FY24 Contractor Assurance System Education: a Training Outline

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CAS Training Subgroup Members

CONTRACTOR ASSURANCE SYSTEMS (CAS) EDUCATION: A Training Outline for the DOE and NNSA Community

Generated by the EFCOG Contractor Assurance System Subgroup, Community of Practice for Assurance Integration

Team

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- Heidi Jones, Sandia National Laboratories
- Shannon Mace, Pacific Northwest National Laboratory
- Kevin Mattern, Oak Ridge National Laboratory
- Kelli Presley-Thomas, Department of Energy
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Facilitator

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CAS Training Subgroup Desired Outcomes

The implementation of CAS is unique to each site and role:

- **M&Os** vary and management of Labs/sites is unique to their mission and operating environment

- **Parent Companies** consist of diverse set of corporate partners providing governance

- **Site Offices** and federal sponsors employ different approaches to oversight

Goals for CAS Training

✔ Capture knowledge to codify history of CAS for changing workforce

✔ Communicate CAS in way that speaks to Operations and mission

✔ Increase consistency in the deployment of CAS

✔ Develop common understanding of CAS and its application

✔ Identify and share best-practices in assurance and performance improvement
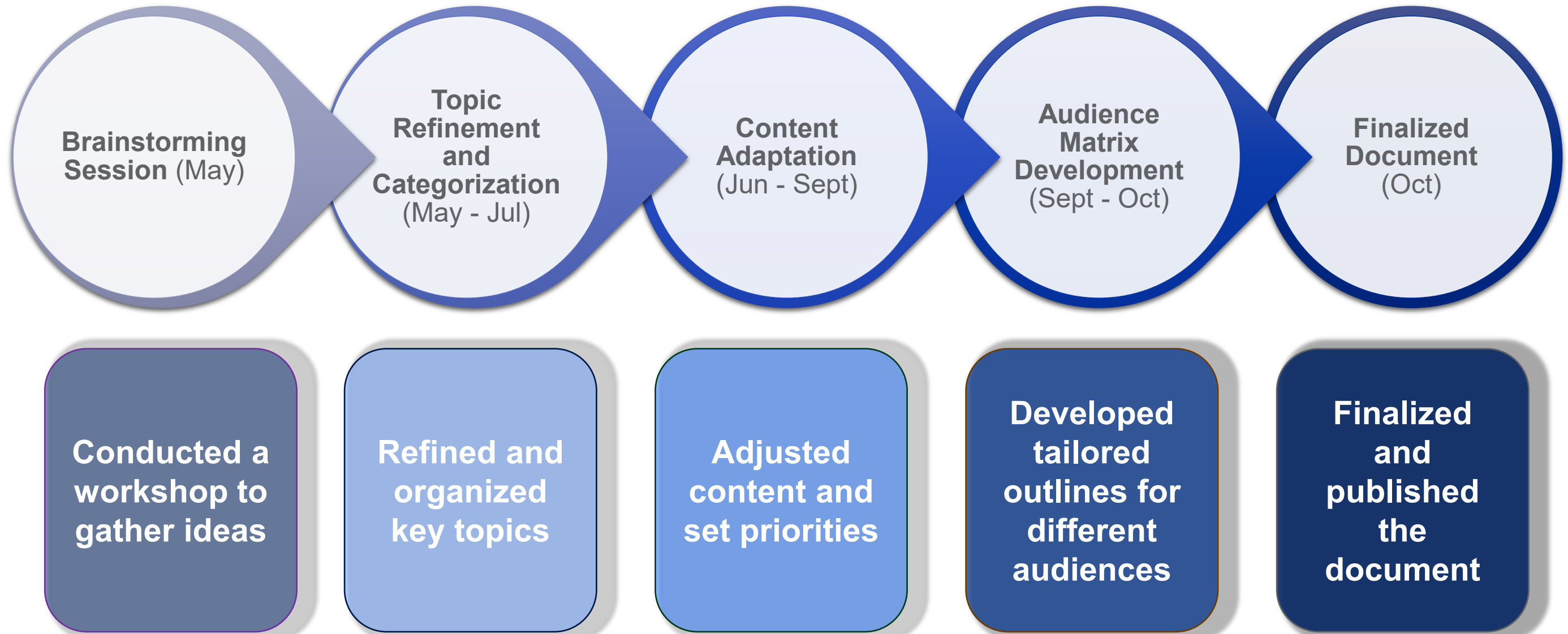
CAS Training Subgroup Focus

**What are the foundational elements of CAS to be included in a training program?
What are the key audiences for the CAS Training?**
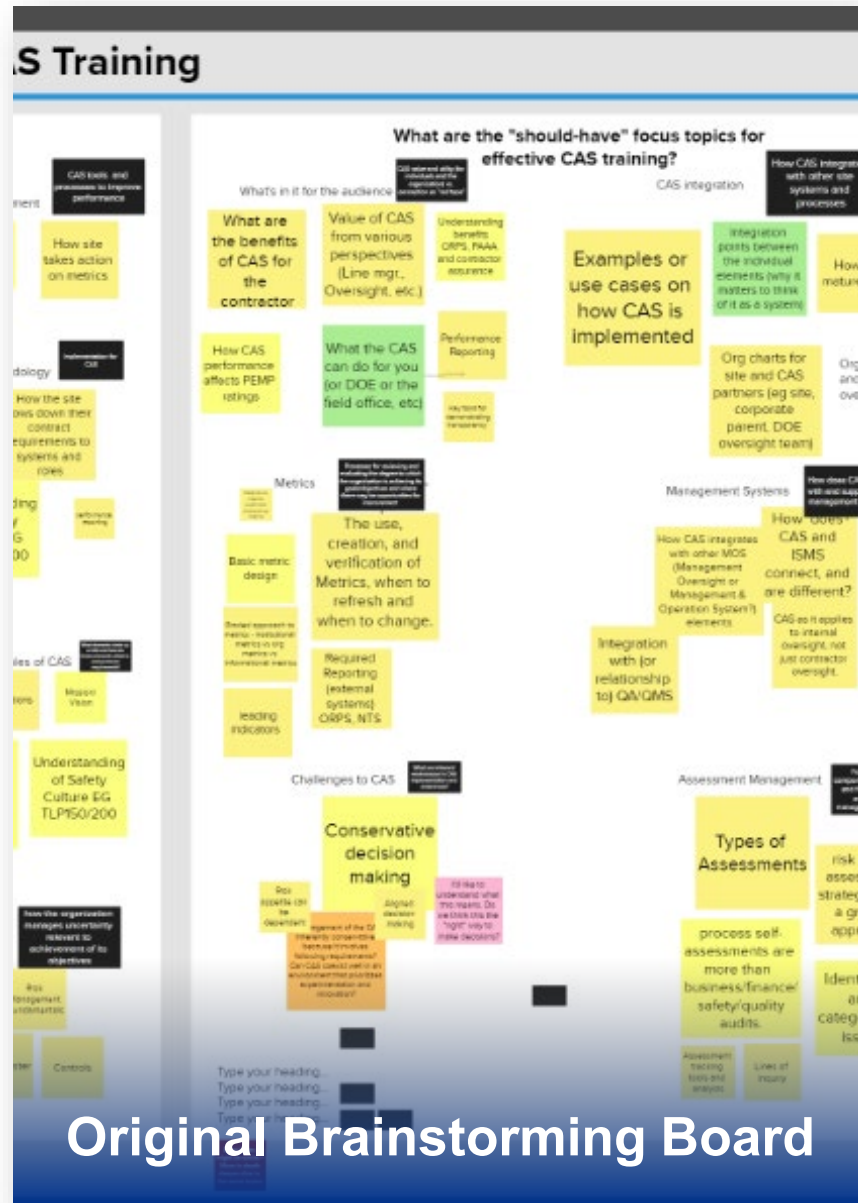
Topical areas the Training Subgroup Considered

- Contract mechanisms

- Requirements flow-down

- Operating models

- Application of oversight

- Administration of governance

- How can other EFCOG resource be pulled in? (e.g., CAS Maturity Model)

- Value of assurance for line management and researchers/workforce

- Comparable approaches from industry

Process used by the CAS Subgroup

Brainstorming Session (May)

Topic Refinement and Categorization (May - Jul)

Content Adaptation (Jun - Sept)

Audience Matrix Development (Sept - Oct)

Finalized Document (Oct)

Conducted a workshop to gather ideas

Refined and organized key topics

Adjusted content and set priorities

Developed tailored outlines for different audiences

Finalized and published the document

Subgroup Used Collaboration Tools - MURAL

Original Brainstorming Board

Online whiteboarding tool

Collaborate anytime, anywhere

MURAL + Facilitated Conversation

Audience Matrix Board

Pacific Northwest
NATIONAL LABORATORY

CONTENTS

Easy to Follow Outline of CAS Functions and Topics

Core Topics	Leadership	Basic Staff	Performance Management Staff
What's in it for the audience	Importance of CAS for mission assurance. Benefits for contractor oversight and compliance. Demonstrating transparency.	Why CAS matters to the overall mission. Personal benefits of understanding CAS.	How CAS impacts performance assessments and metrics. Importance of transparency and data accuracy.
Principles of CAS	CAS alignment with mission/vision. Overview of DOE Order/H-Clause.	Basic understanding of CAS elements. Key definitions and terminology.	Advanced understanding of CAS principles. Ensuring CAS compliance aligns with corporate and DOE standards.
Contractor Assurance Roles & Responsibilities	Leadership responsibilities in CAS partnerships (DOE, M&O, corporate). Oversight accountability. Org charts for clarity.	Roles of line management, oversight, and partnerships. Awareness of management presence in the field.	Detailed role in monitoring and executing CAS-related tasks. Clarifying the role of requirements owners and system managers.
CAS Requirements and Methodology	Leadership role in flow-down of contract requirements. Strategic importance of CAS planning for mission-critical work.	Understanding how contract requirements are applied to daily work. Applicability of CAS to mission delivery.	Developing and overseeing CAS methodology for organizational performance. Ensuring compliance with CAS systems and roles.
Risk Management	Strategic planning and high-level risk management. Oversight of risk mitigation processes.	Basic understanding of risk management. Awareness of roles in risk management.	In-depth focus on risk register, controls, and key risk indicators. Supporting the management process and reporting high-level risks to leadership.

Ease to Use Audience Matrix

FY25 Task Next Steps

- Establish new Task Subgroup Engagement

- Incorporate peer group feedback to enhance CAS training curriculum

- Develop scope statements and learning objectives for each core training module

- Recommend options for a centralized CAS "Training Library" with:

  - Standardized training guides
  - Best practice examples
  - CAS Training tools

Thank you