



## SWD Contracting Hero of the Month

### Hero of the Month's 'how to' guides deliver enhanced, critical training

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Kassandra Hicks of the Southwestern Division, Tulsa District's Services & Supplies Branch, is nominated as Hero of the Month for exceptional contracting support and demonstrated leadership learning her trade and delivering training tools to assist contracting staff across the Tulsa District.



Her specific contributions are most notable in the detailed "How To" Guides she has developed that cover various acquisition processes and topics. Hicks recognized the need for supplemental tools at the release of the Back-to-Basics Certification Program, which shifted training to the Agencies and on her own initiative, she began preparing developmental guides as she was working through contracting process on various projects assigned to her. These Guides contain screenshots and instructions detailing the various acquisition steps of a given action and have contributed to success of many other new employees within the District and their ability to complete tasks independently. Additionally, the "How To" Guides developed by Hicks have also assisted Section and Branch Chiefs deliver enhanced training on various acquisition topics, saving both time and money.

Hicks is also accredited for preparing quizzes for the Services and Supplies Branch staff meetings covering a variety of topics that she has learned from courses she attends. These quizzes not only provide her an opportunity to pass on the knowledge she has learned but have served as a catalyst for important conversations across the District Contracting Division. Hicks's determination and willingness to share knowledge and tools demonstrates the value she brings to the Services & Supplies Branch and the entire Tulsa District.

In addition to spearheading training tools and resources, she completed 24 contract actions in the amount of \$556,469.00 in Fiscal Year 2022 and has already completed 38 actions this FY in the amount of \$575,563.00. Hicks is set to double her output from the previous fiscal year and has done so while also completing the contracting certification program. For these reasons, Hicks has been recognized by the Regional Chief of Contracting and the Tulsa Chief of Contracting as Tulsa's Hero of the Month for exceptional service to the Tulsa mission and for going above and beyond in her pursuit of acquisition excellence!