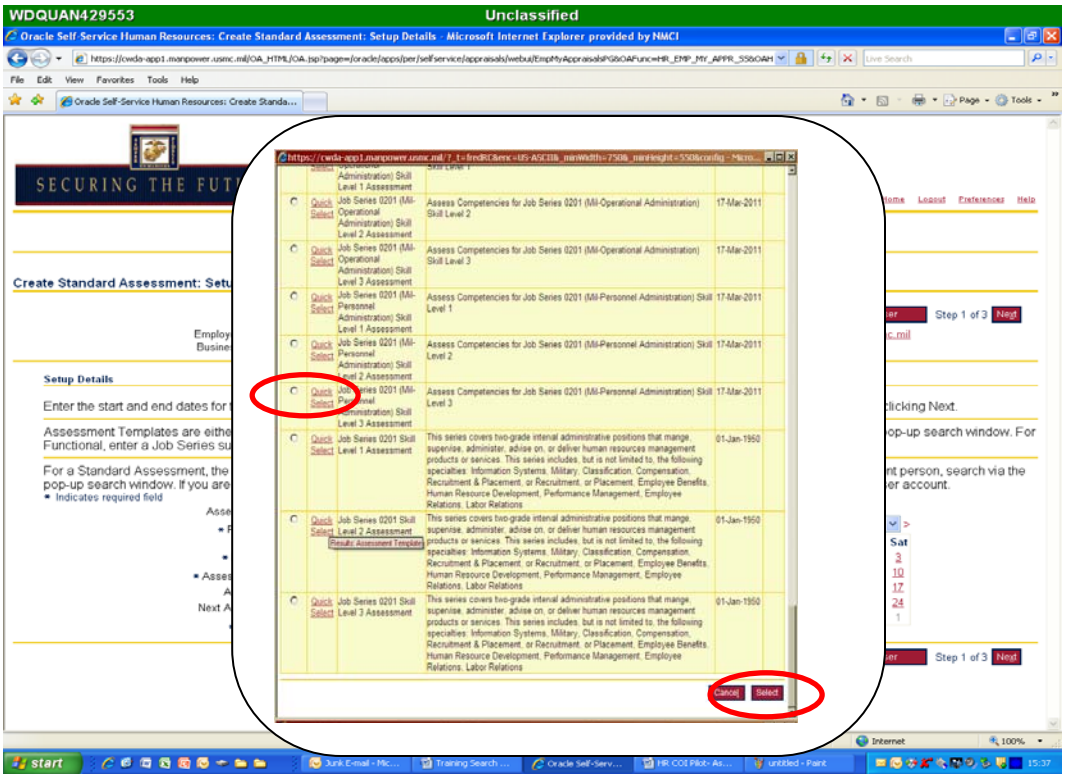
4. To set-up an assessment, you will need to fill in information for the required fields. (Required fields are designated by an asterick (*). Dates can will be selected using the calendar feature.



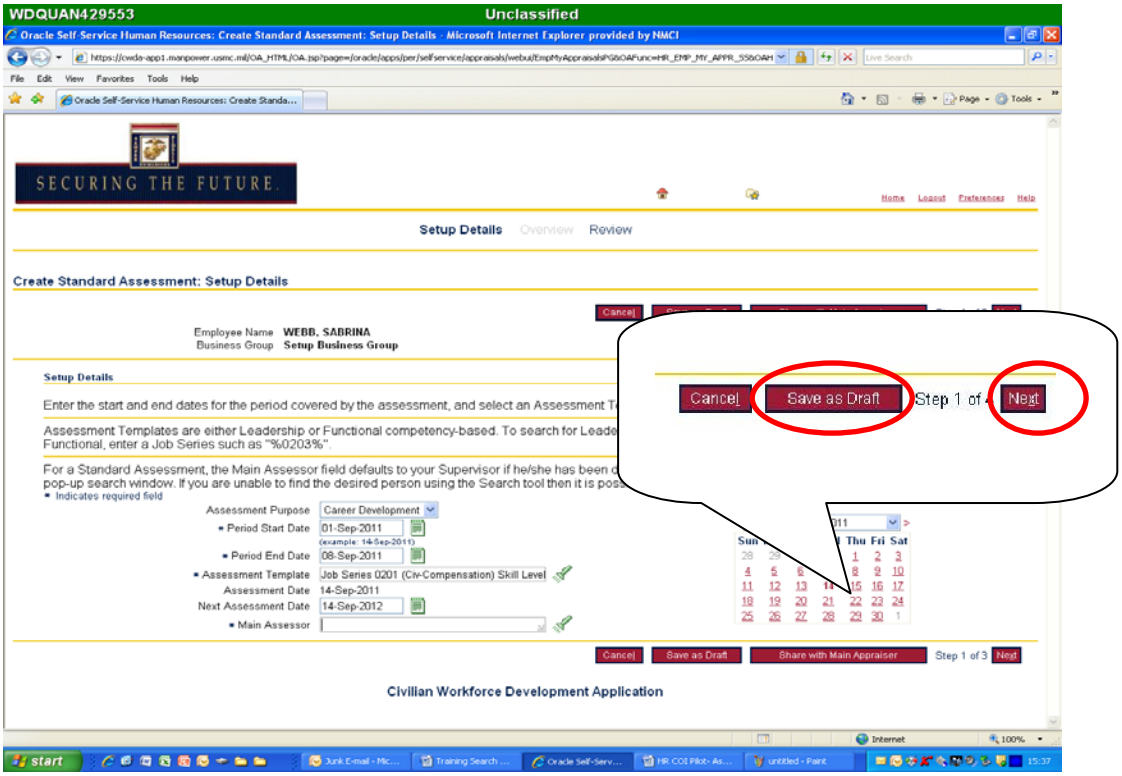
5. To select an assessment template enter a % sign plus the 4-digit occupational series you are interested in. For example: %0201. Once you have entered the 4-digit occupational series, click on the green flashlight to being your template search.



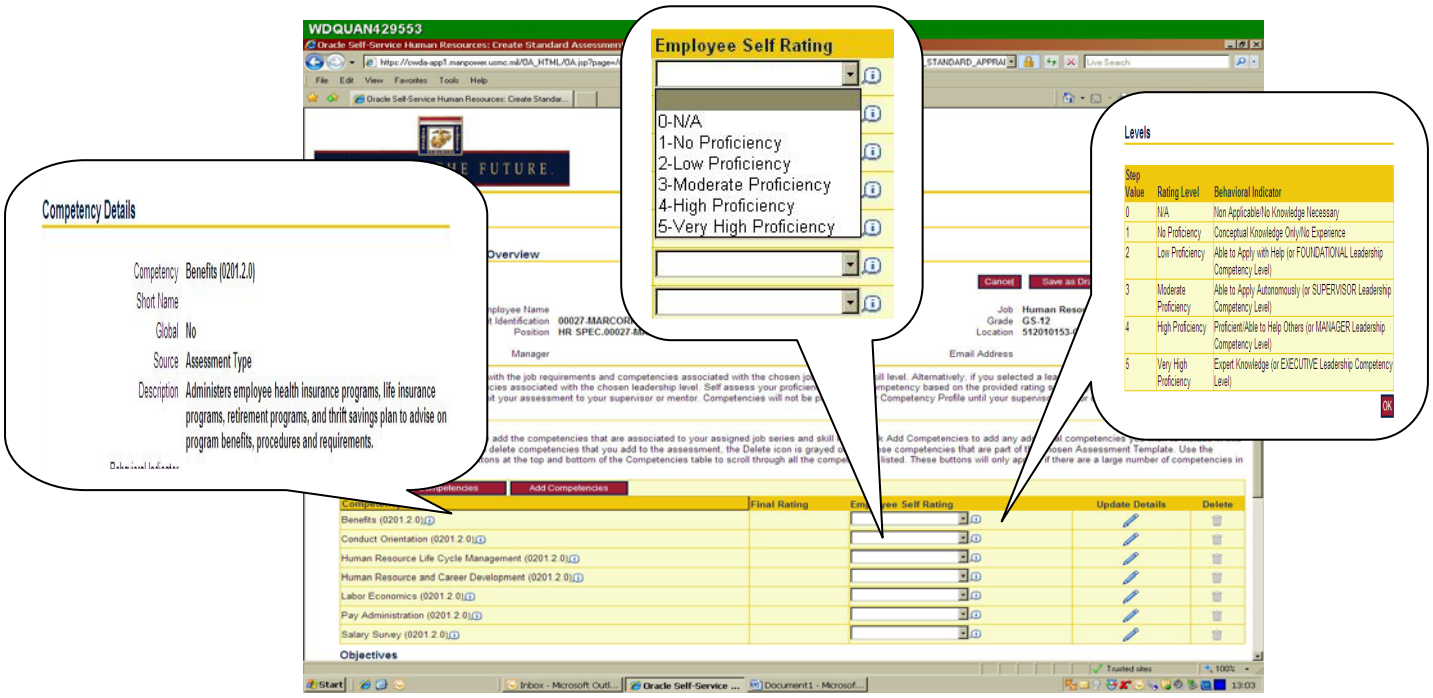
6. The search will produce a menu of competency templates to choose from. Select the template that aligns with your series, skill level and job role (where appropriate) by using either the quick select link or the radio button in conjunction with the select button at the bottom of the menu.



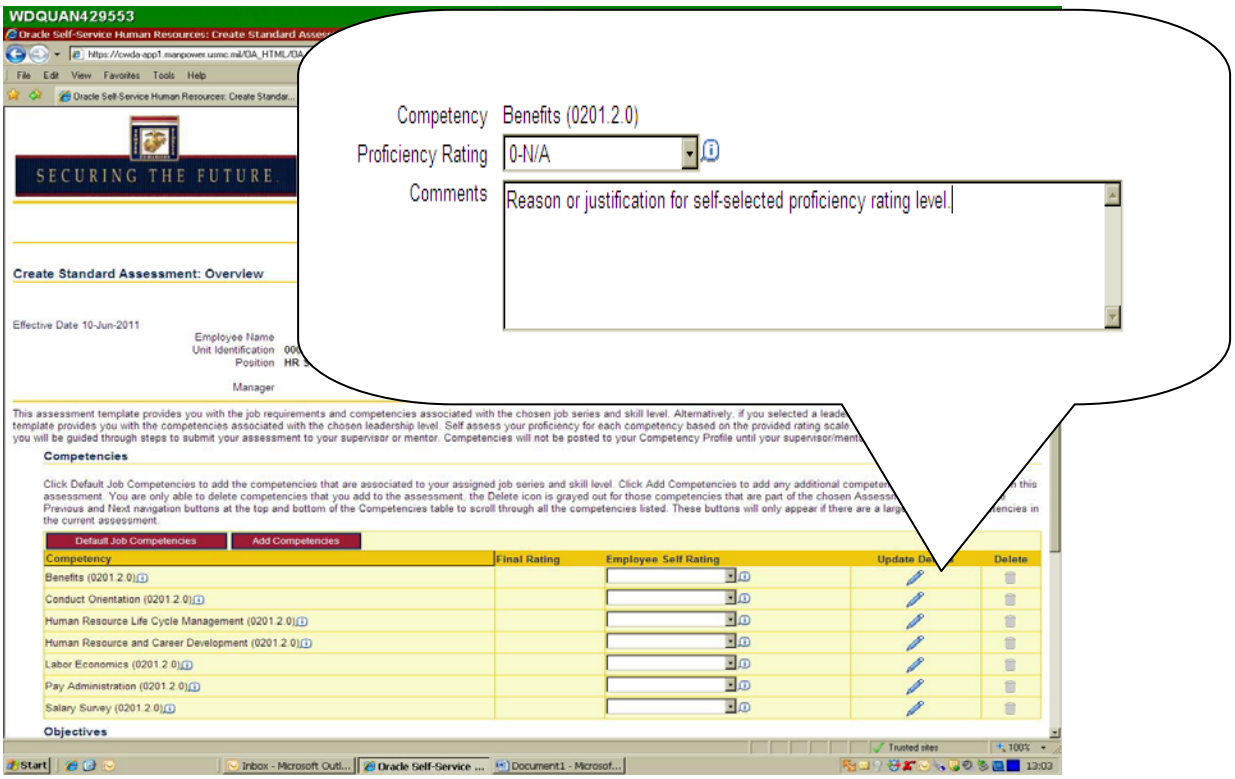
7. Select a “Main Assessor” if your supervisor has not been added automatically. Once you have selected your desired competency template, and the other non-required fields, click on “Save as Draft” to save your competency template for another time, or “next” to proceed. Instructions for adding a Main Assessor can be found in the section on adding active-duty supervisors.



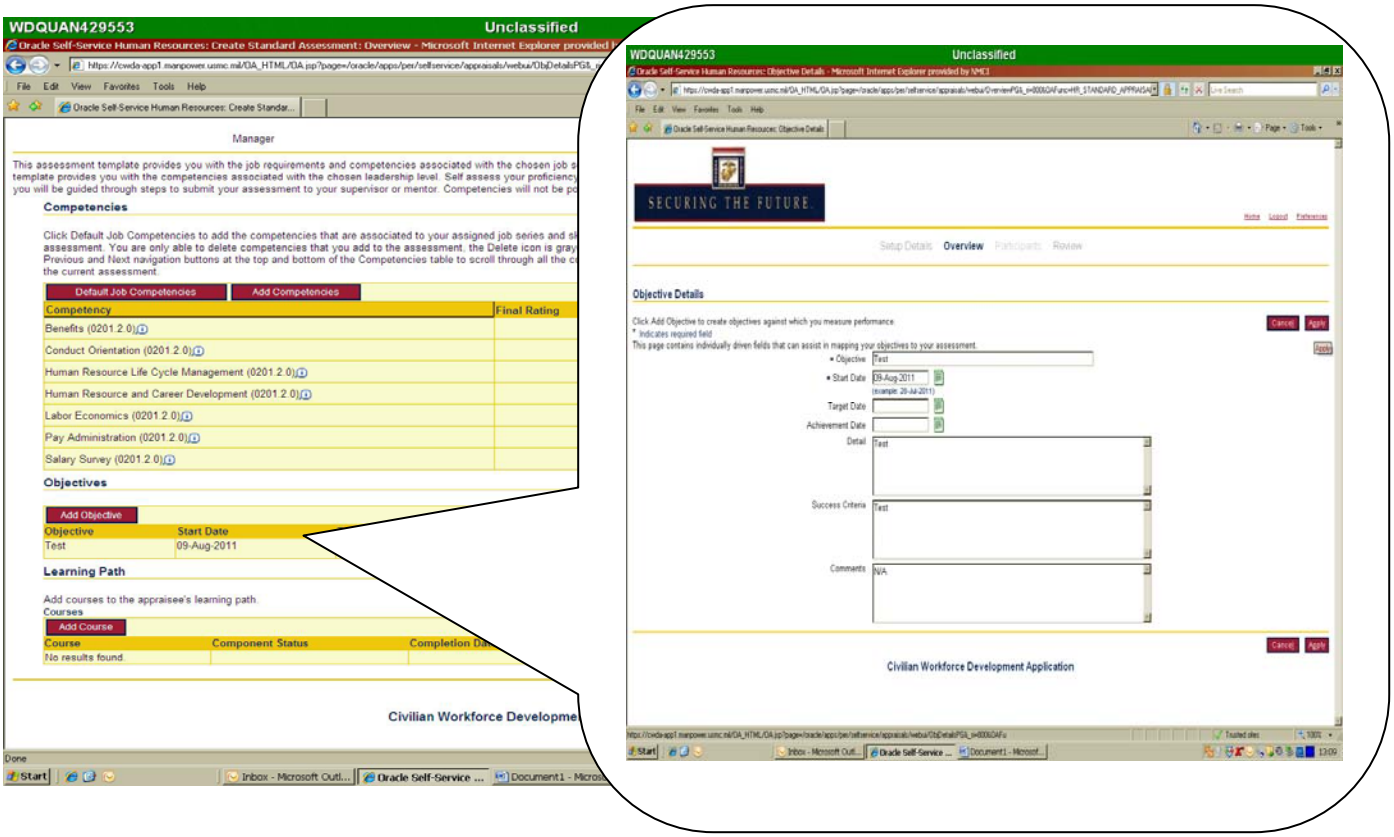
8. The competency assessment grid will display. To view the details of each competency click on the information bubble next to the competency name. To select the employee self rating level of proficiency click on the arrow to the right of the blank to access the dropdown menu. An information bubble is also available to provide an explanation of each proficency level.



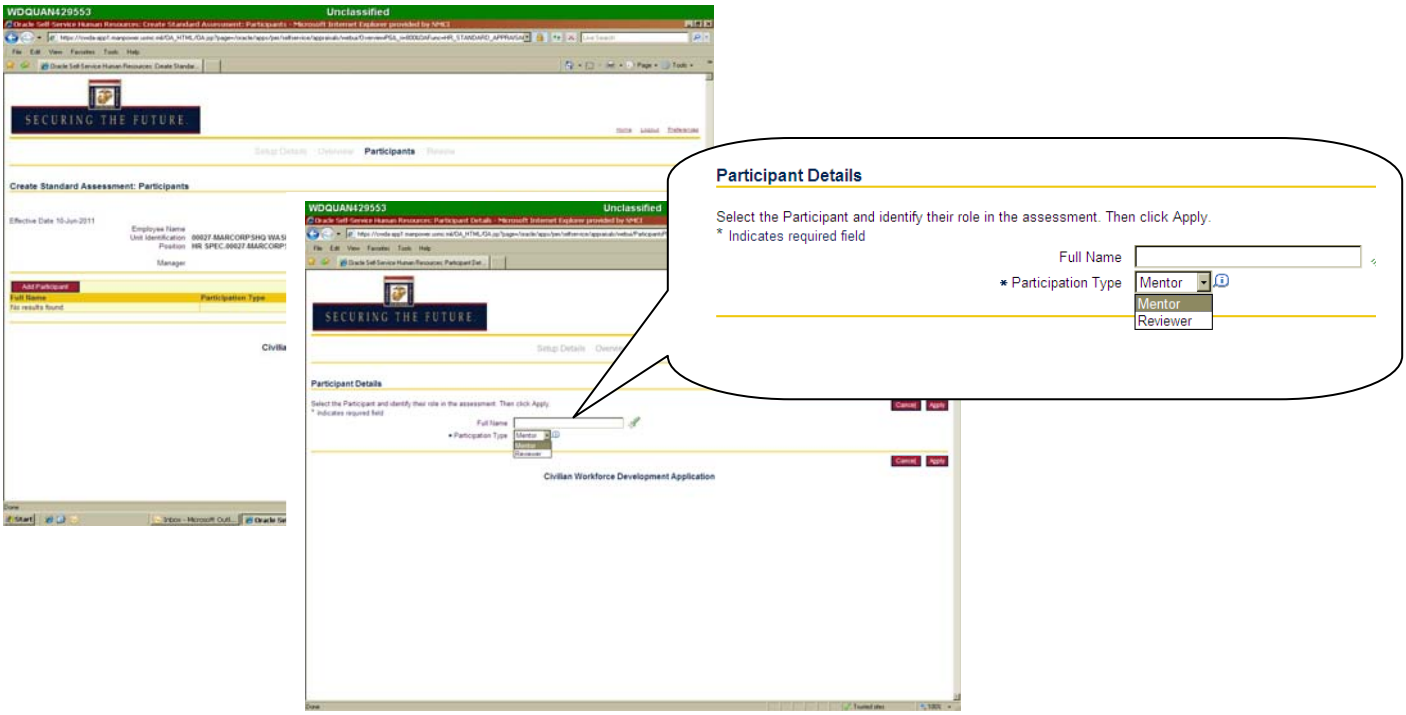
9. Once you complete your self rating for a competency, the “Update Details” pencil can be used to enter a brief note supporting your self rating.



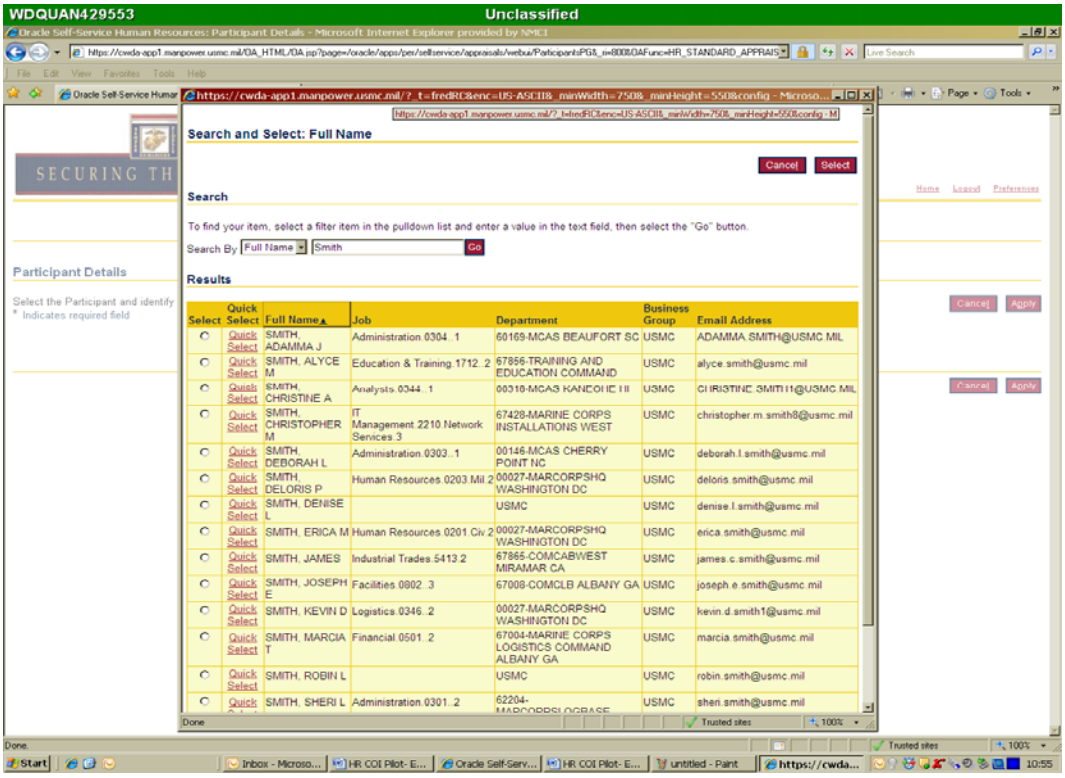
10. You can add objectives to your competency assessment. This is helpful if you discover an area of interest you would like to focus on at a later date. An example is participating in an activity to advance your proficency.



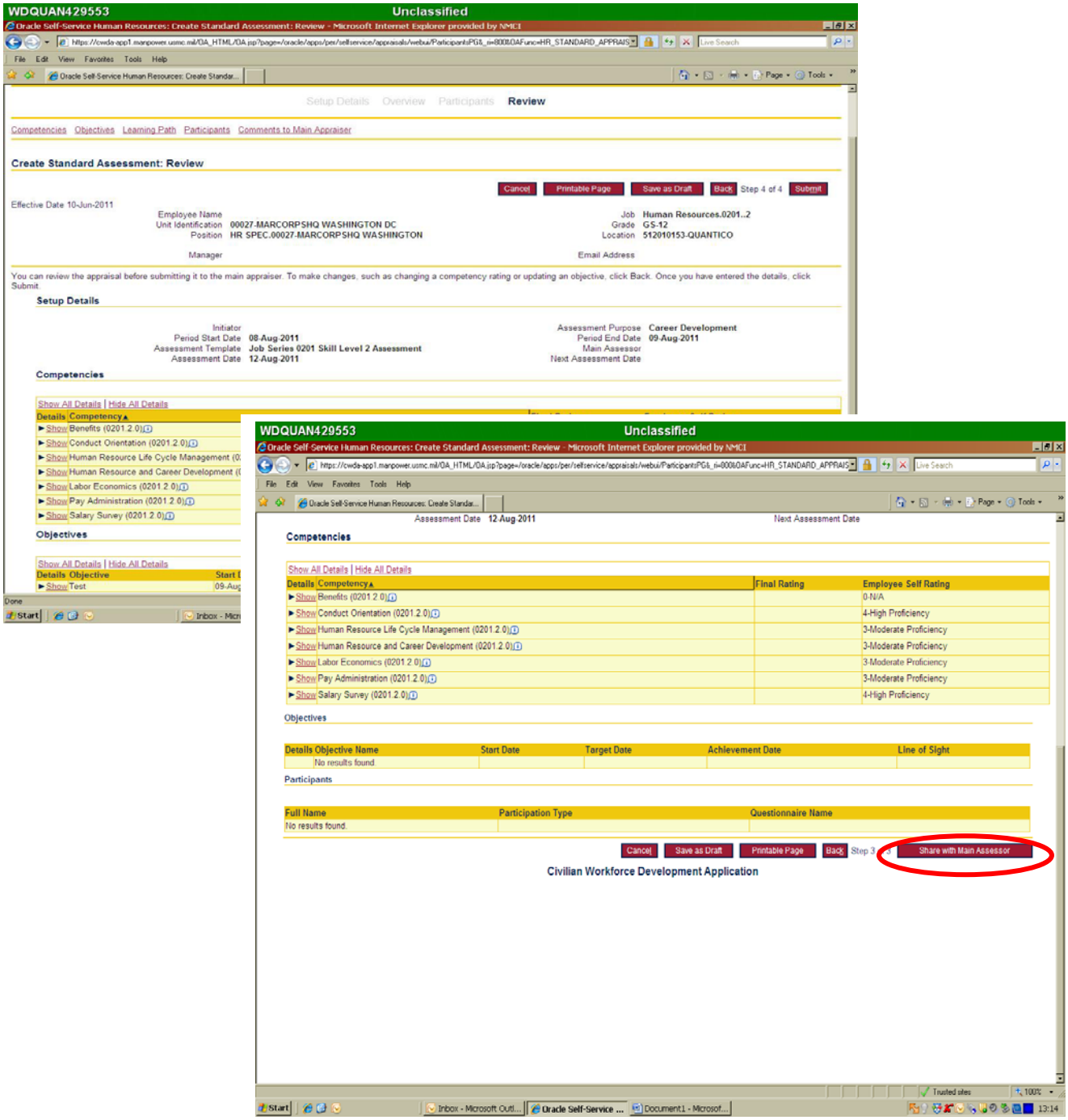
11. Once you complete your assessment and added objectives, click the “Next” button. Now you may add any participants you desire, such as a mentor or peer, to provide their assessment of your competency proficiency. Click on “Add Participant”. Enter the last name of your participant, click on the green flashlight and CWDA will provide search results to select from.



12. Select your participant from the search results using either the radio button next to the correct name or or the quick select link.

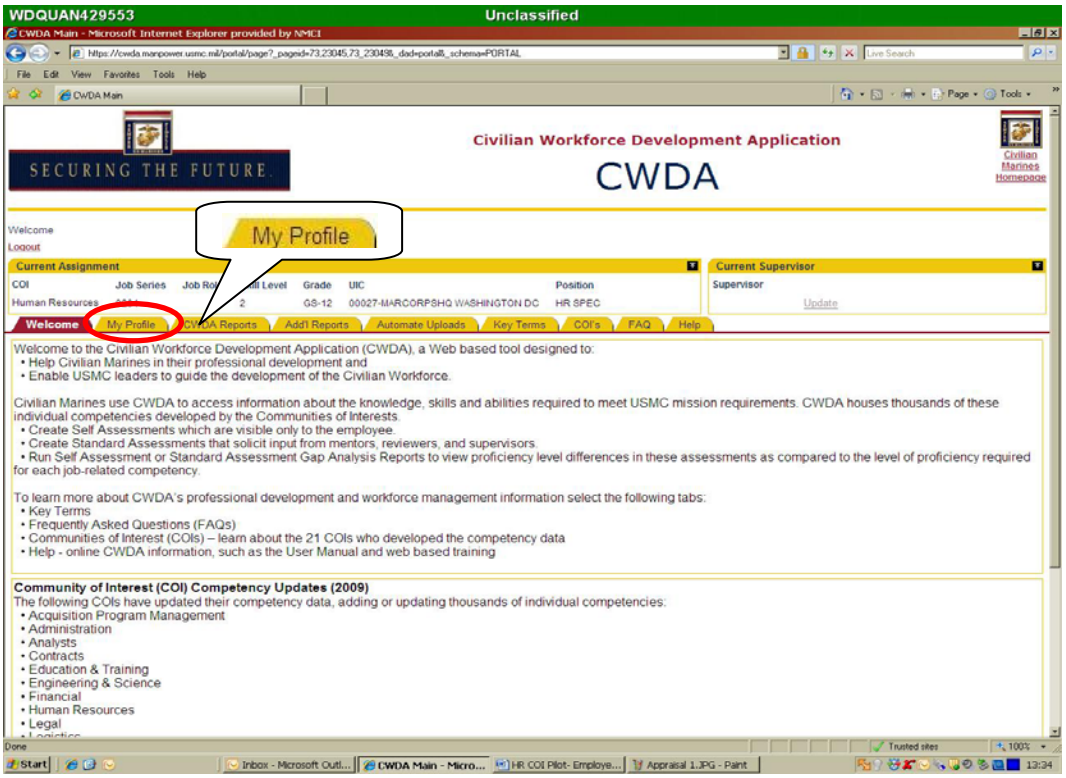


13. Now your competency assessment is ready to forward on to your supervisor. Review your assessment and then click the “Share with Main Assessor” button at the bottom right side of the page. Be sure to let your supervisor know that your assessment is ready for their review; CWDA’s email notification function is not enabled at this time.

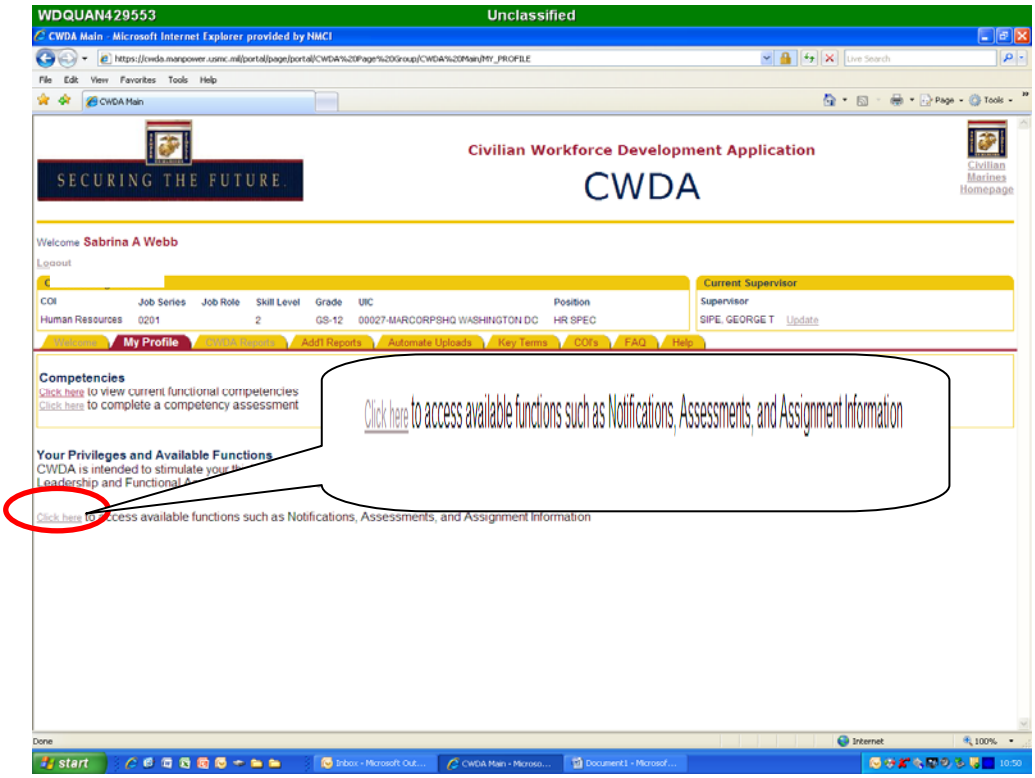


Supervisor Standard Competency Assessment

1. Access and log into CWDA by navigating in a web browser to: https://cwda.manpower.usmc.mil
   The Welcome screen will be visible. Click on tab labled “My Profile”.

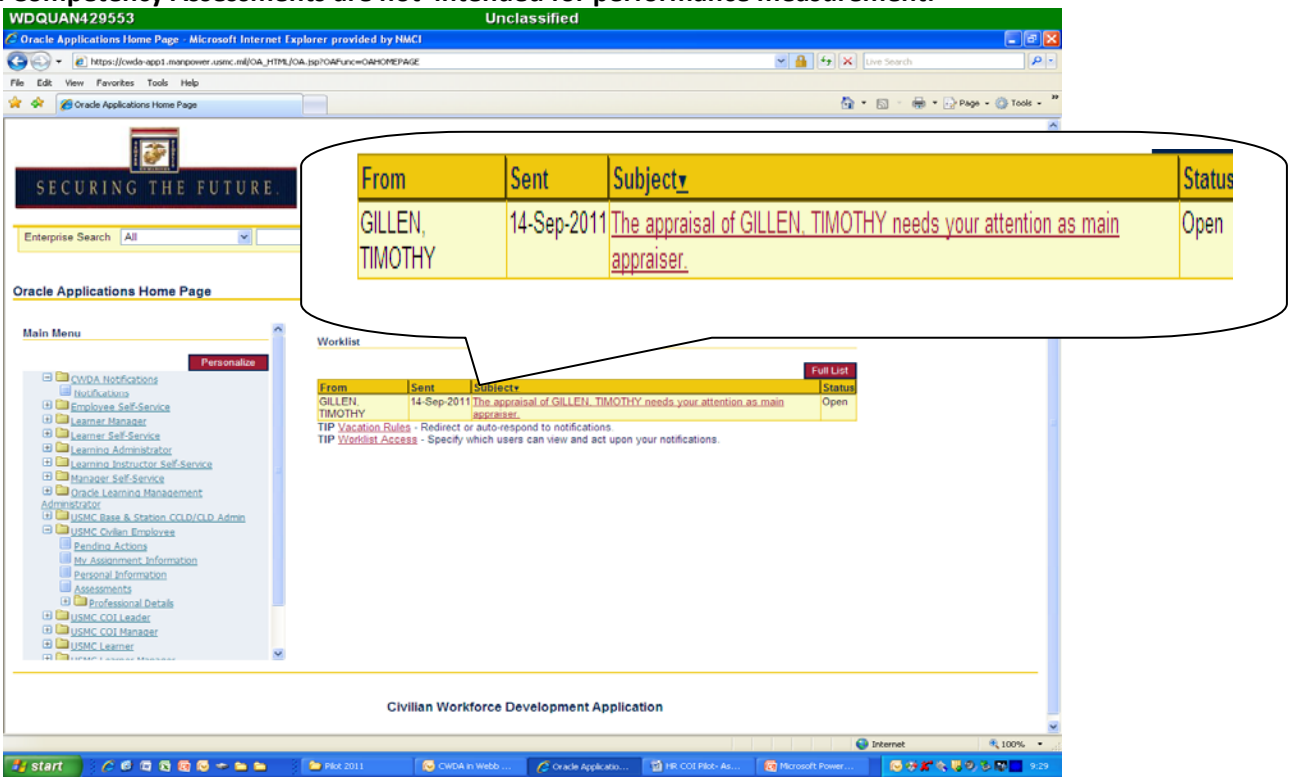


2. On the My Profile tab, scroll down to Your Priviledges and Available Functions. Click the link “CWDA Notifications”. A list of notifications, including assessments ready for your action, will be available.

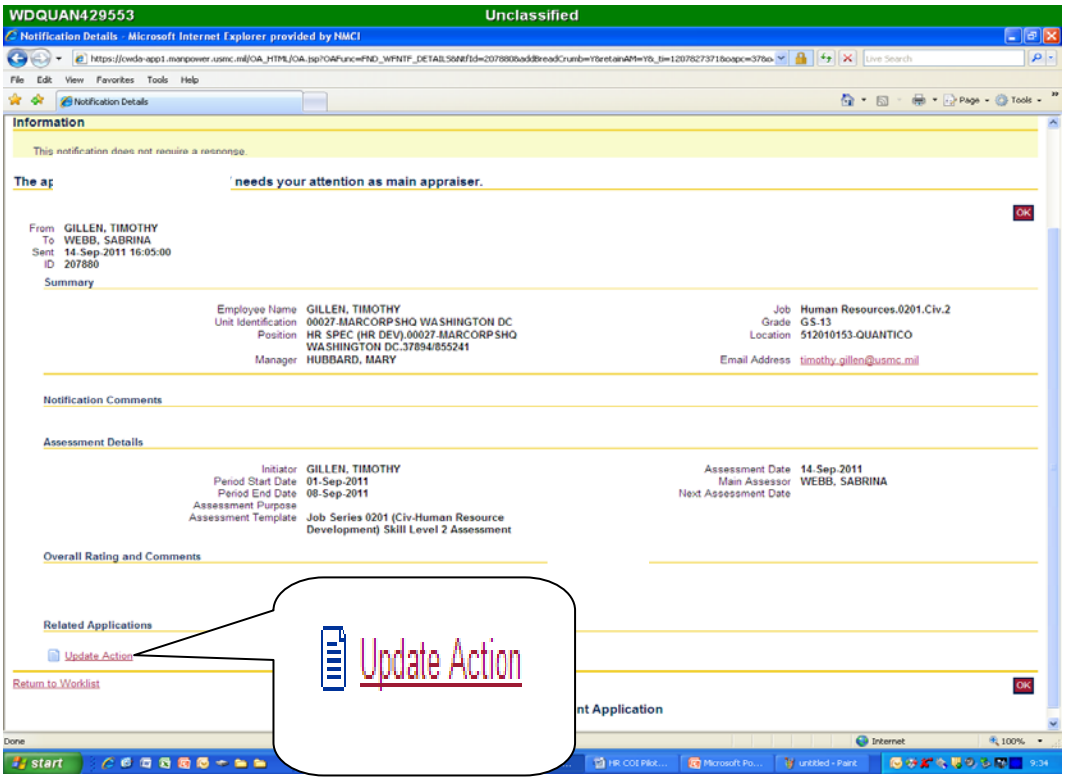


3. To view a notification click on the red subject link.

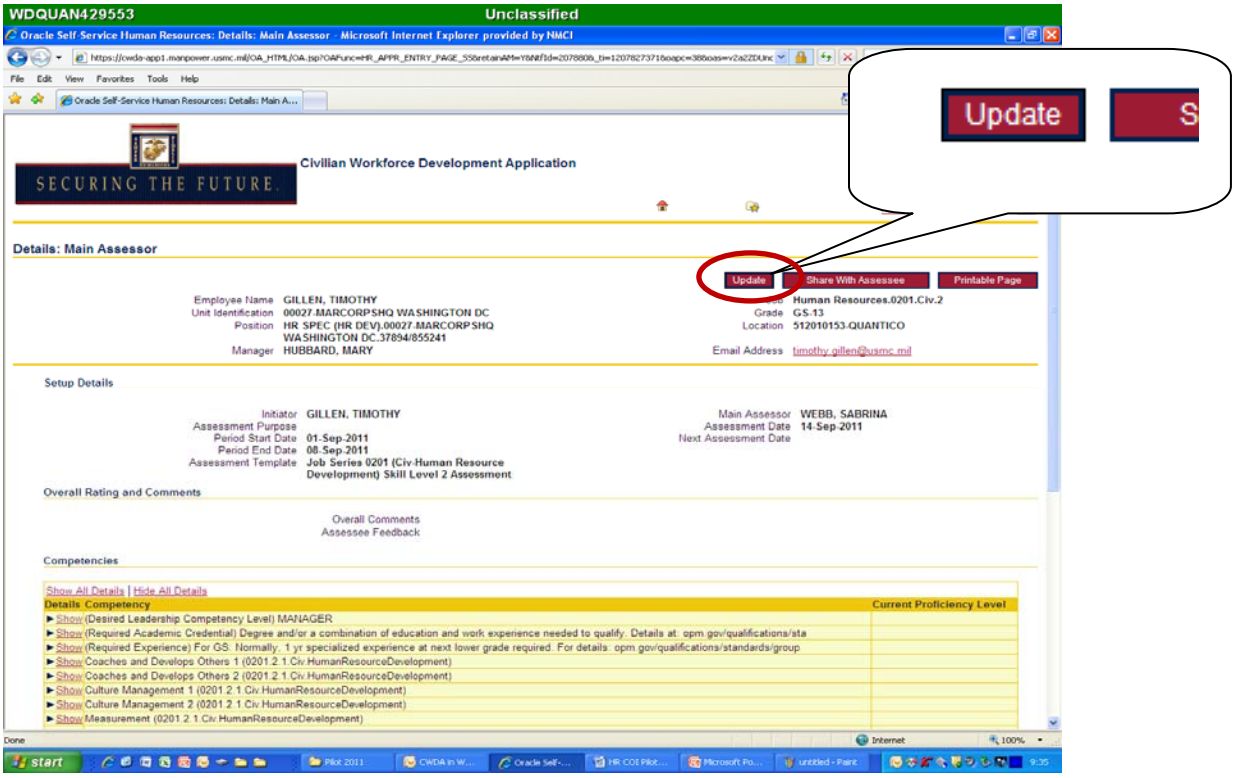
NOTE: Competency Assessments are not intended for performance measurement.



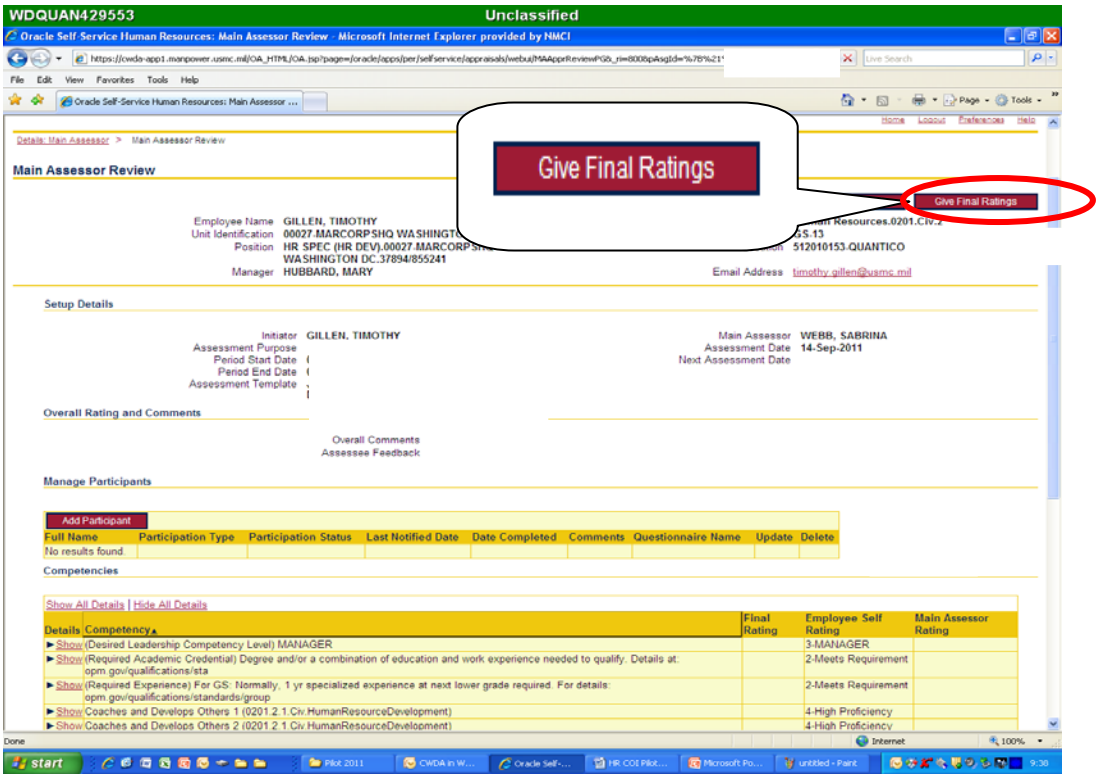
4. The notification shows the details of an assessment available for action. After reviewing the notification details, click "Update Action".



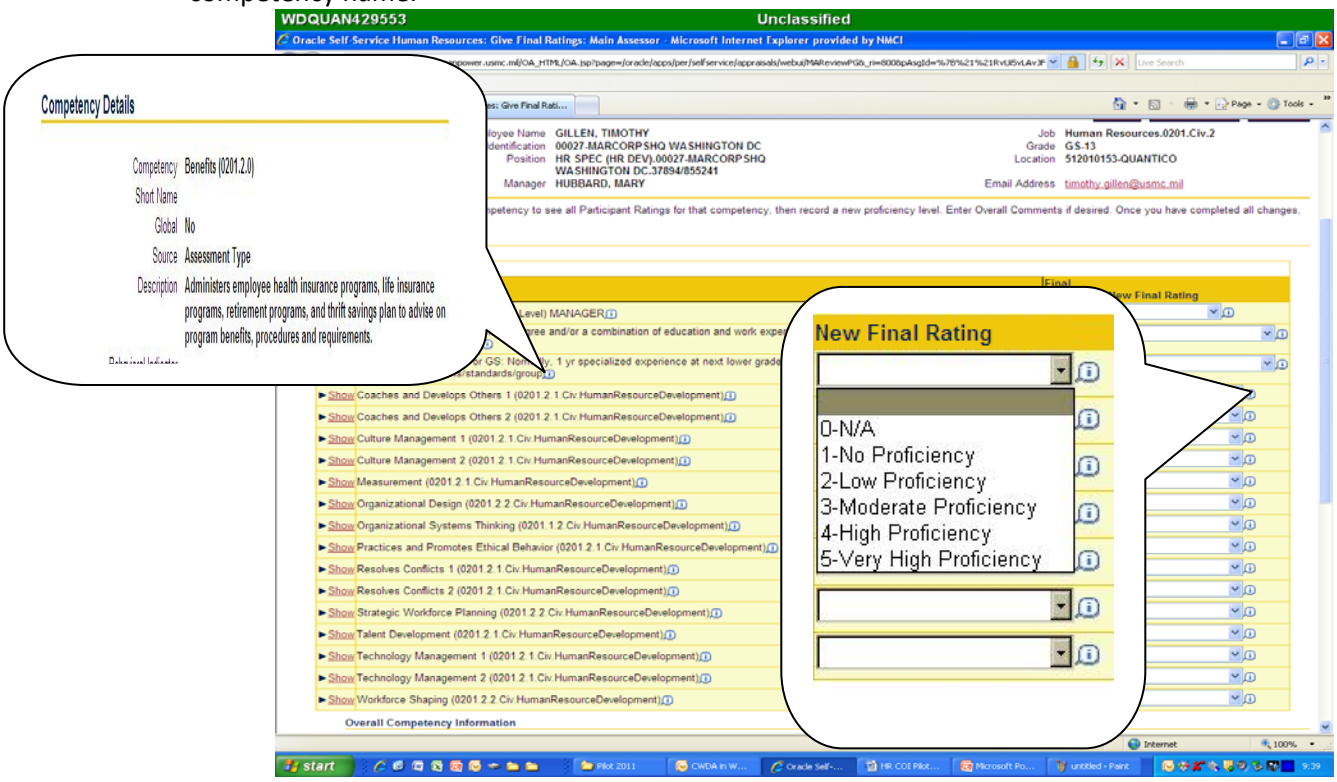
5. The assessment is open for review. To update the assessment with supervisor ratings, click the “Update” button located in either the upper right hand corner of the assessment review page.



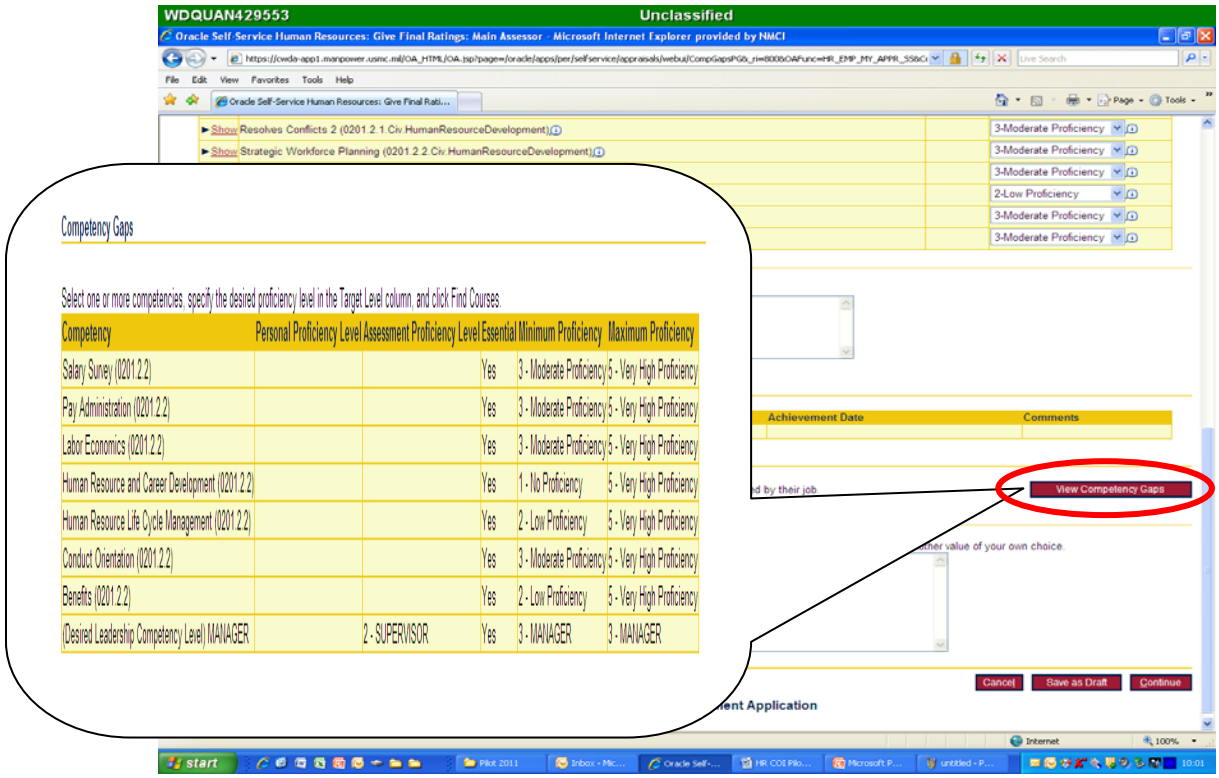
6. To assign final ratings as the Main Assessor (Supervisor), click the “Give Final Ratings” button located in either the upper right hand or lower right hand corners of the Main Appraiser review page.



7. In the Competency Assessment grid, locate the “New Final Rating” column to record the proficiency rating for each competency. To view the description of a competency, click on the information bubble next to the competency name.

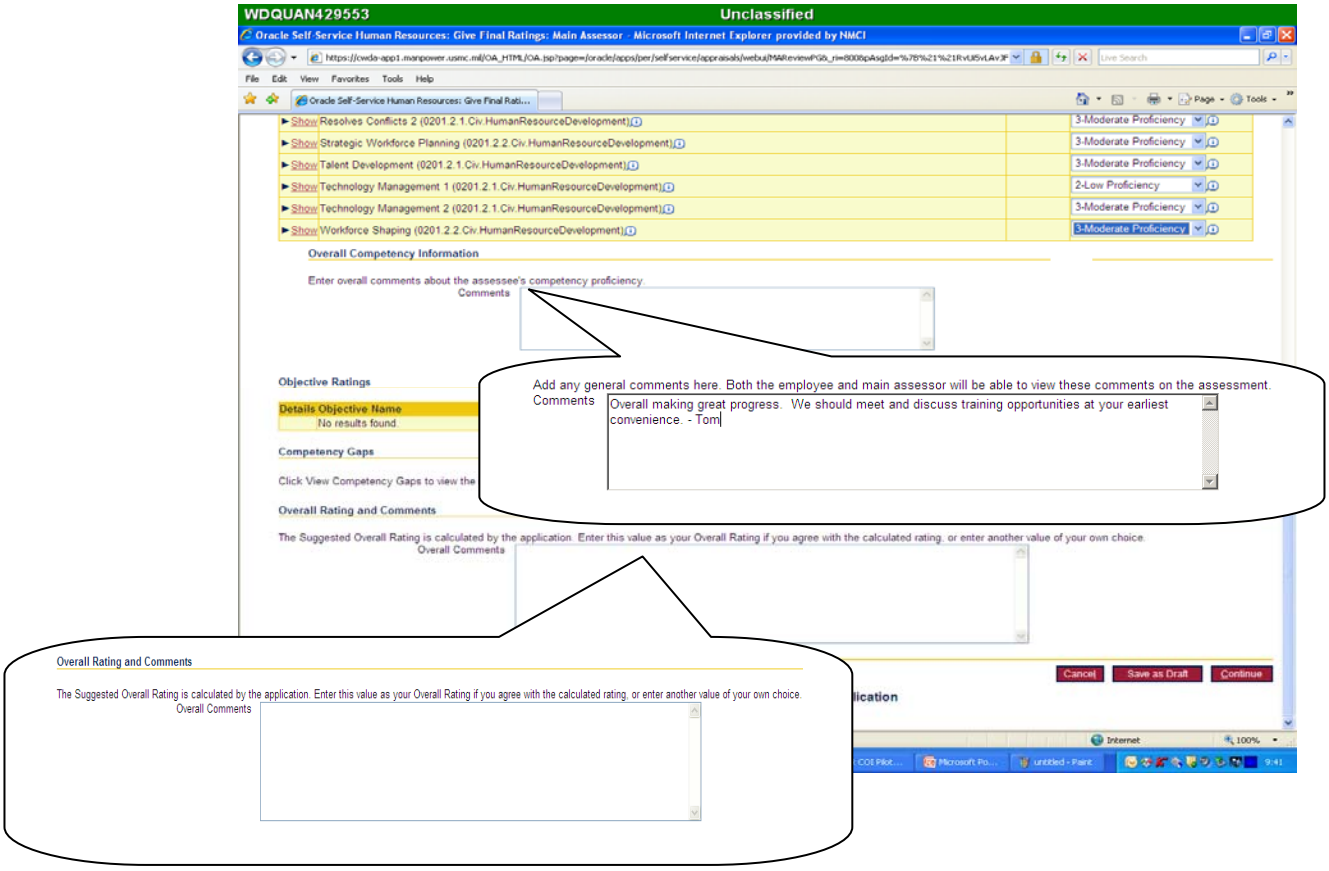


8. Clicking the red “View Competency Gaps” button will display identified competency gaps that show the difference between the assessee's current competencies and those required by their job.

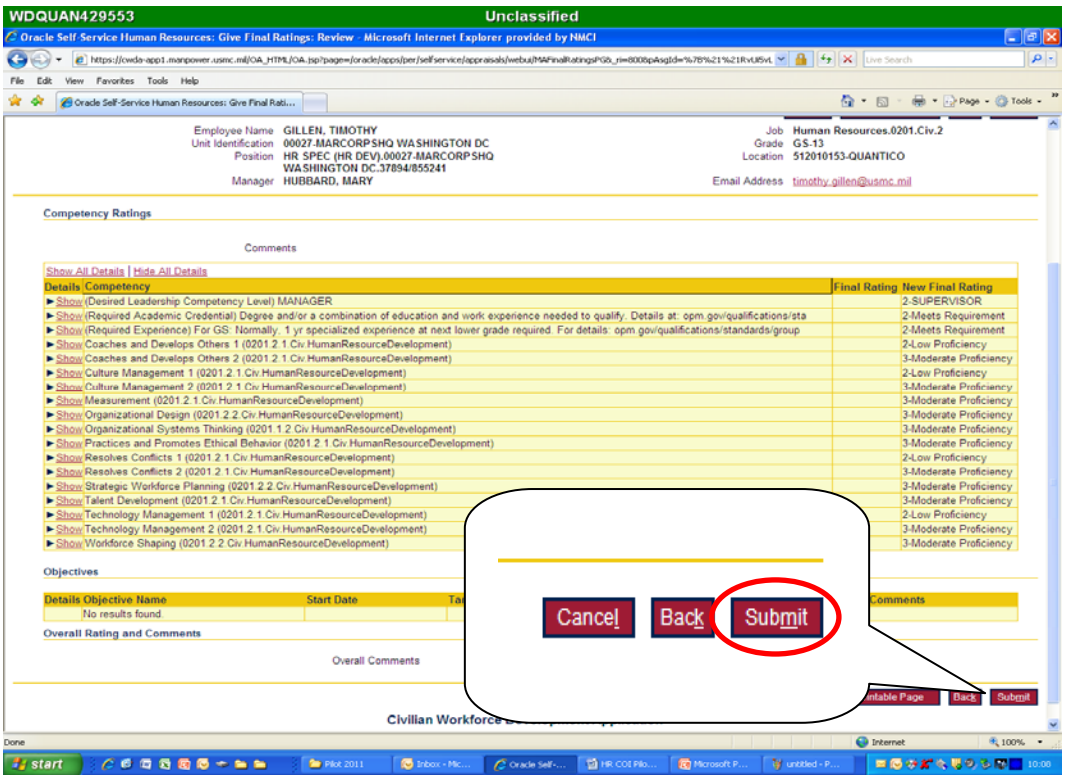


Competency	Personal Proficiency Level	Assessment Proficiency Level	Essential	Minimum Proficiency	Maximum Proficiency
Salary Survey (0201.2.2)			Yes	3 - Moderate Proficiency	5 - Very High Proficiency
Pay Administration (0201.2.2)			Yes	3 - Moderate Proficiency	5 - Very High Proficiency
Labor Economics (0201.2.2)			Yes	3 - Moderate Proficiency	5 - Very High Proficiency
Human Resource and Career Development (0201.2.2)			Yes	1 - No Proficiency	5 - Very High Proficiency
Human Resource Life Cycle Management (0201.2.2)			Yes	2 - Low Proficiency	5 - Very High Proficiency
Conduct Orientation (0201.2.2)			Yes	3 - Moderate Proficiency	5 - Very High Proficiency
Benefits (0201.2.2)			Yes	2 - Low Proficiency	5 - Very High Proficiency
(Desired Leadership Competency Level) MANAGER		2 - SUPERVISOR	Yes	3 - MANAGER	3 - MANAGER

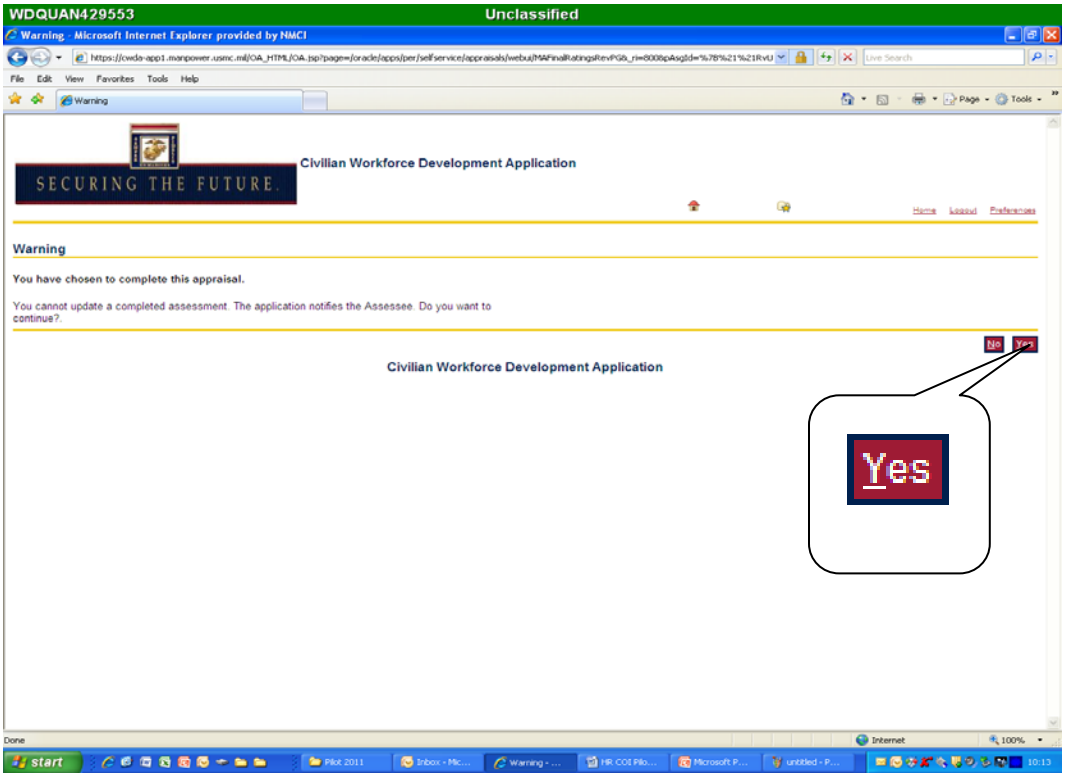
9. Comments regarding the overall assessment are recorded in the text box at the end of the assessment. Click the “Continue” button to proceed.



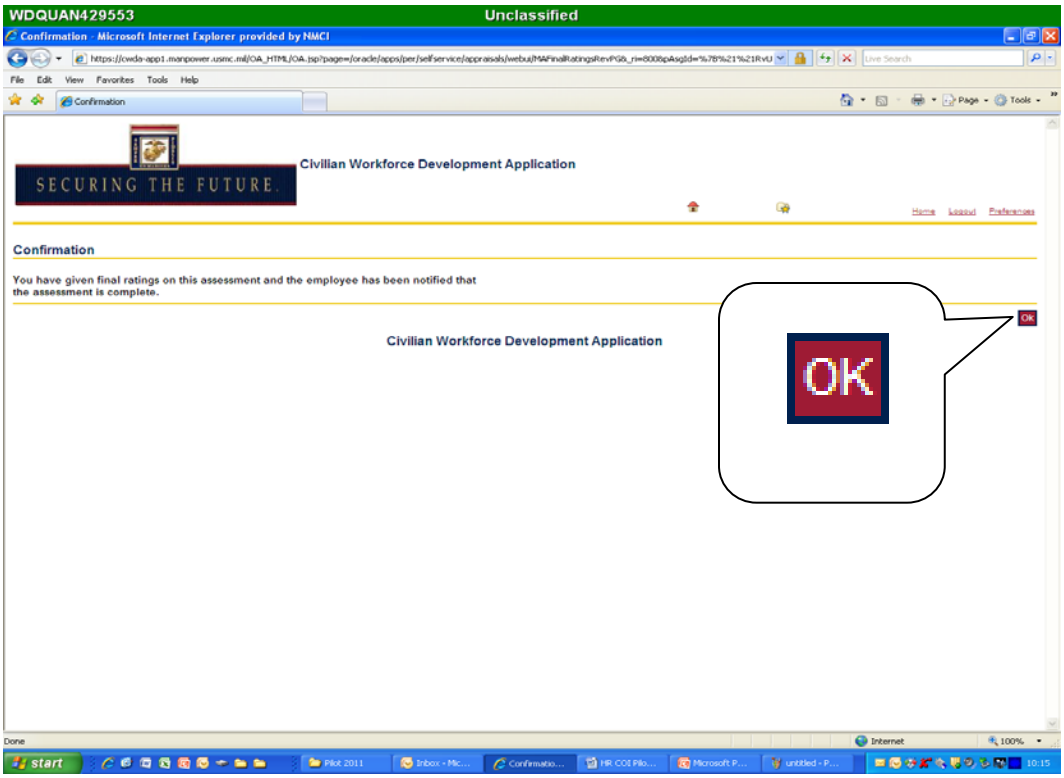
10. After assigning all “New Final Ratings” and reviewing, click “Submit” to complete the Main Assessor (Supervisor) Assessment ratings.



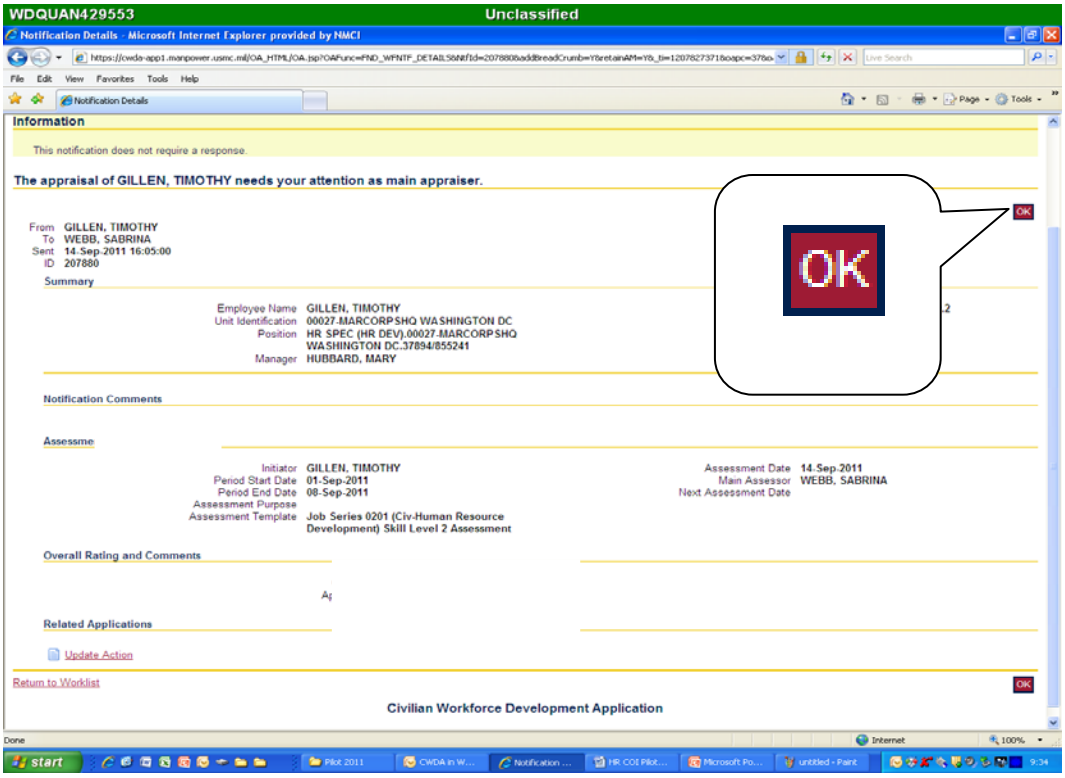
11. A confirmation page will display notification that the appraisal will be completed and can no longer be updated. Click “Yes”.



12. A final confirmation screen will be displayed. Please notify the employee that their assessment is complete; CWDA’s email notification function is not enabled at this time. Click “OK”.



13. Back under CWDA notifications, open the notification received announcing an assessment required your attention. Click the “OK” button to close the notification. It will not be deleted, but filtered from view.



Gap Analysis Report

1. To view the GAP analysis report for an assessment go to the CWDA Reports tab. To view a list of available reports as the employee, click on either the link for “Self Assessment Gap Analysis Reports” or “Standard Assessment Gap Analysis Reports”. Self Assessments only provide GAP analysis of the employee self-assessed proficiency rating against the COI defined benchmark. To view the GAP analysis as the Main Assessor, click on the link for “Standard Assessment Gap Analysis Reports as Main Assessor”. Standard Assessments provide GAP analysis of the Main Assessor proficiency rating against the COI defined benchmark.

2. A list of assessments will be available. Click the blue date link next to the desired assessment to view the GAP analysis report. The report will display and competency gaps are highlighted in yellow.

WDQUAN429548 Unclassified

CWDA Reports - Microsoft Internet Explorer provided by NMCI

https://cwda.manpower.usmc.mil/pls/portal/CWDAAPPS.RPT_STD_LIST_MA.show

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CWDA Reports

SECURING THE FUTURE.

Civilian Workforce Development Application

CWDA

CWDA Reports

Standard Assessment List as Main Assessor

Assessment Date	Employee Assessed	Period Start Date	Period End Date	Assessment Template	Status
16-MAY-11	GEHRT, VICKY L	16-MAY-11	30-SEP-11	Job Series 0201 (Civ-Information Systems) Skill Level 2 Assessment	PLANNED
12-AUG-11	WEBB, SABRINA A	08-AUG-11	09-AUG-11	Job Series 0201 Skill Level 2 Assessment	COMPLETED
16-AUG-11	WEBB, SABRINA A	01-AUG-11	15-AUG-11	Job Series 0201 (Civ-Human Resource Development) Skill Level 2 Assessment	ONGOING

Total Row Count in Report- 3
Row(s) 1 - 3

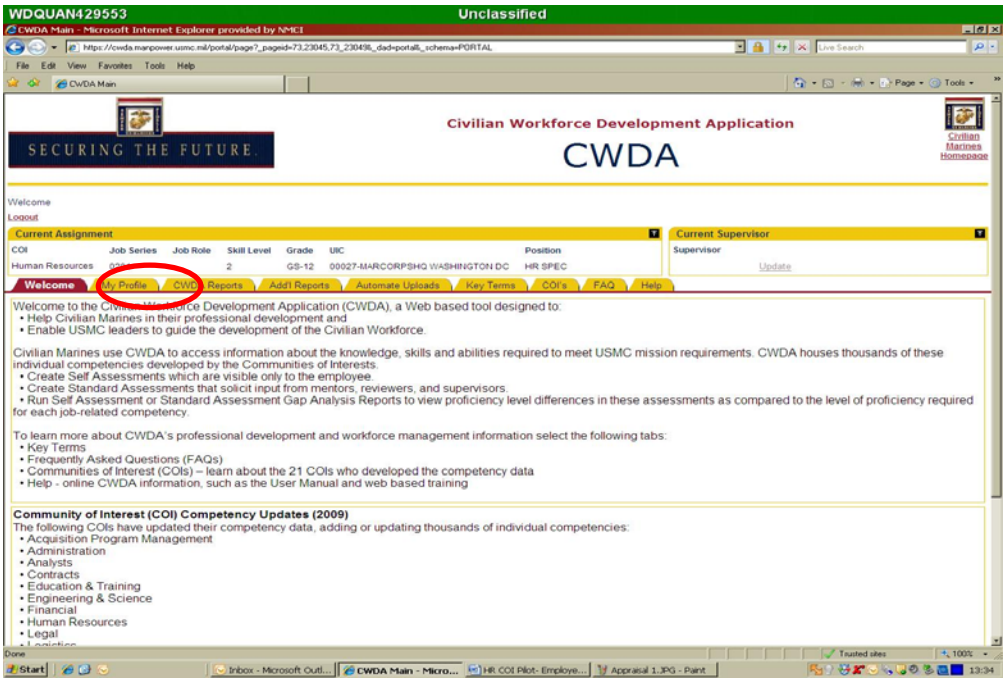
Done

Self Assessment Proficiency Gaps

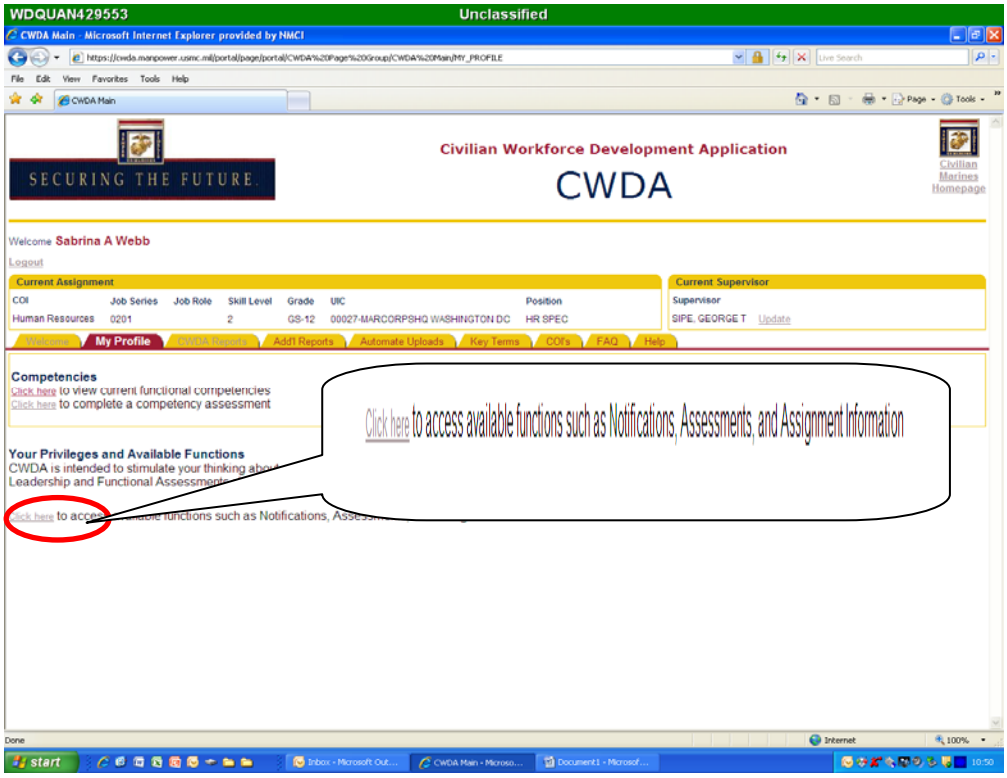
Assessment Date	Assessment Template	Competency	Rating Scale	Required Level	Assessed Level	Proficiency Gap
31-AUG-11	Job Series 0201 (Civ -Information Systems) Skill Level 2 Asse ssment	(Desired Leadership Competency Level) MANAGER	CWDA Job Requirements - L eadership Competency Leve l	3-MANAGER	3-MANAGER	No
		(Required Academic Credential) Degree and/or a com bination of education and work experience needed t o qualify. Details at: opm.gov/qualifications/sta	CWDA Job Requirements - G eneral	2-Meets Requirement	2-Meets Requirement	No
		(Required Experience) For GS: Normally, 1 yr spec ialized experience at next lower grade required. F or details: opm.gov/qualifications/standards/group	CWDA Job Requirements - G eneral	2-Meets Requirement	2-Meets Requirement	No
		Coaches and Develops Others 1 (0201.2.1.Civ.Inform ationSystems)	CWDA Default	4-High Proficiency	3-Moderate Proficiency	Yes
		Coaches and Develops Others 2 (0201.2.1.Civ.Inform ationSystems)	CWDA Default	4-High Proficiency	3-Moderate Proficiency	Yes
		Culture Management 1 (0201.2.1.Civ.InformationSyst ems)	CWDA Default	4-High Proficiency	3-Moderate Proficiency	Yes
		Culture Management 2 (0201.2.1.Civ.InformationSyst ems)	CWDA Default	4-High Proficiency	3-Moderate Proficiency	Yes
		Measurement (0201.2.1.Civ.InformationSystems)	CWDA Default	3-Moderate Proficiency	3-Moderate Proficiency	No
		Organizational Design (0201.2.2.Civ.InformationSys tems)	CWDA Default	3-Moderate Proficiency	2-Low Proficiency	Yes
		Organizational Systems Thinking (0201.1.2.Civ.Info rmationSystems)	CWDA Default	3-Moderate Proficiency	3-Moderate Proficiency	No
		Practices and Promotes Ethical Behavior (0201.2.1. Civ.InformationSystems)	CWDA Default	4-High Proficiency	5-Very High Proficiency	No
		Resolves Conflicts 1 (0201.2.1.Civ.InformationSyst ems)	CWDA Default	4-High Proficiency	4-High Proficiency	No
		Resolves Conflicts 2 (0201.2.1.Civ.InformationSyst ems)	CWDA Default	4-High Proficiency	4-High Proficiency	No
		Strategic Workforce Planning (0201.2.2.Civ.Informa tionSystems)	CWDA Default	3-Moderate Proficiency	3-Moderate Proficiency	No
		Technology Management 1 (0201.2.1.Civ.InformationS ystems)	CWDA Default	3-Moderate Proficiency	4-High Proficiency	No

Identifying Available Training

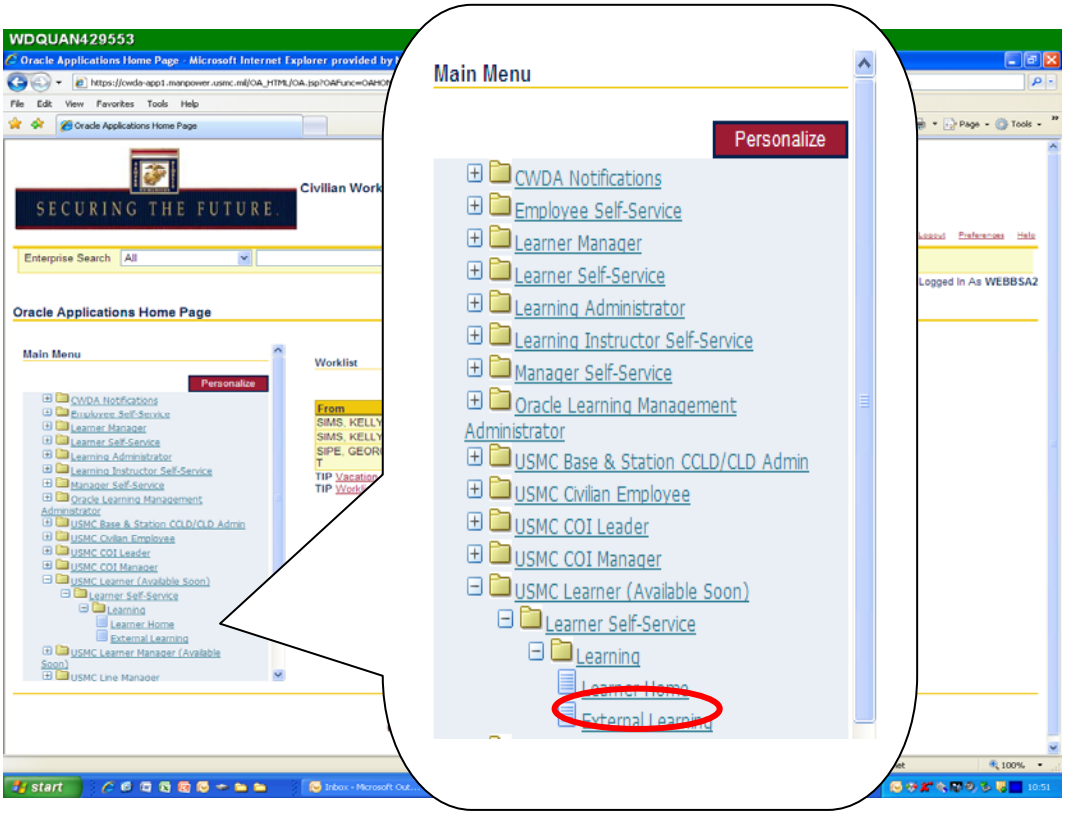
1. To identify training aligned with the GAP analysis results from an assessment, beginning on the Welcome tab, select and click on the “My Profile” tab.



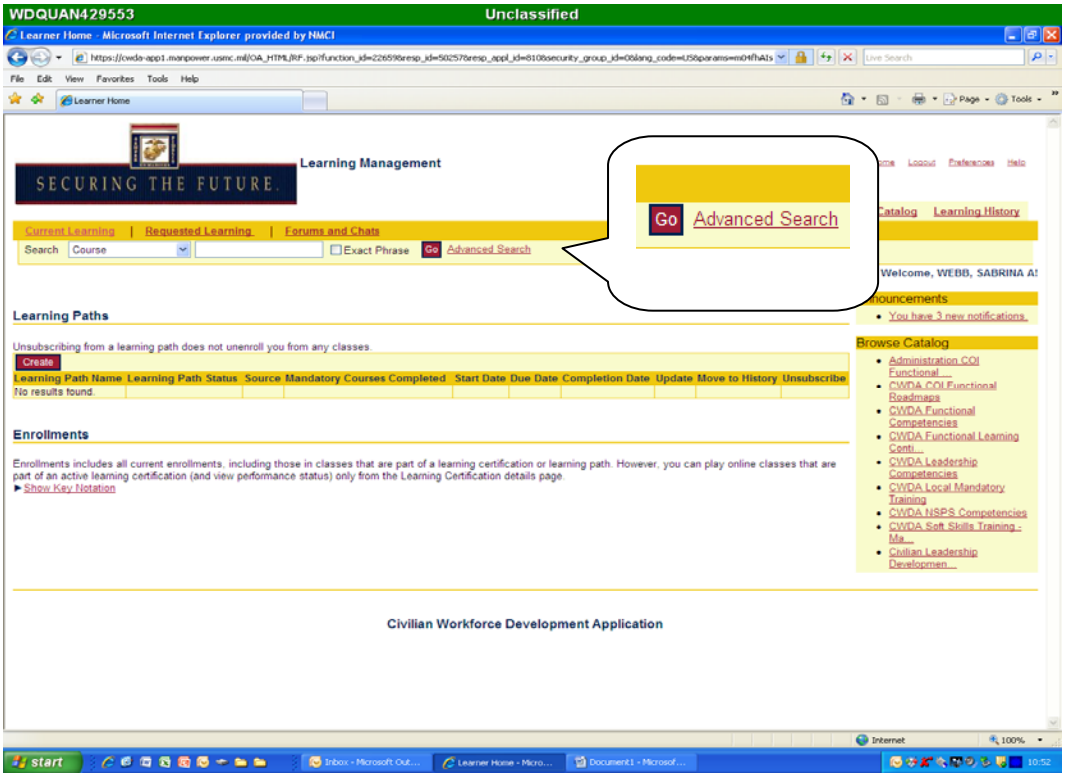
2. On the My Profile tab, locate the link “Click here” to access your list of Privileges and Functions.



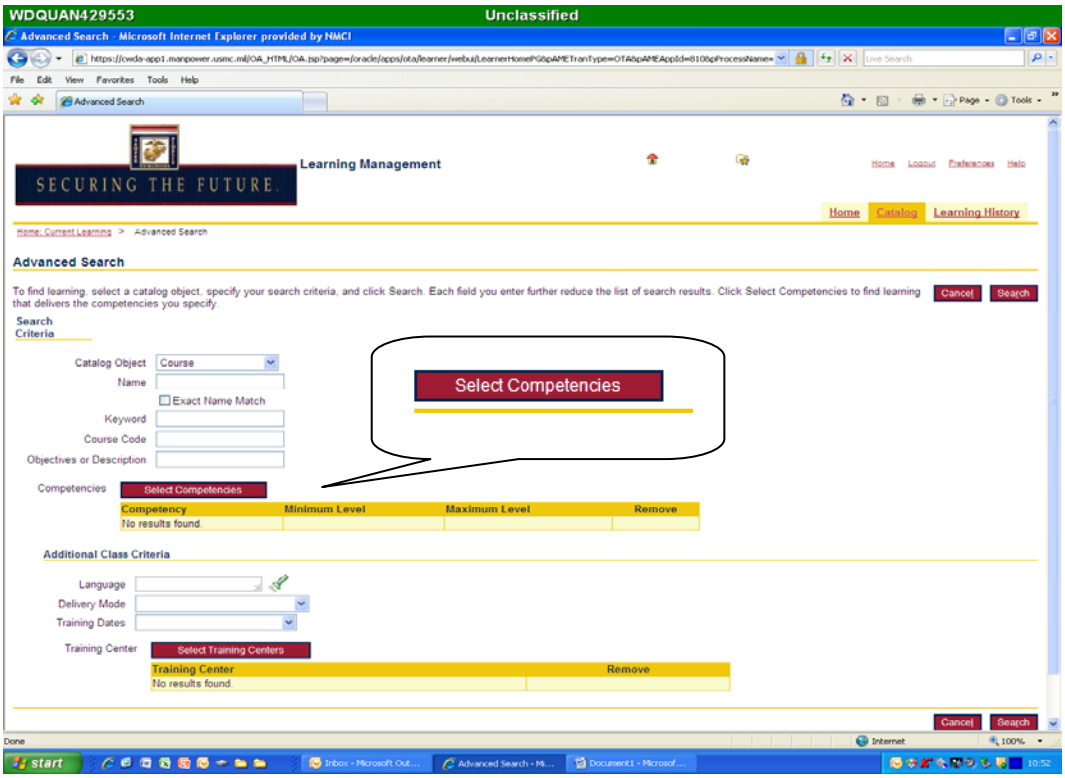
3. In the left navigation Main Menu, select and expand “USMC Learner (Available Soon). Expand until “Learner Home” is visible. Click on the link “Learner Home”.



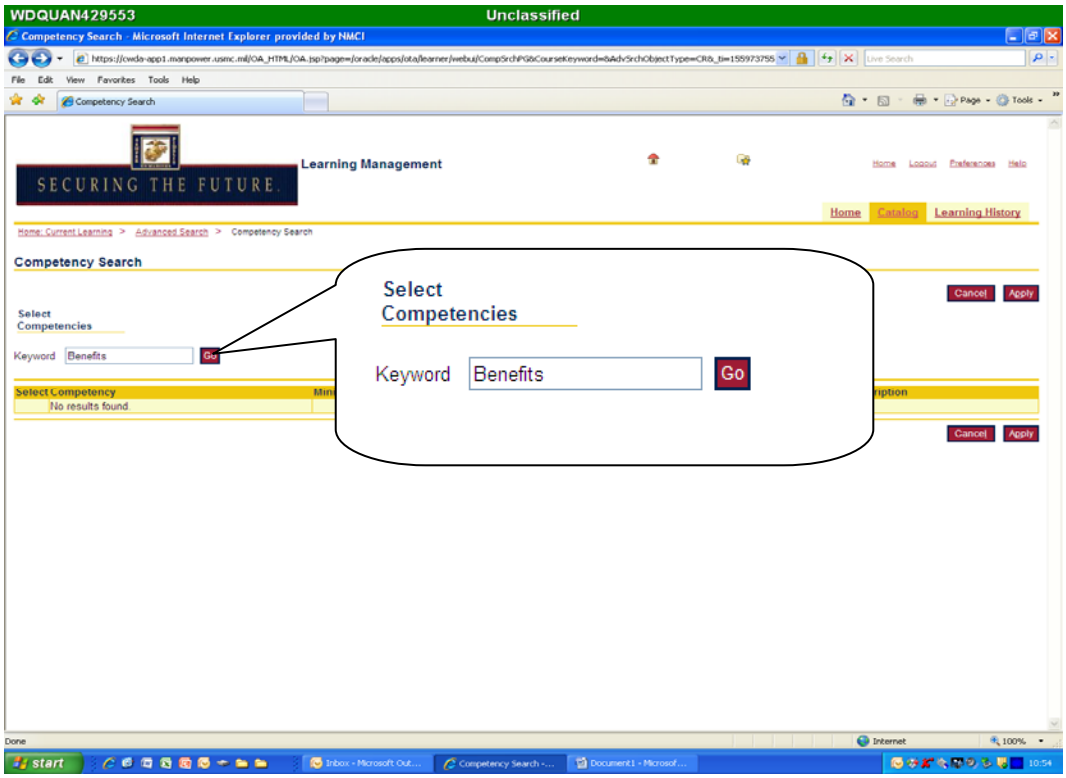
4. At the top of the page, click on the link “Advanced Search”.



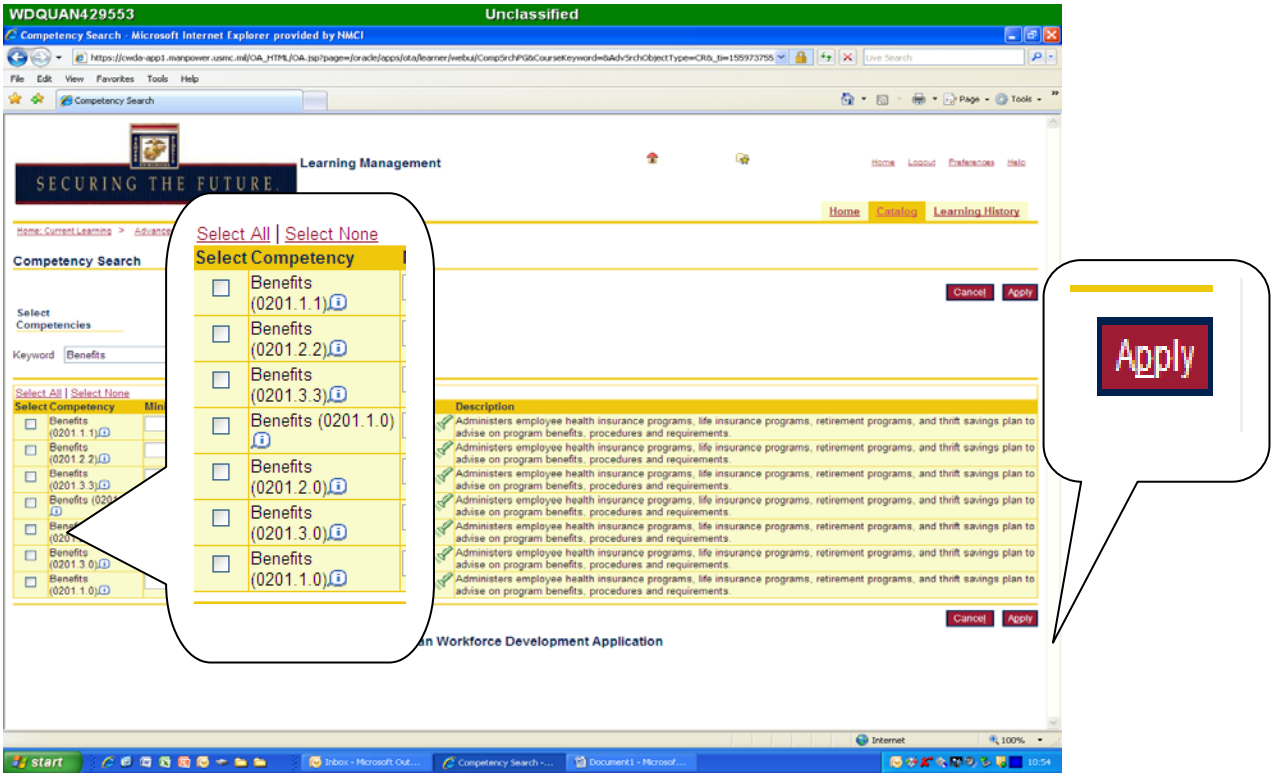
5. On the Advanced Search page, to search by competency, click the red “Select Competencies” button.



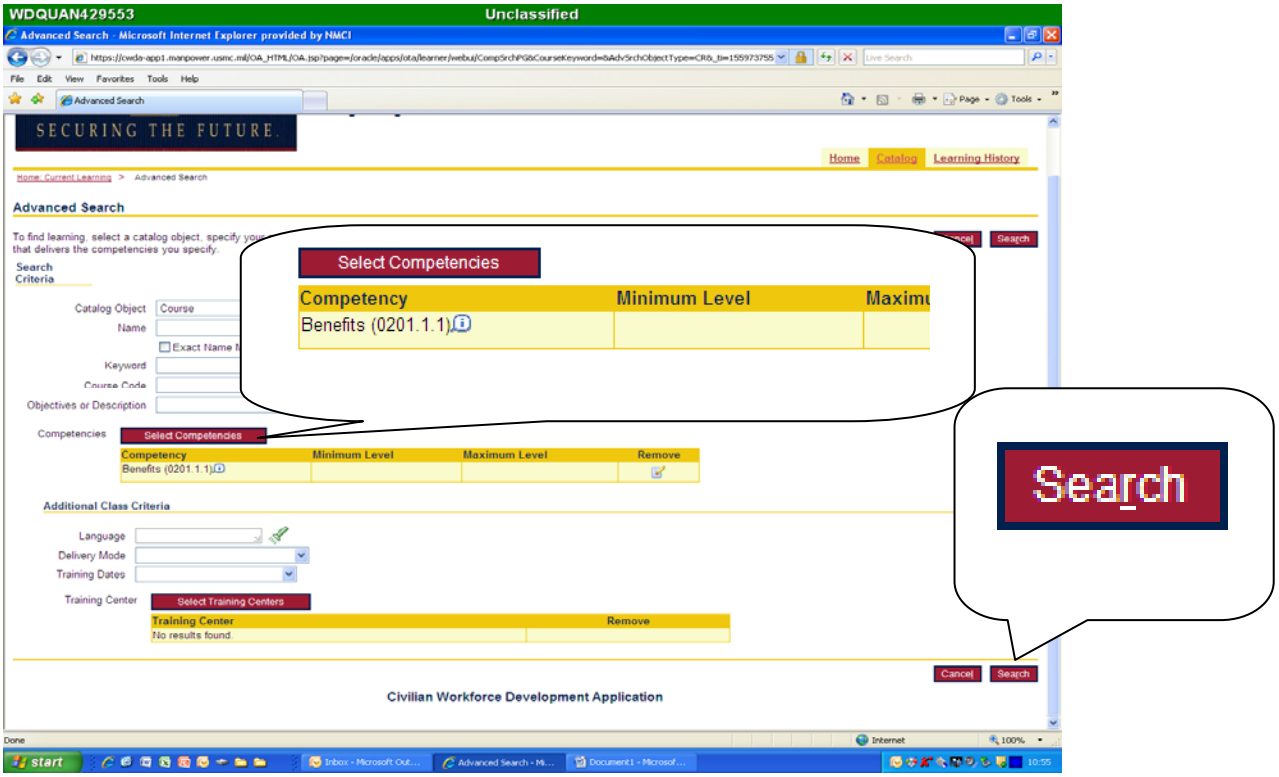
6. In the box under “Select Competencies”, next to “Keyword” enter part or all of the competency name. Click Go.



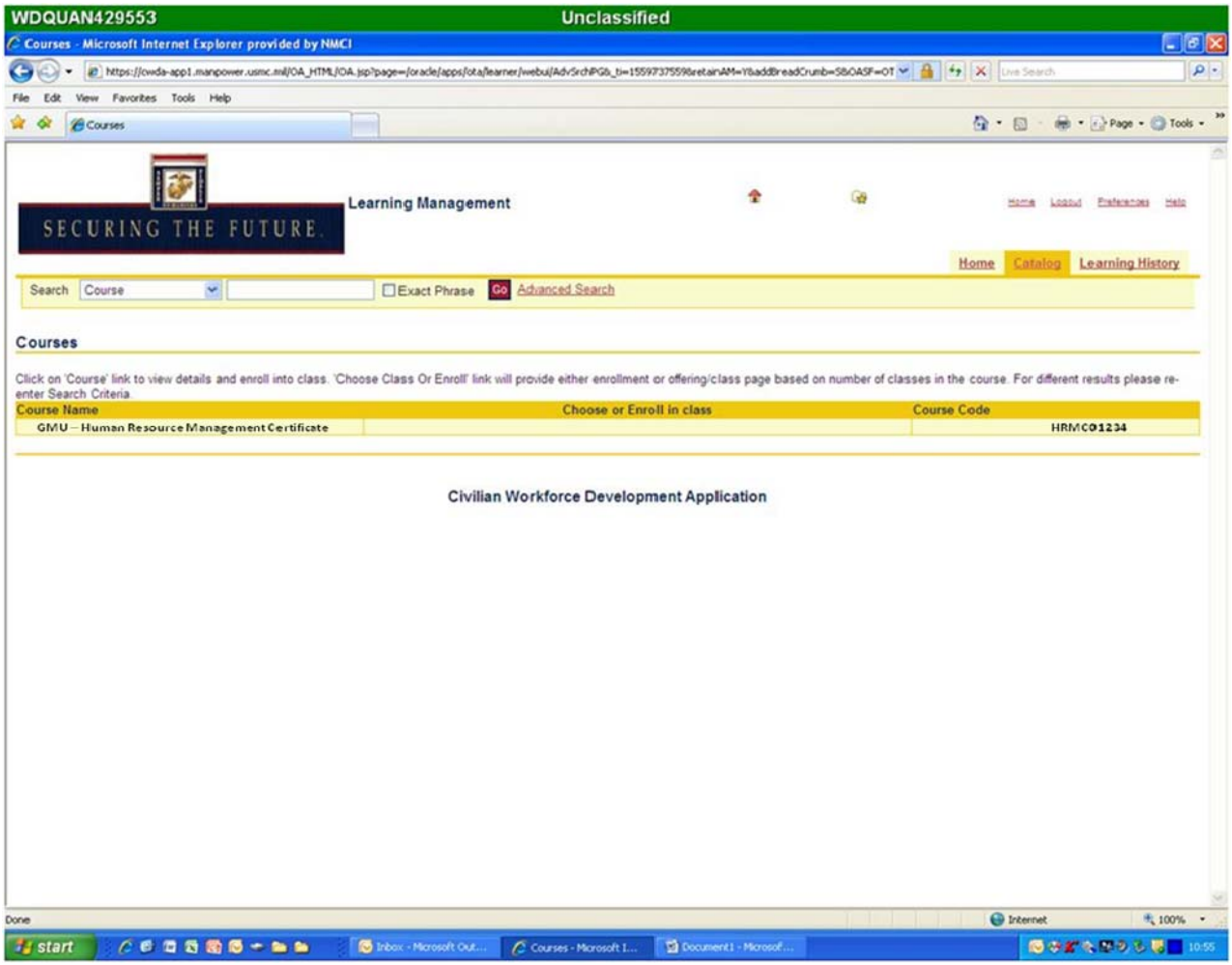
7. A list of competencies will be displayed. Using the check box to the left of the competency, select the competency or competencies whose training you would like to view. Click “Apply”.



8. The competency selected displays in the Competency grid. Click the red “Search” button.



9. The course(s) that have been identified as supporting the competency in the search will be displayed in a grid. The courses in the search result are suggested avenues to closing identified competency gaps.



FAQ

If I am a USMC civilian employee, what can I do with the CWDA?

Employees may perform the following actions in the CWDA:

- View Competencies
- Create functional/leadership competency/proficiency assessments
- Compare proficiencies against specific COI templates
- Record professional development attributes including academic credentials, certificate requirements, rotational assignment requirements, and internship requirements.
- View positions by series/location

If I am a Community of Interest Leader/Manager, what can I do with the CWDA?

- Community of Interest Leaders/Managers may perform the following actions in the CWDA:
- View occupational series in each Community of Interest (COI)
- View competencies for occupational series in the COI
- View professional development attributes in the COI
- View positions in COI by series, grade and activity
- View employees' information in the COI
- View reports and analytical outputs

What is a Professional Development Attribute?

Each Community of Interest has identified other aspects of professional development needed by or recommended to you, the USMC civilian employee, to perform your job and meet USMC mission requirements. The CWDA calls those aspects "Professional Development Attributes", and stores them as competencies. Professional Development Attributes fall into the following categories:

- Academic Credential: Degree-related (e.g. bachelor's degree in business administration)
- Education & Training: Coursework-related (e.g. 24 hours of concentration in business administration)
- Experiential: Related to tenure in occupational field (e.g. 5 years in business administration-related occupational fields)
- Certification: Related to statutory or regulatory accreditation requirements for an Occupational Series (e.g. certifications required by the Defense Acquisition Workforce Improvement Act, such as DAWIA Level 2)
- Internships and Apprenticeships: Learning assignments prior to assumption of full duties within occupational series (e.g. Presidential Management Internship)
- Rotational Assignments: Temporary duty with other organizations during career that help you to develop a broader skill set

When were the Communities of Interest created?

The Commandant of the Marine Corps created the Communities of Interest in a MARADMIN issued in August 2001.

Who is in charge of the Communities of Interest?

Each Community of Interest has a two-person leadership team. Each team consists of a Leader and a Manager. The leader, typically an executive in a functionally-related USMC line organization, provides strategic guidance and oversight to the COI. The Manager, typically a top manager in a functionally-aligned organization, directs day-to-day execution of COI development.

When did the Communities create Competencies and Professional Development Attributes?

The Civilian Communities of Interest Project, which ran from September 2001 - December 2002, was administered by the Civilian Workforce Development (MPC-30) Section of the Civilian Workforce Management (MPC) Branch of the Department of Manpower & Reserve Affairs, HQ USMC. During that time, the following things happened:

- Occupational Series Alignment: In collaboration with the COIs, MPC aligned over 400 occupational specialties in the USMC civilian workforce with one of the twenty COIs. Each specialty was identified by its OPM Occupational Series Number (e.g. GS-0346, GS-1102, and GS-2210) and allocated to a COI based on its relationship to a particular functional area of expertise.
- Competency and Professional Development Attribute Development: Each Community of Interest established a set of Competencies and Professional Development Attributes for each of the Occupational Series aligned with it.
- Skill Level Structure Development: Each Community of Interest divided career progression within an Occupational Series into an ascending series of Skill Levels.
- Proficiency Level Development: Each Community of Interest created Proficiency Levels for each Competency based on the Skill Level of an Occupational Series.

Beginning in September 2009, a new effort was launched to refresh the competency data for each community and the associated occupational series. There will be periodic reviews and refreshes.

I don't understand all these terms, and I don't understand what the Community of Interest is supposed to do for me. Who can I contact for more information?

Contact the Civilian Workforce Development Section (MPC-30).

Why shouldn't I use the browser Back button when logged into the CWDA application?

The browser "Back" button should not be used once logged into the application. The use of the browser "Back" button may cause the application to perform unexpectedly.

What do I do if my HR information is missing or incorrect?

Personal data shown in CWDA was downloaded from the official employee HR records of Modern DCPDS or NAFI. It cannot be updated in CWDA. If this personal data is incorrect, contact your HR office.

Why is my Supervisor missing from the drop down list in Update Supervisor?

The Supervisor drop down list is comprised of employees who have valid CWDA user accounts and who also share the same UIC assignment as you. The list displays all potential NAFI employees but only DCPDS employees that have a Supervisory Code.

HELP

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