



AcqDemo Training

**CAS2Net for Pay Pool Administrators
Summer 2016 – Air Force Version**

**DoD
Civilian Acquisition Workforce Personnel
Demonstration Project (AcqDemo)**

- Audience
 - Pay Pool Administrators

- Training outcomes
 - Understand how to logon to CAS2Net
 - Understand how to create non-demo and demo supervisor user accounts
 - Learn how to establish the supervisory structure for a pay pool
 - Understand how to use CAS2Net reports
 - Learn how to move employees from transfer pay pool to correct pay pool
 - Understand eDocuments
 - Become familiar with the Contribution Planning and Annual Appraisal modules for employees and supervisors in CAS2Net

Training Topics:

- Login
- Welcome Screen Features
- Employee Roster Report
- Inserting Employee Records (Demo and non-Demo)
- Modifying Employee Record and Transfer Pay Pool
- Creating Supervisory Structure
- Generating Reports
- Enabling Mandatory Objectives
- Superuser – Change Role
- eDocuments Module
 - Obtaining Digital Signatures
- CAS2Net for Employees and Supervisors
 - Contribution Planning
 - Annual Appraisal

All records shown are fictitious so there is no PII in this briefing

- Access the CAS2Net site by going to the following URL: <https://acqdemoii.army.mil>
- For initial login CAS2Net redirects to the ALTESS single sign-on site
- The Usage Policy screen is shown
- Click "I Agree" button to continue

Usage Policy

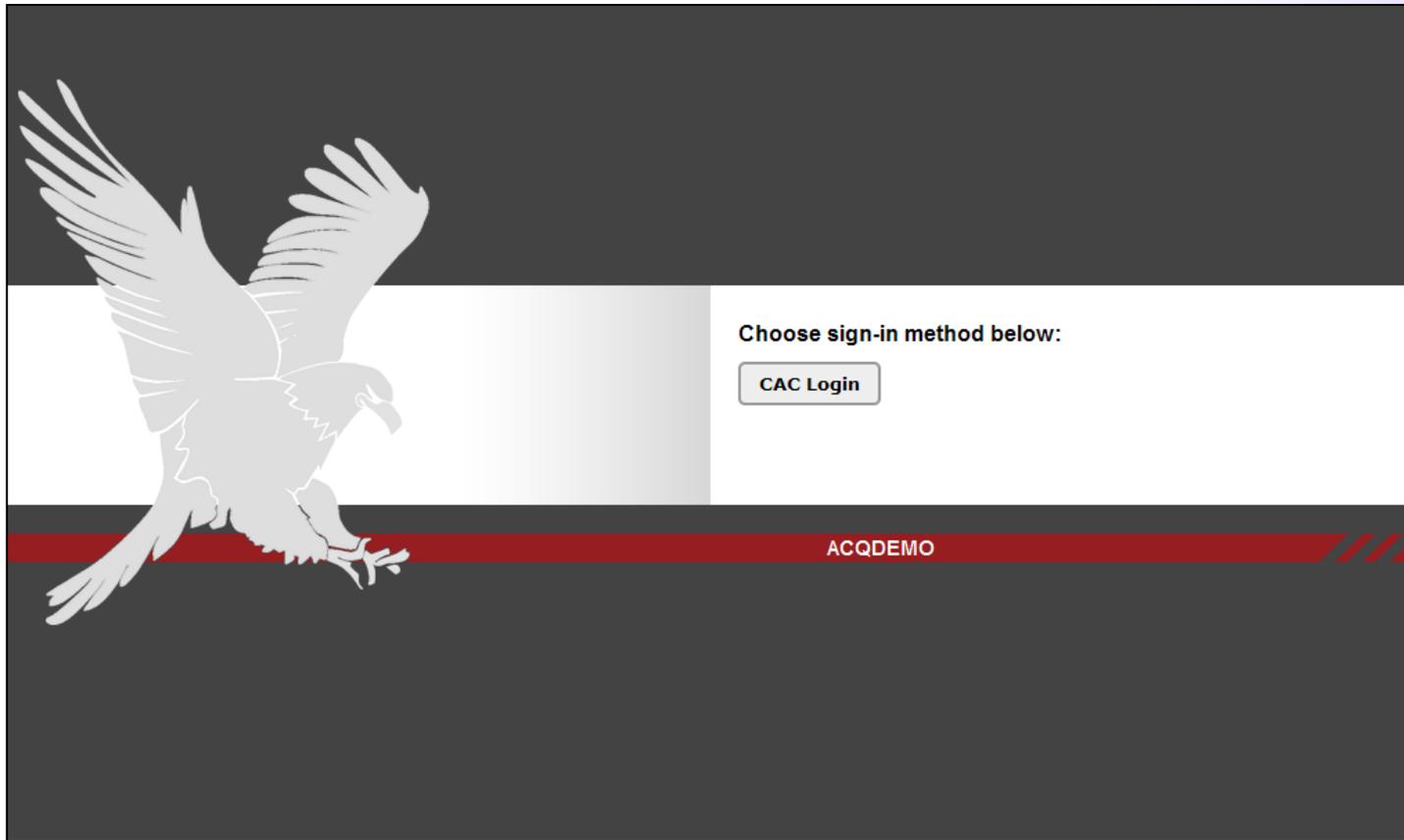
YOU ARE ACCESSING A U.S. GOVERNMENT (USG) INFORMATION SYSTEM (IS) THAT IS PROVIDED FOR USG-AUTHORIZED USE ONLY.
By using this IS (which includes any device attached to this IS), you consent to the following conditions:



- * The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- * At any time, the USG may inspect and seize data stored on this IS.
- * Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- * This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- * Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

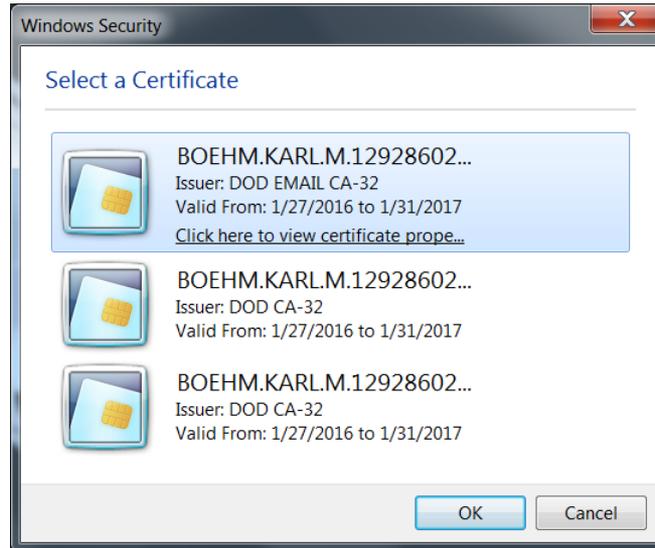
To continue, you must agree to the above terms and conditions.

- Click the “CAC Login” button to sign-in

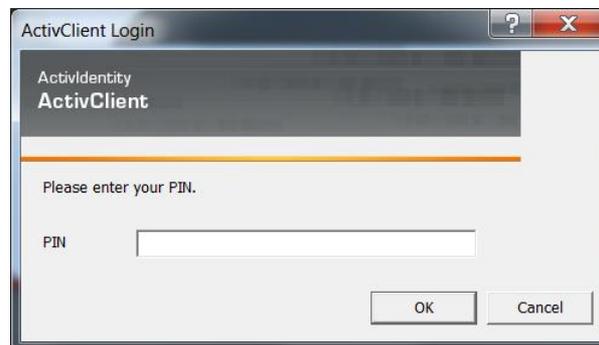


Login – ALTESS Single Sign-On

- Select one of your installed CAC digital certificates and click the OK button



- If prompted, enter your CAC PIN

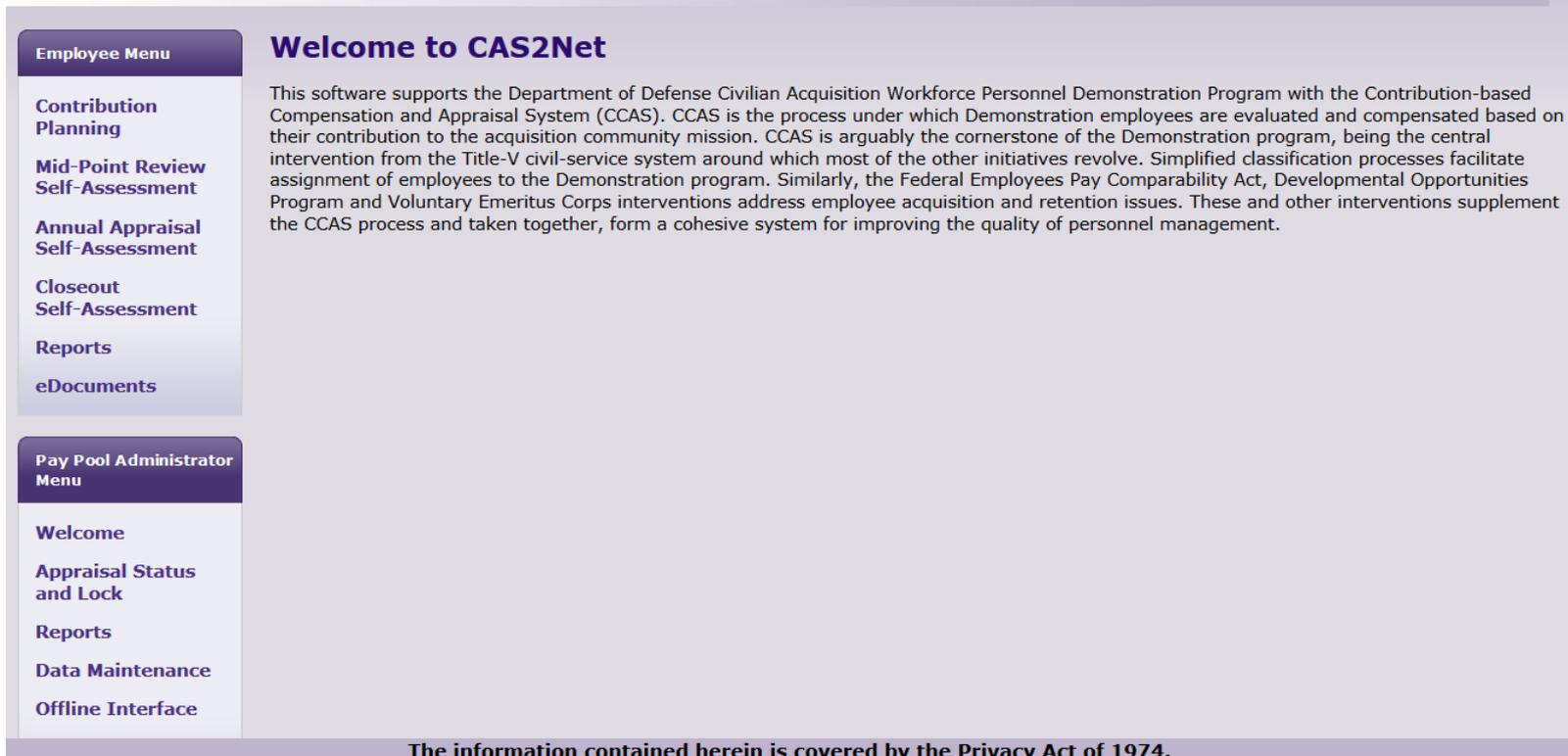


- CAS2Net successfully logs the user in and displays the Welcome Screen (this screen displays the "Welcome Screen" for a Full Access User)
- First time login requests for email address
- The Navigation Bar is on the left and the modules listed depend on user role

Civilian Acquisition Workforce Personnel
Demonstration Project, Department of Defense (DOD)



You are acting as Francis Freeman
(Email not stored [Set Email](#))
[Revert](#) | [Change Session](#) | [Logout](#)

The screenshot shows the CAS2Net interface. At the top left is the "Acq Demo" logo. Below it is a navigation bar with two main sections: "Employee Menu" and "Pay Pool Administrator Menu". The "Employee Menu" includes links for "Contribution Planning", "Mid-Point Review Self-Assessment", "Annual Appraisal Self-Assessment", "Closeout Self-Assessment", "Reports", and "eDocuments". The "Pay Pool Administrator Menu" includes "Welcome", "Appraisal Status and Lock", "Reports", "Data Maintenance", and "Offline Interface". The main content area is titled "Welcome to CAS2Net" and contains a paragraph of text explaining the system's purpose. At the bottom, a footer states: "The information contained herein is covered by the Privacy Act of 1974."/>

Welcome to CAS2Net

This software supports the Department of Defense Civilian Acquisition Workforce Personnel Demonstration Program with the Contribution-based Compensation and Appraisal System (CCAS). CCAS is the process under which Demonstration employees are evaluated and compensated based on their contribution to the acquisition community mission. CCAS is arguably the cornerstone of the Demonstration program, being the central intervention from the Title-V civil-service system around which most of the other initiatives revolve. Simplified classification processes facilitate assignment of employees to the Demonstration program. Similarly, the Federal Employees Pay Comparability Act, Developmental Opportunities Program and Voluntary Emeritus Corps interventions address employee acquisition and retention issues. These and other interventions supplement the CCAS process and taken together, form a cohesive system for improving the quality of personnel management.

The information contained herein is covered by the Privacy Act of 1974.

Civilian Acquisition Workforce Personnel Demonstration Project, Department of Defense (DOD)



Employee Menu

- Contribution Planning
- Mid-Point Review Self-Assessment
- Annual Appraisal Self-Assessment
- Closeout Self-Assessment
- Reports
- eDocuments

Pay Pool Administrator Menu

- Welcome
- Appraisal Status and Lock
- Reports
- Data Maintenance
- Offline Interface

Welcome to CAS2Net

This software supports the Department of Defense Civilian Acquisition Workforce Personnel Demonstration Compensation and Appraisal System (CCAS). CCAS is the process under which Demonstration employees their contribution to the acquisition community mission. CCAS is arguably the cornerstone of the Demonst intervention from the Title-V civil-service system around which most of the other initiatives revolve. Simp assignment of employees to the Demonstration program. Similarly, the Federal Employees Pay Comparab Program and Voluntary Emeritus Corps interventions address employee acquisition and retention issues. 1 the CCAS process and taken together, form a cohesive system for improving the quality of personnel mar

Employee modules (shown if in demo)

User Group modules

The information contained herein is covered by the Privacy Act of 1974.

Once entered, employees have an opportunity to edit their own email address from the "Welcome Screen": click on "Set Email", enter new email, then "submit"

The screenshot displays the 'Welcome to CAS2Net' interface. At the top right, a notification box states 'You are acting as Francis Freeman (Email not stored Set Email)'. The main content area features a 'Welcome to CAS2Net' heading and a paragraph of text. On the left, there are two menu sections: 'Employee Menu' and 'Pay Pool Administrator Menu'. The 'Employee Menu' includes options like 'Contribution Planning', 'Mid-Point Review Self-Assessment', 'Annual Appraisal Self-Assessment', 'Closeout Self-Assessment', 'Reports', and 'eDocuments'. The 'Pay Pool Administrator Menu' includes 'Welcome', 'Appraisal Status and Lock', 'Reports', 'Data Maintenance', and 'Offline Interface'. At the bottom of the main content area, there is a form titled 'You are acting as Francis Freeman' with the label 'Email Address:' followed by a yellow input field and a 'Submit' button. An orange arrow points from the 'Set Email' link in the top notification box to the 'Submit' button. At the bottom of the page, a footer reads 'The information contained herein is covered by the Privacy Act of 1974.'

- AcqDemo Program Office web site is <http://acqdemo.hci.mil/> and is linked from the logo atop CAS2Net pages:

The image shows a screenshot of the AcqDemo website. On the left, there is a smaller version of the AcqDemo logo with the text "Civilian Acquisition Workforce Personnel Demonstration Project; Department of Defense (DOD)" above it. An orange arrow points from this logo to the main website screenshot on the right. The main website has a dark blue header with the AcqDemo logo, the text "Department of Defense Civilian Acquisition Workforce Personnel Demonstration Project", and a "CAS2Net Login" button. Below the header is a navigation menu with links for "About AcqDemo", "Tools", "Training", "Multimedia", "Library", "Blog", "FAQs", and "Contact Us". The main content area features a large banner image of a tank with the text "Strengthening the Quality and Capabilities of the Acquisition Workforce". Below the banner are three columns of content: a welcome message from Program Director Darryl Burgan, a "AcqDemo News" section with several news items, and a "Webcasts" section with a video player and a "Giving and Receiving Feedback" button.

Viewing the Employee Roster Report

Civilian Acquisition Workforce Personnel
Demonstration Project, Department of Defense (DOD)

The screenshot shows the Acq Demo application interface. On the left, there are two navigation menus. The top menu, 'Employee Menu', includes options like 'Contribution Planning', 'Mid-Point Review Self-Assessment', 'Annual Appraisal Self-Assessment', 'Reports', 'Closeout Self-Assessment', and 'eDocuments'. The bottom menu, 'Pay Pool Administrator Menu', includes 'Contribution Planning', 'Additional Feedback', 'Mid-Point Review', 'Annual Appraisal', 'Closeout Assessment', 'Welcome', 'Appraisal Status and Lock', 'Reports', and 'Data Maintenance'. The 'Reports' link in the bottom menu is highlighted with an orange box. The main content area is titled 'Reports' and contains a sub-section 'Pay Pool Administrator Reports'. This sub-section lists various reports, with 'Employee Roster' highlighted by an orange box. Other reports listed include 'Appraisal Form Parts I, II and III - Single Employees', 'Appraisal Form Parts I, II and III - All Employees', 'CAS2Net Status Report & Excel Spreadsheet', 'Mid-Point Review - Single Employee', 'Mid-Point Review - All Employees', 'Closeout Assessment - Single Employee', 'Closeout Assessment - All Employees', 'Appraisal Form Part II By Employee', 'Appraisal Form Part II By Supervisor', 'Appraisal Status Report', 'Download Employee Data', 'Post-Cycle Activity Report', 'Supervisor Roster by Employee', 'Supervisor Roster by Supervisor', and 'Zone A/CIP Report'.

- Use the Employee Roster Report to print and review the list of employees assigned to your pay pool. Check to see if any demo employees are missing from your pay pool. If they are, they may be in “transfer pay pool”
- Click “Reports” from the Navigation Bar. CAS2Net refreshes the screen to display the list of reports
- Click the “Employee Roster” link from the reports list

If an employee needs to transfer in from another PP; contact Alison Stogsdill or Nate Kussman

Viewing the Employee Roster Report

- CAS2Net refreshes to display the "Employee Roster Report" screen
- Select your pay pool from the "Paypool Selection" dropdown if you are an administrator for more than one pay pool
- You have the option to sort the data by Name, Office Symbol, or ID. Select the desired "Sort By" radio button
- Click the "Generate" button

The screenshot shows the 'Employee Roster' report configuration screen. On the left is a navigation menu with sections for 'Employee Menu' and 'Pay Pool Administrator Menu'. The main area is titled 'Employee Roster' and contains a 'Report Options' form. The form includes a 'Pay Pool Selection' dropdown menu set to 'AMC/LH', an 'Option' section with radio buttons for 'USAF' and 'All other' (selected), a 'Report Format' section with radio buttons for 'PDF' (selected) and 'Excel', a 'Sort By' section with radio buttons for 'Name' (selected), 'Office Symbol', and 'ID', and a 'Command' section with a 'Generate' button. A 'Return to Reports Menu' button is located below the form.

Viewing the Employee Roster Report

- CAS2Net refreshes to display the Employee Roster Report



Employee Roster

Pay Pool: **AMC/LH**

ID	Last Name	First Name	MI	Suffix	SSN (last 4)	Office Symbol	Presumptive Status	Retain Pay	Career Path	BB Level	Occ Series	Base Salary	Locality Code	CCPO	Prev OCS	Start Date
2612	Appleton	Adam	A		4445	AMC/LHA	None	N	NH	3	1550	\$69,561		AS	69	01-JAN-11
43	Arndt	Aaron			0138	AMC/LHXTA	Circum (recertify)	N	NK	2	0322	\$38,005	41	9L	37	01-FEB-99
19	Artis	Amy			3720	AMC/LHXTA	None	N	NH	2	0318	\$57,827		9L	61	01-FEB-99
15	Babbitt	Chris			0912	AMC/LHXSA	None	N	NH	3	0803	\$65,685		9L	65	24-OCT-00
1843	Burns	Barry			6289	AMC/LHACA	None	N	NH	2	1515	\$57,851	41	9L	58	12-AUG-01
44	Butler	Bryce			0219	AMC/LHXTA	None	N	NH	4	0025	\$95,665	41	9L	85	01-FEB-99
45	Cavasos	Carmen			7986	AMC/LHXTB	None	N	NH	2	0246	\$59,593	41	9L	63	01-FEB-99
21	Celon	Connie			4913	AMC/LHACA	None	N	NH	3	0334	\$76,232	41	9L	73	01-AUG-03
4	Curtiss	Dan			9047	AMC/LHA	None	N	NH	4	0830	\$96,030	41	9L	85	01-FEB-99
46	Dancy	Dyanne			0943	AMC/LHXTB	None	N	NK	1	0322	\$23,961	41	9L	15	01-FEB-99
22	Donaldson	Dennis			3941	AMC/LHACB	None	N	NK	2	0318	\$36,538	41	9L	40	01-FEB-99
47	Emerson	Erica			8834	AMC/LHXTB	Circum (recertify)	N	NH	2	0341	\$64,723	41	9L	64	01-FEB-99
23	Evans	Erin			3175	AMC/LHACB	None	N	NH	3	0830	\$65,182	41	9L	69	01-FEB-99
5	Evans	Francis			9045	AMC/LHX	None	N	NH	4	0830	\$111,896	41	9L	93	01-FEB-99
24	Farnsworth	Fred			7422	AMC/LHACB	None	N	NH	2	0830	\$51,758	41	9L	57	01-FEB-99
17	Fites	George			8173	AMC/LHXTA	None	N	NH	3	0896	\$92,748	41	9L	82	01-FEB-99
2	Freeman	Francis			9153	AMC/LH	None	Y	NK	2	0318	\$29,713	41	9L	26	01-FEB-99
3	Garfield	George			8079	AMC/LH	None	N	NJ	4	0856	\$94,186	41	9L	83	01-FEB-99
6	Gonzalez	Helen			0075	AMC/LHAC	None	N	NH	4	0340	\$110,691	41	9L	93	15-MAY-03
25	Grimes	Garth			5297	AMC/LHACB	None	N	NH	2	0850	\$35,702	41	9L	36	01-FEB-99
18	Hansen	Ike			3651	AMC/LHXTB	None	N	NH	3	0830	\$67,375	41	9L	68	01-FEB-99
26	Harris	Henry			3813	AMC/LHADA	None	N	NH	2	0830	\$59,570		9L	60	01-FEB-99
2571	Hoang	Andrew			1234	AMC/LH	None	N	NJ	1	0019	\$29,130	80	7X	27	26-JAN-11
2572	Hoang	Danielle			1234	AMC/LH	None	N	NH	3	0025	\$66,683	80	7X	67	07-JUL-10

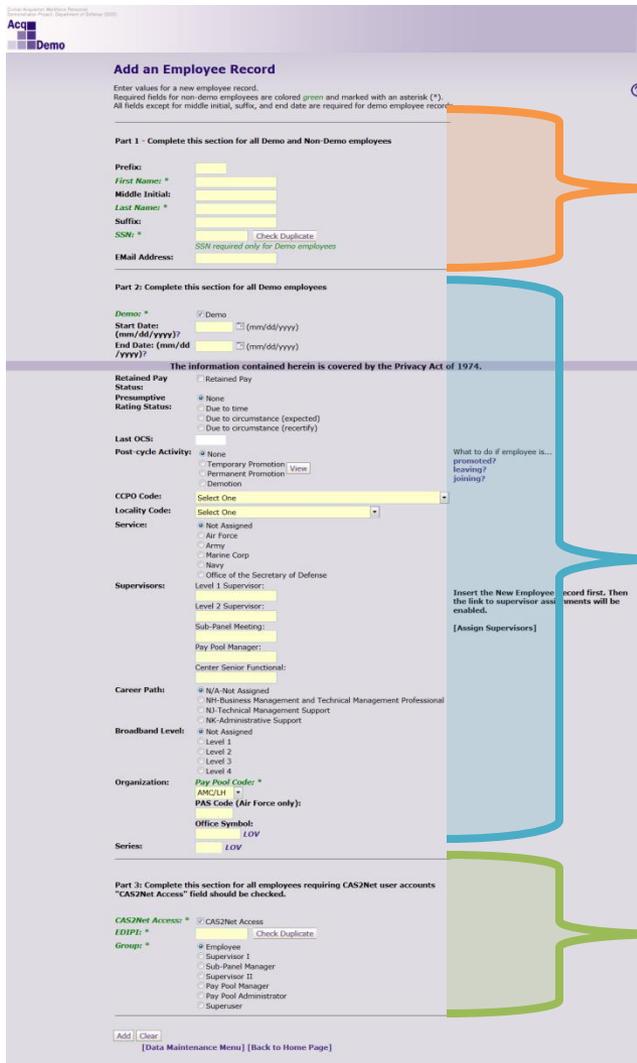
Always advisable to download in Excel format, because it allows for sorting

Insert Employee Record

- Click "Data Maintenance" from the Navigation Bar. CAS2Net refreshes the screen to display the Employee Maintenance Menu
- Click the "Insert New Employee Record" link

The screenshot displays the Acq Demo application interface. At the top left, the 'Acq Demo' logo is visible. Below it, a navigation bar contains several menu items: 'Employee Menu', 'Pay Pool Administration Menu', and 'Data Maintenance'. The 'Data Maintenance' item is highlighted with an orange box. A large orange arrow points from this menu item to the 'Data Maintenance Menu' area on the right. This menu area contains several options, with 'Insert New Employee Record' highlighted by an orange box. Other options include 'Contribution Planning', 'Mid-Point Review Self-Assessment', 'Annual Appraisal Self-Assessment', 'Reports', 'Closeout Self-Assessment', 'eDocuments', 'Assign Supervisors to an Employee', 'Assign Employees to a Supervisor', 'Replace Supervisor Assignments', 'eDocuments Maintenance', 'Replace PAS Code', 'Replace Office Symbol', and 'Maintain Pay Pool'. The top of the page includes the text 'Acq Demo' and 'Demonstration Project, Department of Defense (DOD)'.

Insert Employee Record: Form



Add an Employee Record

Enter values for a new employee record.
Required fields for non-demo employees are colored green and marked with an asterisk (*).
All fields except for middle initial, suffix, and end date are required for demo employees.

Part 1: Complete this section for all Demo and Non-Demo employees

Prefix: _____
 First Name: * _____
 Middle Initial: _____
 Last Name: * _____
 Suffix: _____
 SSN: * _____ Check Duplicate
SSN required only for Demo employees
 EMail Address: _____

Part 2: Complete this section for all Demo employees

Demo: * Demo
 Start Date: (mm/dd/yyyy) _____
 End Date: (mm/dd/yyyy) _____
The information contained herein is covered by the Privacy Act of 1974.

Retained Pay Status: Retained Pay
 Presumptive Rating Status: None
 Due to time
 Due to circumstance (expected)
 Due to circumstance (recently)
 Last OCS: _____
 Post-cycle Activity: None
 Temporary Promotion View
 Permanent Promotion
 Demotion
 CCPO Code: Select One _____
 Locality Code: Select One _____
 Service: Not Assigned
 Air Force
 Army
 Marine Corp
 Navy
 Office of the Secretary of Defense
 Supervisors: Level 1 Supervisor: _____
 Level 2 Supervisor: _____
 Sub-Panel Meeting: _____
 Pay Pool Manager: _____
 Center Senior Functional: _____
 Career Path: N/A-Not Assigned
 NH-Business Management and Technical Management Professional
 NT-Technical Management Support
 NK-Administrative Support
 Broadband Level: Not Assigned
 Level 1
 Level 2
 Level 3
 Level 4
 Organization: Pay Pool Code: * _____
 AMCLH: * _____
 PAS Code (Air Force only): _____
 Office Symbol: _____
 LOV: _____
 Series: _____
 LOV: _____

Part 3: Complete this section for all employees requiring CAS2Net user accounts
CAS2Net Access field should be checked.

CAS2Net Access: * CAS2Net Access
 EDIPI: * _____
 Group: * Employee
 Supervisor I
 Sub-Panel Manager
 Supervisor II
 Pay Pool Manager
 Pay Pool Administrator
 Supersuser

[Data Maintenance Menu] [Back to Home Page]

Part 1: Employee name, SSN (demo only) and email
Complete for all demo and non-demo records

Part 2: Demo employee details:

- start/end dates,
- salary,
- presumptive rating status,
- CCPO code, locality,
- PAS code (AF only)
- career path, broadband level, series, office symbol

➤ Pay Pool (complete for non-demo records too!)

Part 3: User account details (EDIPI and user group)
Complete for all demo and non-demo records

Note: This is for employees who on-board after mass conversion. All non-AcqDemo Supervisors/Pay Pool and Sub Pay Pool Managers will have to be entered

Insert Employee Record: Part 1

Add an Employee Record

Enter values for a new employee record.
Required fields for non-demo employees are colored *green* and marked with an asterisk (*).
All fields except for middle initial, suffix, and end date are required for demo employee records.

Part 1 - Complete this section for all Demo and Non-Demo employees

Prefix:	<input type="text"/>
<i>First Name: *</i>	<input type="text" value="Test"/>
Middle Initial:	<input type="text"/>
<i>Last Name: *</i>	<input type="text" value="Case"/>
Suffix:	<input type="text"/>
<i>SSN: *</i>	<input type="text" value="123456789"/> <input type="button" value="Check Duplicate"/>
<small><i>SSN required only for non-demo employees</i></small>	
E-Mail Address:	<input type="text"/>

- SSN currently required for some DCPDS transaction interfaces
- When inserting an employee record, click "Check Duplicate" button to confirm that employee does not have another record in CAS2Net

Duplicate found in CAS2Net ID# 10831 NATHAN KUSSMAN.

Close

Insert Employee Record: Part 2 Demo record

Add an Employee Record

Enter values for a new employee record.
Required fields for non-demo employees are colored green and marked with an asterisk (*).
All fields except for middle initial, suffix, and end date are required for demo employee records.

Part 1: Complete this section for all Demo and Non-Demo employees

Prefix

First Name: *
Middle Initial:
Last Name: *
Suffix:
SSN: * Check Duplicate
SSN required only for Demo employees
Email Address:

Part 2: Complete this section for all Demo employees

Demo: * Demo
Start Date (mm/dd/yyyy): * (mm/dd/yyyy)
End Date (mm/dd/yyyy): * (mm/dd/yyyy)

The information contained herein is covered by the Privacy Act of 1974.

Retained Pay Status: Retained Pay
Presumptive Rating Status: None
 Due to time
 Due to circumstance (expected)
 Due to circumstance (unjustified)

Last OCS: None
 Temporary Promotion
 Permanent Promotion
 Demotion

CCPO Code: Select One
Locality Code: Select One

Service: Not Assigned
 Air Force
 Army
 Marine Corp
 Navy
 Office of the Secretary of Defense

Supervisors:
Level 1 Supervisor:
Level 2 Supervisor:
Sub-Panel Meeting:
Pay Pool Manager:
Center Senior Functional:

Career Path: N/A-Not Assigned
 N1-Business Management and Technical Management Professional
 N2-Technical Management Support
 N3-Administrative Support

Broadband Level: Not Assigned
 Level 1
 Level 2
 Level 3
 Level 4

Organization: Pay Pool Code: *
AMC/LH *
PAS Code (Air Force only):
Office Symbol: *
LOV
Series: *
LOV

What to do if employee is... promoted/leaving/joining?

Insert the New Employee Record first. The link to supervisor assignments will be enabled.
[Assign Supervisors]

Part 3: Complete this section for all employees requiring CAS2Net user accounts
CAS2Net Access: * CAS2Net Access
EDIP: * Check Duplicate
Group: * Employee
 Supervisor I
 Sub-Panel Manager
 Supervisor II
 Pay Pool Manager
 Pay Pool Administrator
 Supervisor

Add
[Data Maintenance Menu] [Back to Home Page]

- Complete Part 2 of the form:

Check the "Demo" checkbox to mark a record Demo, start date, basic pay, retained pay status if applicable, presumptive status, CCPO code, locality code and service

Skip supervisors section which is read-only. Assignments can be made once the record is saved.

Career path, broadband, pay pool, office symbol (optional), series

Insert Employee Record: Part 2 non-Demo Record

- In Part 2 of the form:

Uncheck the "Demo" checkbox to mark a record Non-Demo

Only data items marked with asterisk and colored green are needed

Add an Employee Record

Enter values for a new employee record.
Required fields for non-demo employees are colored green and marked with an asterisk (*).
All fields except for middle initial, suffix, and end date are required for demo employee records.

Part 1: Complete this section for all Demo and Non-Demo employees

Prefix
First Name: *
Middle Initial:
Last Name: *
Suffix:
SSN: * Check Duplicate
SSN required only for Demo employees
Email Address:

Part 2: Complete this section for all Demo employees

Demo: * Demo
Start Date: (mm/dd/yyyy)? (mm/dd/yyyy)
End Date: (mm/dd/yyyy)? (mm/dd/yyyy)
Basic Pay:
Retained Pay Status: Retained Pay
Presumptive Rating Status: None
 Due to time
 Due to circumstance (expected)
 Due to circumstance (recertify)

The information contained herein is covered by the Privacy Act of 1974.

Retained Pay Status: Retained Pay
Presumptive Rating Status: None
 Due to time
 Due to circumstance (expected)
 Due to circumstance (recertify)

Last OCS: None
 Temporary Promotion
 Permanent Promotion
 Demotion

Post cycle Activity: None
 Temporary Promotion
 Permanent Promotion
 Demotion

CCPO Code:
Locality Code:
Services: Not Assigned
 Air Force
 Army
 Marine Corp
 Navy
 Office of the Secretary of Defense

Supervisors:
Level 1 Supervisor:
Level 2 Supervisor:
Sub-Panel Meeting:
Pay Pool Manager:
Center Senior Functional:

Career Path: N/A-Not Assigned
 NBT-Business Management and Technical Management Professional
 NT-Technical Management Support
 NK-Administrative Support

Broadband Level: Not Assigned
 Level 1
 Level 2
 Level 3
 Level 4

Organization: **Paypool Code:** *
 AMC/LH
PAS Code (Air Force only):
Office Symbol: LOV
Series: LOV

Part 3: Complete this section for all employees requiring CAS2Net user accounts
 "CAS2Net Access" field should be checked.

CAS2Net Access: * CAS2Net Access
EDIP: *
Group: * Employee
 Supervisor I
 Sub-Panel Manager
 Supervisor II
 Pay Pool Manager
 Pay Pool Administrator
 Supersuser

[\[Data Maintenance Menu\]](#) [\[Back to Home Page\]](#)

Part 2: Complete this section for all Demo employees

Demo: * Demo
Start Date: (mm/dd/yyyy)? (mm/dd/yyyy)
End Date: (mm/dd/yyyy)? (mm/dd/yyyy)
Basic Pay:
Retained Pay Status: Retained Pay
Presumptive Rating Status: None
 Due to time
 Due to circumstance (expected)
 Due to circumstance (recertify)

Scroll to the "Organization" section of the form to the "Paypool Code" dropdown list. Select Pay Pool number to put employee into

Broadband Level: Not Assigned
 Level 1
 Level 2
 Level 3
 Level 4

Organization: **Paypool Code:** *
 AMC/LH
PAS Code (Air Force only):
Office Symbol: LOV
Series: LOV

Insert Employee Record: Part 3 User Account

Add an Employee Record

Enter values for a new employee record.
Required fields for non-demo employees are colored green and marked with an asterisk (*).
All fields except for middle initial, suffix, and end date are required for demo employee records.

Part 1: Complete this section for all Demo and Non-Demo employees

Prefix

First Name: *

Middle Initial:

Last Name: *

Suffix:

SSN: * Check Duplicate
SSN required only for Demo employees

Email Address:

Part 2: Complete this section for all Demo employees

Demo: * Demo

Start Date: (mm/dd/yyyy)? (mm/dd/yyyy)

End Date: (mm/dd/yyyy)? (mm/dd/yyyy)

The information contained herein is covered by the Privacy Act of 1974.

Retained Pay Status: Retained Pay

Presumptive Rating Status:

None

Due to time

Due to circumstance (expected)

Due to circumstance (reciprocity)

Last OCS:

Post cycle Activity:

None

Temporary Promotion

Permanent Promotion

Demotion

CCPO Code: Select One

Locality Code: Select One

Services:

Not Assigned

Air Force

Army

Marine Corp

Navy

Office of the Secretary of Defense

Supervisors:

Level 1 Supervisor:

Level 2 Supervisor:

Sub-Panel Meeting:

Pay Pool Manager:

Center Senior Functional:

Career Path:

N/A-Not Assigned

NI-Business Management and Technical Management Professional

NI-Technical Management Support

NI-Administrative Support

Broadband Level:

Not Assigned

Level 1

Level 2

Level 3

Level 4

Organization: **Pay Pool Code:** *

AMC/LH

PAS Code (Air Force only):

Office Symbol:

/LOV

Series:

/LOV

Part 3: Complete this section for all employees requiring CAS2Net user accounts
"CAS2Net Access" field should be checked.

CAS2Net Access: * CAS2Net Access

EDIPI: *

Group: *

Employee

Supervisor I

Sub-Panel Manager

Pay Pool Manager

Pay Pool Administrator

[Data Maintenance Menu] [Back to Home Page]

- In Part 3 of the form:
 - Enter the user’s EDIPI in the provided text box
 - Check Duplicate to make sure user does not have another record with same EDIPI
 - Select desired User Group from list
- Click the “Add” button at the bottom of the page

Part 3: Complete this section for all employees requiring CAS2Net user accounts
"CAS2Net Access" field should be checked.

CAS2Net Access: * CAS2Net Access

EDIPI: *

Group: *

Employee

Supervisor I

Sub-Panel Manager

Pay Pool Manager

Pay Pool Administrator

[Data Maintenance Menu] [Back to Home Page]

Insert Employee Record - Complete

- CAS2Net refreshes the screen to display a successful update
- Confirms record has been successfully inserted

Employee Inserted

Successfully Inserted

[Insert Another Employee]

[Edit Inserted Record]

[Data Maintenance Menu]

Exercise 1 Create a Non-Demo Record

- From Data Maintenance, select "Insert New Employee Record"
- Enter the following information in the form for the non-demo record:
 - First Name
 - Last Name
 - Pay Pool Number
 - EDIPI
 - User Group (either Supervisor or PPA)
- Unselect "Demo" field
- Click "Add" at the bottom of the form and see "Successfully Inserted" message

Add an Employee Record

Enter values for a new employee record.
Required fields for non-demo employees are colored *green* and marked with an asterisk (*).
All fields except for middle initial, suffix, and end date are required for demo employee records.

Part 1 - Complete this section for all Demo and Non-Demo employees

Prefix:

First Name: *

Middle Initial:

Last Name: *

Suffix:

SSN: *

SSN required only for Demo employees

E-mail Address:

Part 2: Complete this section for all Demo employees

Demo: * Demo

Start Date: (mm/dd/yyyy)

Level 3
 Level 4

Organization:

Pay Pool Code: *
(transfer)

PAS Code (Air Force only):

Part 3: Complete this section for all employees requiring CAS2Net user accounts
"CAS2Net Access" field should be checked.

CAS2Net Access: * CAS2Net Access

EDIPI: *

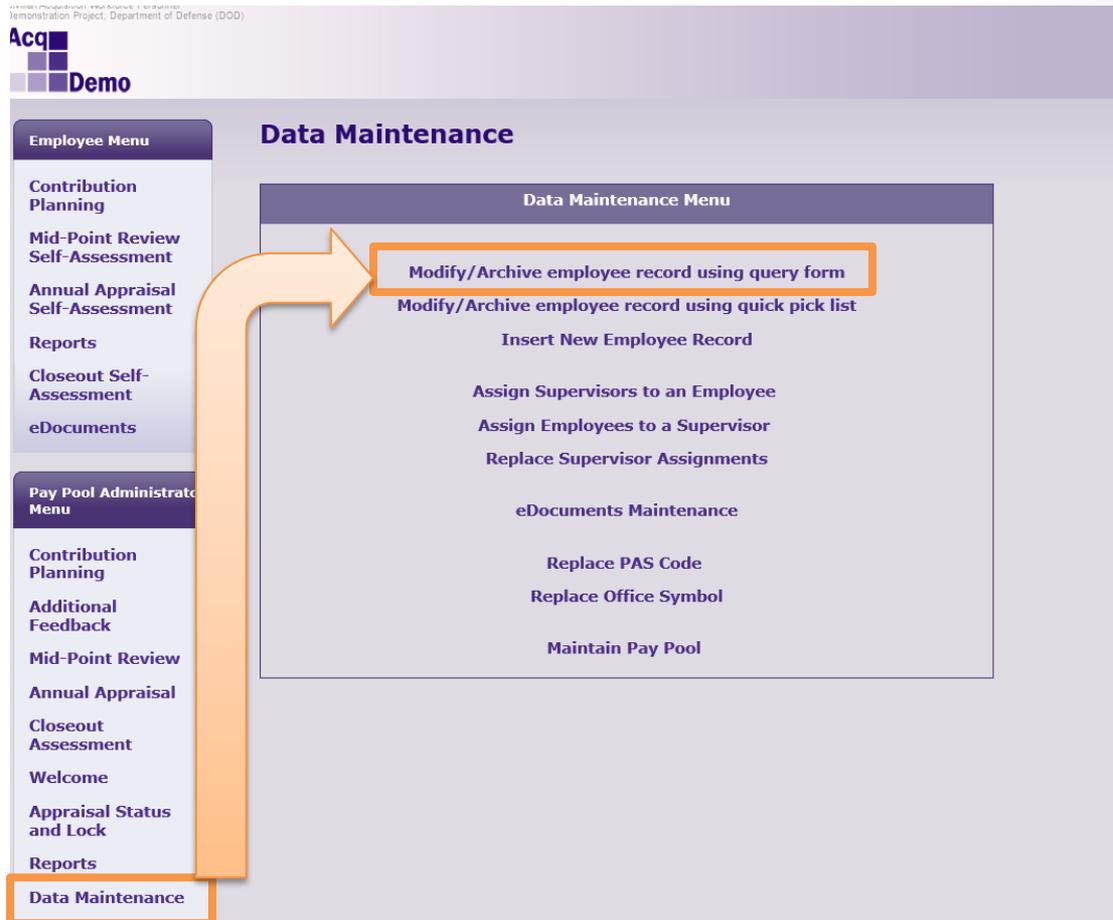
Group: *

- Employee
- Supervisor I
- Supervisor II
- Sub-Panel Manager
- Supervisor III
- Supervisor IV
- Pay Pool Manager
- Pay Pool Administrator
- Supervisor

- Ask for “DoD ID Number” on back of CAC
- PIV Certificate details from
 - Digitally signed email
 - <https://www.whitepages.mil>

Modify Employee Record: Transfer Pay Pool

- Click "Data Maintenance" from the Navigation Bar. CAS2Net refreshes the screen to display the Employee Maintenance Menu
- Click the "Modify/Archive employee record using query form" link



Modify Employee Record: Transfer Pay Pool

- CAS2Net refreshes the screen to display the Look for Employee(s) screen ("search" screen)
- Enter the information of the employee you want to find
- The "Archive" button allows the user to pick active demo and non-demo records, archived records, or both

Acq Demo

Employee Menu

- Contribution Planning
- Mid-Point Review Self-Assessment
- Annual Appraisal Self-Assessment
- Reports
- Closeout Self-Assessment
- eDocuments

Pay Pool Administrator Menu

- Contribution Planning
- Additional Feedback
- Mid-Point Review
- Annual Appraisal
- Closeout Assessment
- Welcome
- Appraisal Status and Lock
- Reports
- Data Maintenance
- Offline Interface

Look for Employee(s)

In text fields you may use the % symbol as a wildcard. Text fields are not case sensitive.

Select Group:

- Active Only
- Archived Only
- All

Person ID:

First Name:

Middle Initial:

Last Name:

Social Security Num:

Demo:

- All
- Demo
- Non-Demo

Presumptive Rating Status:

- All
- None
- Due to time
- Due to circumstance (recertify)
- Due to circumstance (expected)

Servicing CPO:

Service:

Broadband Level:

- All
- Not Assigned
- Level 1
- Level 2
- Level 3
- Level 4

Modify Employee Record: Transfer Pay Pool

Employee Menu

Contribution Planning
Mid-Point Review Self-Assessment
Annual Appraisal Self-Assessment
Reports
Closeout Self-Assessment
eDocuments

Pay Pool Administrator Menu

Contribution Planning
Additional Feedback
Mid-Point Review
Annual Appraisal
Closeout Assessment
Welcome
Appraisal Status and Lock
Reports
Data Maintenance
Offline Interface
Pay Pool Notices
eDocuments

Look for Employee(s)

In text fields you may use the % symbol as a wildcard. Text fields are not case sensitive.

Find

Select Group: Active Only
 Archived Only
 All

Person ID:
First Name:
Middle Initial:
Last Name:
Social Security Num:

Demo: All
 Demo
 Non-Demo

Presumptive Rating Status: All
 None
 Due to time
 Due to circumstance (recertify)
 Due to circumstance (expected)

Servicing CPO:

Service:

Broadband Level: All
 Not Assigned
 Level 1
 Level 2
 Level 3
 Level 4

Organization:
Pay Pool Code:
Office Symbol: LOV (Leave blank for all)

Career Path: All
 Not Assigned
 Business Management and Technical Management Professional
 Technical Management Support
 Administrative Support

Series: LOV (Leave blank for all)

Login Name:

Group: All
 Employee
 Supervisor I
 Sub-Panel Manager
 Pay Pool Manager
 Superuser
 Pay Pool Administrator
 RT Online Viewer
 RT User
 RT Superuser
 Supervisor II

Retained Pay Status: All
 Yes
 No

Find

[\[Add an Employee Record\]](#) [\[Data Maintenance Menu\]](#)
[\[Back to Home Page\]](#)

- Scroll to the "Organization" section of the form and select "(transfer)" from the "Pay Pool Code" dropdown list.

Organization:

Paypool Code:

Office Symbol: LOV (Leave blank for all)

Modify Employee Record: Transfer Pay Pool

Employee Menu

- Contribution Planning
- Mid-Point Review Self-Assessment
- Annual Appraisal Self-Assessment
- Reports
- Closeout Self-Assessment
- eDocuments

Pay Pool Administrator Menu

- Contribution Planning
- Additional Feedback
- Mid-Point Review
- Annual Appraisal
- Closeout Assessment
- Welcome
- Appraisal Status and Lock
- Reports
- Data Maintenance
- Offline Interface
- Pay Pool Notices
- eDocuments

Look for Employee(s)

In text fields you may use the % symbol as a wildcard. Text fields are not case sensitive.

Select Group:

Archived
 All

Person ID:
 First Name:
 Middle Initial:
 Last Name:
 Social Security Num:

Demo:

All
 Demo
 Non-Demo

Presumptive Rating Status:

All
 None
 Due to time
 Due to circumstance (recertify)
 Due to circumstance (expected)

Servicing CPO:

Service:

Broadband Level:

All
 Not Assigned
 Level 1
 Level 2
 Level 3
 Level 4

Organization:
 Pay Pool Code:
 Office Symbol: (Leave blank for all)

Career Path:

All
 Not Assigned
 Business Management and Technical Management Professional
 Technical Management Support
 Administrative Support

Series: (Leave blank for all)

Login Name:

Group:

All
 Employee
 Supervisor I
 Sub-Panel Manager
 Pay Pool Manager
 Superuser
 Pay Pool Administrator
 RT Online Viewer
 RT User
 RT Superuser
 Supervisor II

Retained Pay Status:

All
 Yes
 No

[Add an Employee Record] [Data Maintenance Menu]
 [Back to Home Page]

Look for Employee(s)

In text fields you may use the % symbol as a wildcard. Text fields are not case sensitive.

Find

- Click the "Find" button (located at the top and/or bottom of the screen)

Find

[Add an Employee Record] [Data Maintenance Menu]
 [Back to Home Page]

Modify Employee Record: Transfer Pay Pool

- CAS2Net refreshes the screen to display a list of employees in the transfer pay pool. (This means the employee is waiting to be put into a pay pool and be given supervisor assignments)
- Select an employee you would like to modify by clicking their row
- If you entered a name to search for, only people with that name will be displayed

Demonstration Project, Department of Defense (DOD)

Employee Menu

- Contribution Planning
- Mid-Point Review Self-Assessment
- Annual Appraisal Self-Assessment
- Reports
- Closeout Self-Assessment

Employee(s) Matching Criteria

Query criteria: Paypool: (transfer) (active records only) [Requery](#) [New Query](#)

<< first < prev 1 next > last >> Show 10 records per page

ID	SSN	Arch	Name	Home Org	Career Path	Level	CPO	Series	Salary	Group	Service
2612	-4445		Appleton, Adam A	AMC/LHA	NH	III	AS	1550	\$69,561	Employee	AF

<< first < prev 1 next > last >> Show 10 records per page

[\[Add an Employee Record\]](#) [\[Data Maintenance Menu\]](#)

Modify Employee Record: Transfer Pay Pool

- CAS2Net opens a new internet browser window to display the Employee Detail Screen for the select employee

Acq
Demo

Employee Detail

BOTTOM

Part 1 - Complete this section for all Demo and Non-Demo employees

ID: 2612
 Prefix:
 First Name: Adam
 Middle Initial: A
 Last Name: Appleton
 Suffix:
 SSN: 222-11-4445
 EMail Address::

Part 2: Complete this section for all Demo employees

In Demo: Demo
 Start Date: (mm/dd/yyyy) ? 01/01/2011 (mm/dd/yyyy)
 End Date: (mm/dd/yyyy)? (mm/dd/yyyy) [View Loss](#)
 Basic Pay: 69561
 Retained Pay Status:
 Presumptive Rating Status: None
 Due to time
 Due to circumstance (expected)
 Due to circumstance (recertify)
 Last OCS: 69
 Post-Cycle Activity: None
 Temporary Promotion [View](#)
 Permanent Promotion
 Demotion
 CCPO Code: AS - FORT BELVOIR FT BELVOIR VA 22060

What to do if employee is...
[promoted?](#)
[leaving?](#)
[joining?](#)

Modify Employee Record: Transfer Pay Pool

Employee Detail
BOTTOM

Part 1 - Complete this section for all Demo and Non-Demo employees

ID: 2612
Prefix: []
First Name: Adam
Middle Initial: A
Last Name: Appleton
Suffix: []
SSN: 222-11-6445
EMail Address: []

Part 2: Complete this section for all Demo employees

In Demo: Demo
Start Date: (mm/dd/yyyy) 01/01/2011 (mm/dd/yyyy)
End Date: (mm/dd/yyyy) [] (mm/dd/yyyy) [View Lost](#)
Basic Pay: 69561
Retained Pay Status:
Presumptive Rating Status: None
 Due to time
 Due to circumstance (expected)
 Due to circumstance (reclassify)
Last OCS: 69
Post-Cycle Activity: None
 Temporary Promotion [View](#)
 Permanent Promotion
 Demotion
What to do if employee is... promoted? leaving? joining?
CCPO Code: AS - FORT BELVOIR FT BELVOIR VA 22060
Locality Code: Not Assigned
Service: Air Force
 Army
 Marine Corp
 Navy
Office of the Secretary of Defense
Supervisors: Level 1 Supervisor: Ike Hansen
Level 2 Supervisor: Bob Arnold
Sub-Panel Meeting: Chris Babbitt
Pay Pool Manager: Bob Arnold
Center Senior Functional: Trish Flynn
Career Path: N/A-Not Assigned
 NH-Business Management and Technical Management Professional
 NT-Technical Management Support
 NK-Administrative Support
Broadband Level: Not Assigned
 Level 1
 Level 2
 Level 3
 Level 4
Series: LOV
Organization: Pay Pool Code: (transfer)
PAS Code (Air Force only): []
Office Symbol: AMC/LHA LOV
Part 3: Complete this section for all employees requiring CAS2Net user accounts
CAS2Net Access: CAS2Net Access
EDIP: []
Group: Employee
Part 4: Mid-Point Review Unlock
Status: Save Date: Conducted: Released:

- Scroll down to the "Organization" section of the Employee Detail Form and select the "Pay Pool Code" dropdown list
- Choose the pay pool you want to move the selected employee to
- Click "OK" to message from webpage

Organization:

Paypool Code: AMC/LH

PAS Code (Air Force only): []

Office Symbol: AMC/LHACA LOV

Modify Employee Record: Transfer Pay Pool

Acq Demo

Employee Detail

BOTTOM

Row updated

Part 1 - Complete this section for all Demo and Non-Demo employees

ID: 43
Prefix: []
First Name: Aaron
Middle Initial: []
Last Name: Arndt
Suffix: []
SSN: 034-29-0138
EMail Address: []

Part 2: Complete this section for all Demo employees

In Demo: Demo
Start Date: (mm/dd/yyyy)? 02/01/1999 (mm/dd/yyyy)
End Date: (mm/dd/yyyy)? [] (mm/dd/yyyy) [View Loss](#)
Basic Pay: 38005
Retained Pay Status:
Presumptive Rating Status: None
 Due to time
 Due to circumstance (expected)
 Due to circumstance (recertify)
Last OCS: 37
Post-Cycle Activity: None
 Temporary Promotion [View](#)
 Permanent Promotor
 Demotion
What to do if employee is...
promoted? leaving? joining?
CCPO Code: 9L - AIR FORCE PENTAGON, WASH DC 20330
Locality Code: Not Assigned
Service: Air Force
 Army
 Marine Corp
 Navy
 Office of the Secretary of Defense
Supervisors:
Level 1 Supervisor: Francis Freeman
Level 2 Supervisor: Bob Arndt
Sub-Panel Meeting: Chris Bobbin
Pay Pool Manager: Bob Arndt [Supervised List](#)
Center Senior Functional: Zane Votary
Career Path: N/A - Not Assigned
 NH - Business Management and Technical Management Professional
 NT - Technical Management Support
 NK - Administrative Support
Broadband Level: Not Assigned
 Level 1
 Level 2
 Level 3
 Level 4
Series: LDV
Organization: 0123 - CLERK-TYPIST
Pay Pool Code: AMC/LH
PAS Code (Air Force only): []
Office Symbol: AMC/LHXTA LDV

Part 3: Complete this section for all employees requiring CAS2Net user accounts

CAS2Net Access: CAS2Net Access
EDIFI: []
Group: Employee

[Update](#) [Archive](#) [Revert](#) [History](#) [eDocuments](#) [Close](#)

TOP



- Click the "Update" button located at the bottom of the screen.
- Click the "Archive" button to archive record – deleting the record is no longer an option
- CAS2Net displays the a message at the top of the Employee Detail screen indicating successful updates
- The "History" button opens the Employee History Data interface for that employee
- Click the "Close" button at the bottom of the Employee Detail Screen.
- * **Generate the Employee Roster report from time to time to check your progress in cleaning up the pay pool database.**

Part 4: Mid-Point Review Unlock

Status: [] Save Date: []
Conducted: []
Released: []
 Unlock Mid-Point Review

[Update](#) [Archive](#) [Revert](#) [History](#) [eDocuments](#) [Close](#)

Creating the Supervisory Structure

- Make sure you have added all non-demo supervisors and have assigned them the highest supervisory user role they will have.
 - Pay Pool Manager (PPM) is highest (each pay pool can have only one PPM)
 - Sub-Panel Manager is the next highest and reviews the contribution ratings of employees for fair consideration, and consistency across appraising supervisors
 - Supervisor 1 is the first level of supervisor and provides contribution ratings of employees

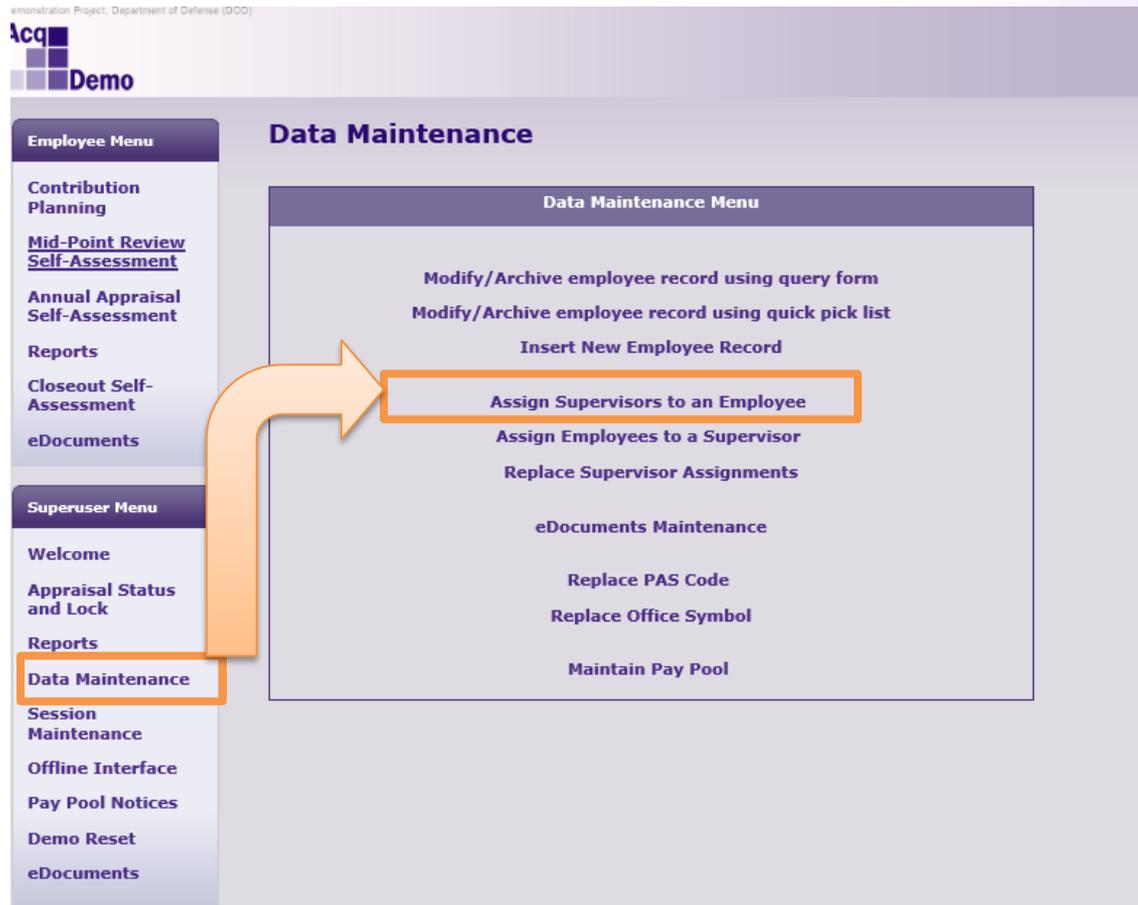
- Note each level of supervisor can also act as lower levels of supervisor.
 - PPM can be assigned as Sub-Panel Manager and Supervisor 1
 - Sub-Panel Manager can be assigned as Supervisor 1

- You create your own sub-panels or sub-pay pools when you assign Sub-Panel Managers. You will be able to download these into the Sub-Panel version of the CMS spreadsheet, which allows the sub-panel to review ratings, but does not allow them to assign payouts.

- Make sure that you have created records for all non-demo supervisors and have assigned all supervisor roles before assigning supervisors to an employee or employees to a supervisor.

Assign Supervisors to an Employee

- Click "Data Maintenance Menu". CAS2Net refreshes the screen to display the Employee Maintenance Menu
- Select the "Assign Supervisors to an Employee" link



Assign Supervisors to an Employee

- The Assign Supervisor to an Employee screen is displayed
- Select an employee's name from the dropdown list

Employee Menu

- Contribution Planning
- Mid-Point Review Self-Assessment
- Annual Appraisal Self-Assessment
- Reports
- Closeout Self-Assessment
- eDocuments

Superuser Menu

- Welcome
- Appraisal Status and Lock
- Reports
- Data Maintenance
- Session Maintenance
- Offline Interface
- Pay Pool Notices
- Demo Reset
- eDocuments

Assign Supervisors to an Employee

Please select an Employee to Assign Supervisors

Supervisor Assignments

Cycle Year: 2015

Employee: (null)

Level 1 Supervisor: (null)

Level 2 Supervisor: (null)

Sub-Panel Manager: (null)

Pay Pool Manager: (null)

Center Senior Functional: (null)

[Data Maintenance Menu]

Please send comments/suggestions about this form to [CAS2Net Support](#)

Assign Supervisors to an Employee

Employee Menu

Contribution Planning

Mid-Point Review Self-Assessment

Annual Appraisal Self-Assessment

Reports

Closeout Self-Assessment

eDocuments

Superuser Menu

Welcome

Appraisal Status and Lock

Reports

Data Maintenance

Session

Assign Supervisors to an Employee

Supervisor Assignments

Cycle Year: 2015

Employee: Appleton, Adam A (AMC/LH)

Level 1 Supervisor: Hansen, Ike (AMC/LH)1

Level 2 Supervisor: Arnold, Bob (AMC/LH)3

Sub-Panel Manager: Babbitt, Chris (AMC/LH)1

Pay Pool Manager: Arnold, Bob (AMC/LH)3

Center Senior Functional: Flynn, Trish (AMC/LH)6

[Data Maintenance Menu]

Please send comments/suggestions about this form to [CAS2Net Support](#)

- CAS2Net refreshes the supervisor dropdown lists to display the selected employee's current supervisors
- Select the desired supervisors to assign to the selected employee using the provided dropdown lists
- To undo selections made, and view the current supervisor assignments, click the "Reset" button
- Select the desired supervisors to assign to the selected employee and click the "Assign" button

Assign Supervisors to an Employee

Civilian Acquisition Workforce Personnel Demonstration Project, Department of Defense (DOD)

Acq Demo

Employee Menu

- Contribution Planning
- Mid-Point Review Self-Assessment
- Annual Appraisal Self-Assessment
- Reports
- Closeout Self-Assessment
- eDocuments

Supervisor Menu

- Welcome
- Appraisal Status and Lock
- Reports
- Data Maintenance
- Session Maintenance
- Offline Interface
- Pay Pool Notices
- Demo Reset
- eDocuments

Assign Supervisors to an Employee

Supervisor(s) successfully assigned.

Supervisor Assignments	
Cycle Year:	2015
Employee:	Appleton, Adam A (AMC/LH)
Level 1 Supervisor:	Hoang, Eric (AMC/LH)5
Level 2 Supervisor:	Arnold, Bob (AMC/LH)3
Sub-Panel Manager:	Babbitt, Chris (AMC/LH)1
Pay Pool Manager:	Arnold, Bob (AMC/LH)3
Center Senior Functional:	Flynn, Trish (AMC/LH)6

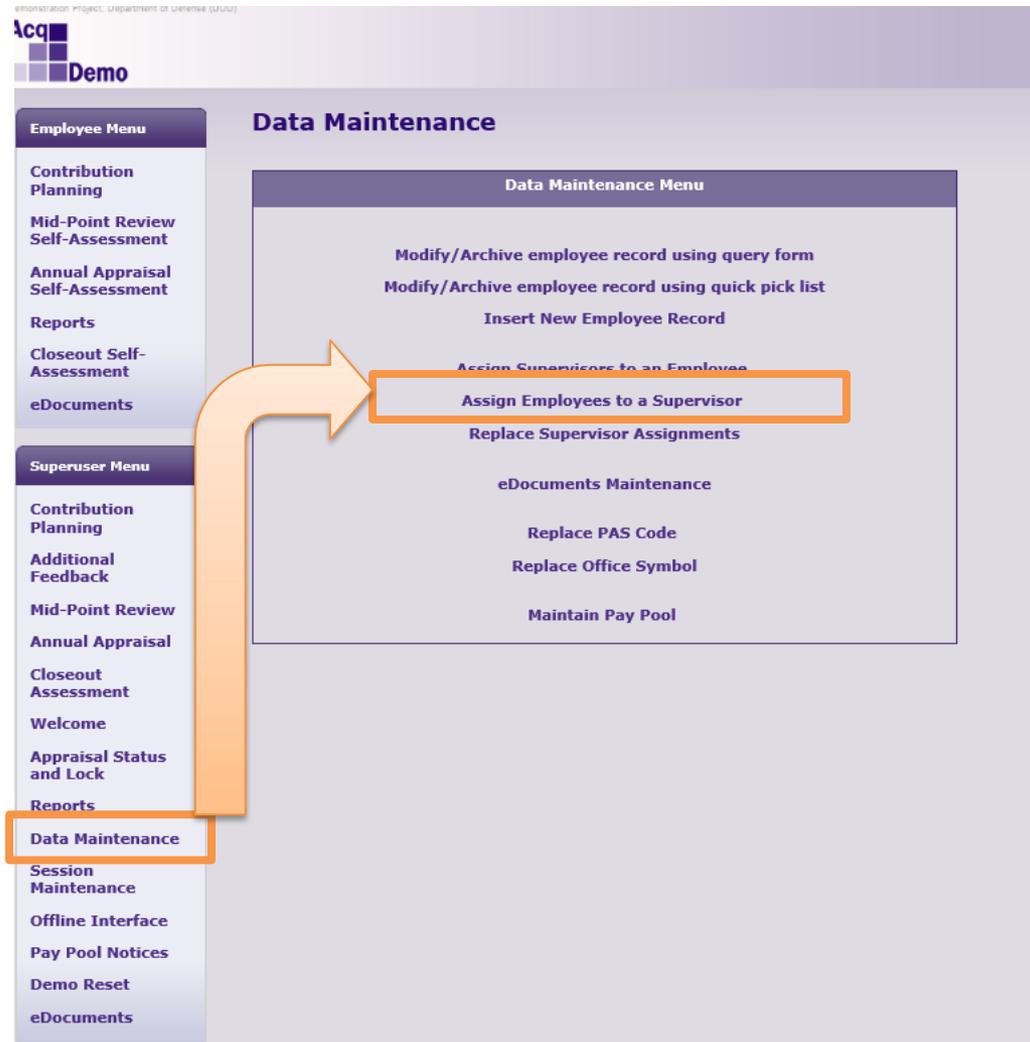
[Data Maintenance Menu]

Please send comments/suggestions about this form to [CAS2Net Support](#)

- Once you click the "Assign" button, CAS2Net displays the following message: "Supervisor(s) successfully assigned"
- If no supervisor assignments have been changed and the "Assign" button is clicked, the following message is displayed: "No supervisor changes made"
- Note that above pay pool superusers need to assign supervisors who are in a different pay pool than the employee using this module*

***Contact Alison Stogsdill or Nate Kussman, if you need to assign a supervisor to an employee in another pay pool.**

Assign Employees to a Supervisor



- Click "Data Maintenance" from the Navigation Bar. CAS2Net refreshes the screen to display the Employee Maintenance Menu
- Select the "Assign Employees to a Supervisor" link

Assign Employees to a Supervisor

Iran Acquisition Workforce Personnel
Demonstration Project, Department of Defense (DOD)

- Employee Menu
- Contribution Planning
- Mid-Point Review Self-Assessment
- Annual Appraisal Self-Assessment
- Reports
- Closeout Self-Assessment
- eDocuments
- Superuser Menu
- Contribution Planning
- Additional Feedback
- Mid-Point Review

Assign Employees to a Supervisor

Please Select a Supervisor to Assign Employees

Supervisor: (null)----- **Sort By:** Name Org

First Level Supervisor Supervisor 2 Sub-Panel Meeting Paypool Manager CSF

2015 2016

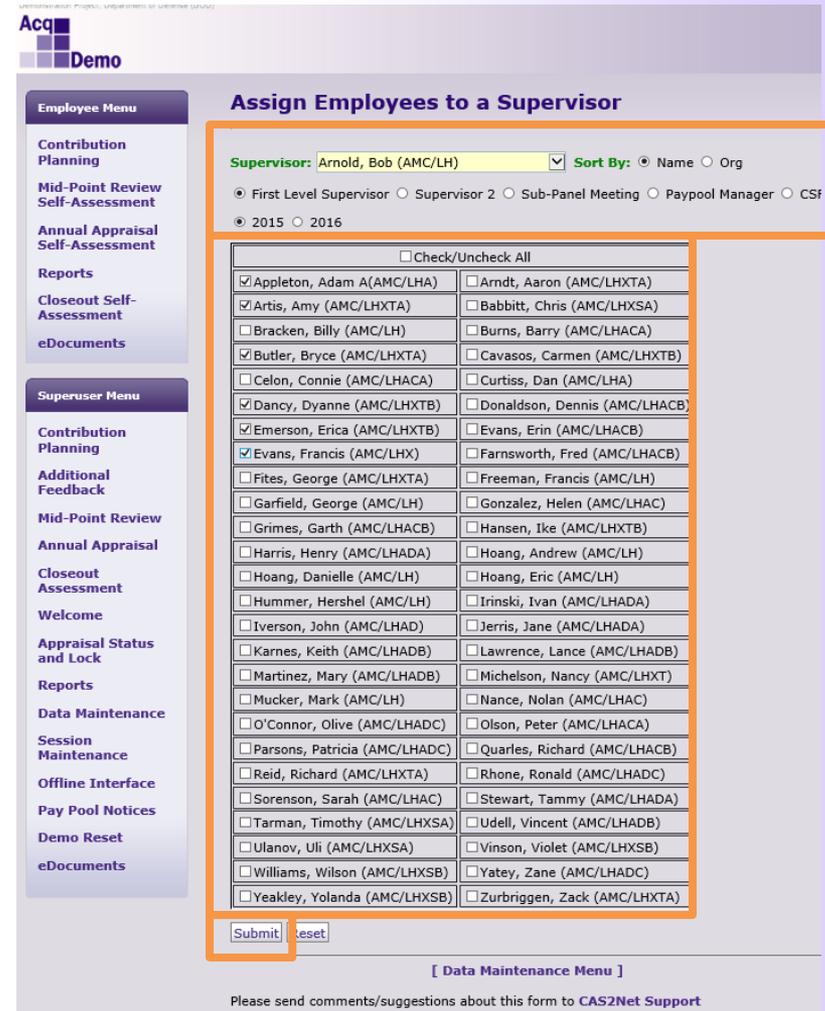
[Data Maintenance Menu]

Please send comments/suggestions about this form to [CAS2Net Support](#)

- The “Assign Employees to a Supervisor” screen is displayed
- Select a supervisor name from the dropdown list and select the supervisor role you want to assign (first level, sub-panel, CSF, or pay pool manager)

Assign Employees to a Supervisor

- CAS2Net refreshes the screen to display a list of employees reporting to the selected supervisor
- ***Note: to view employees under the selected supervisor in a different level of supervision, select the desired radio button**
- To sort the list of employees by Name or Organization, select the "Name" or "Org" radio button
- Click the check boxes next to employee name(s) of those employee(s) you want to assign to the selected supervisor
- To assign all employees listed, click the "Check/Uncheck All" checkbox
- To undo selections click the "Reset" button
- To submit selections, click the "Submit" button



Assign Employees to a Supervisor

Supervisor: Arnold, Bob (AMC/LH) Sort By: Name Org

First Level Supervisor Supervisor 2 Sub-Panel Meeting Paypool Manager CSF
 2015 2016

<input type="checkbox"/> Check/Uncheck All	
<input checked="" type="checkbox"/> Appleton, Adam A (AMC/LHA)	<input type="checkbox"/> Arndt, Aaron (AMC/LHXTA)
<input checked="" type="checkbox"/> Artis, Amy (AMC/LHXTA)	<input type="checkbox"/> Babbitt, Chris (AMC/LHXSA)
<input type="checkbox"/> Bracken, Billy (AMC/LH)	<input type="checkbox"/> Burns, Barry (AMC/LHACA)
<input checked="" type="checkbox"/> Butler, Bryce (AMC/LHXTA)	<input type="checkbox"/> Cavalos, Carmen (AMC/LHXTB)
<input type="checkbox"/> Celon, Connie (AMC/LHACA)	<input type="checkbox"/> Curtiss, Dan (AMC/LHA)
<input checked="" type="checkbox"/> Dancy, Dyanne (AMC/LHXTB)	<input type="checkbox"/> Donaldson, Dennis (AMC/LHACB)
<input checked="" type="checkbox"/> Emerson, Erica (AMC/LHXTB)	<input type="checkbox"/> Evans, Erin (AMC/LHACB)
<input checked="" type="checkbox"/> Evans, Francis (AMC/LHX)	<input type="checkbox"/> Farnsworth, Fred (AMC/LHACB)
<input type="checkbox"/> Fites, George (AMC/LHXTA)	<input type="checkbox"/> Freeman, Francis (AMC/LH)
<input type="checkbox"/> Garfield, George (AMC/LH)	<input type="checkbox"/> Gonzalez, Helen (AMC/LHAC)
<input type="checkbox"/> Grimes, Garth (AMC/LHACB)	<input type="checkbox"/> Hansen, Ike (AMC/LHXTB)
<input type="checkbox"/> Harris, Henry (AMC/LHADADA)	<input type="checkbox"/> Hoang, Andrew (AMC/LH)
<input type="checkbox"/> Hoang, Danielle (AMC/LH)	<input type="checkbox"/> Hoang, Eric (AMC/LH)
<input type="checkbox"/> Hummer, Hershel (AMC/LH)	<input type="checkbox"/> Irinski, Ivan (AMC/LHADADA)
<input type="checkbox"/> Iverson, John (AMC/LHAD)	<input type="checkbox"/> Jerris, Jane (AMC/LHADADA)
<input type="checkbox"/> Karnes, Keith (AMC/LHADDB)	<input type="checkbox"/> Lawrence, Lance (AMC/LHADDB)
<input type="checkbox"/> Martinez, Mary (AMC/LHADDB)	<input type="checkbox"/> Michelson, Nancy (AMC/LHXT)
<input type="checkbox"/> Mucker, Mark (AMC/LH)	<input type="checkbox"/> Nance, Nolan (AMC/LHAC)
<input type="checkbox"/> O'Connor, Olive (AMC/LHADCB)	<input type="checkbox"/> Olson, Peter (AMC/LHACA)
<input type="checkbox"/> Parsons, Patricia (AMC/LHADCB)	<input type="checkbox"/> Quarles, Richard (AMC/LHACB)
<input type="checkbox"/> Reid, Richard (AMC/LHXTA)	<input type="checkbox"/> Rhone, Ronald (AMC/LHADCB)
<input type="checkbox"/> Sorenson, Sarah (AMC/LHAC)	<input type="checkbox"/> Stewart, Tammy (AMC/LHADADA)
<input type="checkbox"/> Tarman, Timothy (AMC/LHXSA)	<input type="checkbox"/> Udell, Vincent (AMC/LHADDB)
<input type="checkbox"/> Ulanov, Uli (AMC/LHXSA)	<input type="checkbox"/> Vinson, Violet (AMC/LHXSB)
<input type="checkbox"/> Williams, Wilson (AMC/LHXSB)	<input type="checkbox"/> Yatey, Zane (AMC/LHADCB)
<input type="checkbox"/> Yeakley, Yolanda (AMC/LHXSB)	<input type="checkbox"/> Zurbruggen, Zack (AMC/LHXTA)

Submit Reset

[Data Maintenance Menu]

Please send comments/suggestions about this form to [CAS2Net Support](#)

Assign Employees to a Supervisor

- Verify the selected employees have been assigned to the supervisor
- Repeat for each supervisory role held by the selected supervisor by clicking on each of the levels of supervisor radio buttons

Employee Menu

- Contribution Planning
- Mid-Point Review Self-Assessment
- Annual Appraisal Self-Assessment
- Reports
- Closeout Self-Assessment
- eDocuments

Supervisor Menu

- Contribution Planning

Assign Employees to a Supervisor

Supervisor: Arnold, Bob (AMC/LH) **Sort By:** Name Org

First Level Supervisor Supervisor 2 Sub-Panel Meeting Paypool Manager CSF

2015 2016

Check/Uncheck All

<input checked="" type="checkbox"/> Appleton, Adam A (AMC/LHA)	<input checked="" type="checkbox"/> Artis, Amy (AMC/LHXTA)
<input checked="" type="checkbox"/> Butler, Bryce (AMC/LHXTA)	<input checked="" type="checkbox"/> Dancy, Dyanne (AMC/LHXTB)
<input checked="" type="checkbox"/> Emerson, Erica (AMC/LHXTB)	<input checked="" type="checkbox"/> Evans, Francis (AMC/LHX)
<input type="checkbox"/> Arndt, Aaron (AMC/LHXTA)	<input type="checkbox"/> Babbitt, Chris (AMC/LHXSA)
<input type="checkbox"/> Bracken, Billy (AMC/LH)	<input type="checkbox"/> Burns, Barry (AMC/LHACA)
<input type="checkbox"/> Cavazos, Carmen (AMC/LHXTB)	<input type="checkbox"/> Celon, Connie (AMC/LHACA)
<input type="checkbox"/> Curtiss, Dan (AMC/LHA)	<input type="checkbox"/> Donaldson, Dennis (AMC/LHACB)
<input type="checkbox"/> Evans, Eric (AMC/LHACB)	<input type="checkbox"/> Espenworth, Fred (AMC/LHACB)

Required step before you can assign an employee to a supervisor:

- Assign an employee to a User Group
 - From Data Maintenance, select "Modify/Archive employee record using query form" and enter Employee First and Last Name in the form
 - Click on employee name from "Matching Criteria" report and obtain the "Employee Detail" form
- Select User Group from dropdown list
(Part 3: at bottom of form)

Employee Detail

BOTTOM

Part 1 - Complete this section for all Demo and Non-Demo employees

ID: 2572
 Prefix:
 First Name: Danielle
 Middle Initial:
 Last Name: Hoang
 Suffix:
 SSN: 227-22-1234
 EMail Address:

Employee(s) Matching Criteria

Query criteria: (active records only), First Name: danielle Requery New Query

<< first < prev 1 next > last >> Show 10 records per page

ID	SSN	Arch	Name	Home Org	Career Path	Level	CPO	Series	Salary	Group	Service
2572	-1234		Hoang, Danielle	AMC/LH	NH	III	7X	0025	\$0	Employee	OSD

<< first < prev 1 next > last >> Show 10 records per page

[Add an Employee Record] [Data Maintenance Menu]

Part 3: Complete this section for all employees requiring CAS2Net user accounts

CAS2Net Access: CAS2Net Access
 EDIPI:
 Group: Employee

Exercise 3 Assign Employee to Supervisor

Full Access Menu

Welcome

Reports

Data Maintenance

Session Maintenance

Offline Interface

Pay Pool Notices

Regional Notices

eDocuments

Assign Employees to a Supervisor

Please Select a Supervisor to Assign Employees

Supervisors: (null) Sort By: Name Org

First Level Supervisor Second Level Supervisor Sub-Panel Meeting Manager Pay Pool Manager Center Senior Functional

2016 2017

Submit Reset

[Data Maintenance Menu]

Please send comments/suggestions about this form to CAS2Net Support

From Data Maintenance, select “Assign Employees to a Supervisor” and select Supervisor name from dropdown list

Check applicable employees names and click “Submit”



Full Access Menu

Welcome

Reports

Data Maintenance

Session Maintenance

Offline Interface

Pay Pool Notices

Regional Notices

eDocuments

Assign Employees to a Supervisor

Supervisor: 1030 Dummy, CDG AAF (1030) Sort By: Name Org

First Level Supervisor Second Level Supervisor Sub-Panel Meeting Manager Pay Pool Manager Center Senior Functional

2016 2017

Check/Uncheck All

<input type="checkbox"/> Brady, Scott M(1030)	<input type="checkbox"/> Bruner, Kyle M(1030)
<input type="checkbox"/> Gray, Roger E.(1030)	<input type="checkbox"/> HAMM, WALTER D(1030)
<input type="checkbox"/> Johnsky, Lauren A(1030)	<input type="checkbox"/> Juniel, Kenyatta M(1030)
<input type="checkbox"/> Oatley, David C.(1030)	<input type="checkbox"/> Overman, Rachel L(1030)
<input type="checkbox"/> Owens, Natasha Mari(1030)	<input type="checkbox"/> Parsons, Charles D(1030)
<input type="checkbox"/> Stephens, Maurice B.(1030)	<input type="checkbox"/> Taylor, Anthony (1030)
<input type="checkbox"/> Warner, Matthew S(1030)	

Submit Reset

[Data Maintenance Menu]

Replace Supervisor Assignments

Demonstration Project, Department of Defense (DDO)

Acq
Demo

Employee Menu

- Contribution Planning
- Mid-Point Review Self-Assessment
- Annual Appraisal Self-Assessment
- Reports
- Closeout Self-Assessment
- eDocuments

Superuser Menu

- Welcome
- Appraisal Status and Lock
- Reports
- Data Maintenance**
- Session Maintenance
- Offline Interface
- Pay Pool Notices
- Demo Reset
- eDocuments

Data Maintenance

Data Maintenance Menu

- Modify/Archive employee record using query form
- Modify/Archive employee record using quick pick list
- Insert New Employee Record
- Assign Supervisors to an Employee
- Assign Employees to a Supervisor
- Replace Supervisor Assignments**
- eDocuments Maintenance
 - Replace PAS Code
 - Replace Office Symbol
- Maintain Pay Pool

- Click "Data Maintenance" from the Navigation Bar
- CAS2Net refreshes the screen to display the Employee Maintenance Menu
- Select the "Replace Supervisor Assignments" link
- Use this option when a supervisor is replaced by another person

Replace Supervisor Assignments

Update Supervisor Assignments

Cycle Year:

2015 and 2016
 2015 Only
 2016 Only

Manager Level:

First Level Supervisor
 Supervisor 2
 Sub-Panel Meeting
 Paypool Manager
 CSF

Original Supervisor:
 (null)-----▼

Replacement Supervisor:
 (null)-----▼

[Data Maintenance Menu]

Please send comments/suggestions about this form to [CAS2Net Support](#)

- The “Replace Supervisor Assignments” screen is displayed
- Select a supervisor name from the “Original Supervisor” dropdown list

Replace Supervisor Assignments

- Select which level of supervision you want to replace assignments for the selected supervisor
- Select the name of the supervisor you want to replace assignments with from the "Replacement Supervisor" dropdown
- To clear selections, click the "Clear" button
- To submit changes, click the "Update" button

emonstration Project: Department of Defense (DOD)

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Demo

Employee Menu

- Contribution Planning
- Mid-Point Review Self-Assessment
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- Reports
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- eDocuments

Supervisor Menu

- Welcome
- Appraisal Status and Lock
- Reports
- Data Maintenance
- Session Maintenance
- Offline Interface
- Pay Pool Notices
- Demo Reset
- eDocuments

Update Supervisor Assignments

Cycle Year:

2015 and 2016
 2015 Only
 2016 Only

Manager Level:

First Level Supervisor
 Supervisor 2
 Sub-Panel Meeting
 Paypool Manager
 CSF

Original Supervisor:
 Arnold, Bob (AMC/LH) ▼

Replacement Supervisor:
 Freeman, Francis (AMC/LH) ▼

[Data Maintenance Menu]

Please send comments/suggestions about this form to [CAS2Net Support](#)

Replace Supervisor Assignments

- CAS2Net displays a message indicates the number of successful replacements between the two selected supervisors

Employee Menu

- Contribution Planning
- Mid-Point Review Self-Assessment
- Annual Appraisal Self-Assessment
- Reports
- Closeout Self-Assessment
- eDocuments

Supervisor Menu

- Welcome
- Appraisal Status and Lock
- Reports
- Data Maintenance
- Session Maintenance
- Offline Interface
- Pay Pool Notices
- Demo Reset
- eDocuments

Update Supervisor Assignments

11 Replacements of Bob Arnold with Francis Freeman

Cycle year:

2015 and 2016
 2015 Only
 2016 Only

Manager Level:

First Level Supervisor
 Supervisor 2
 Sub-Panel Meeting
 Paypool Manager
 CSF

Original Supervisor:
Arnold, Bob (AMC/LH) ▼

Replacement Supervisor:
Freeman, Francis (AMC/LH) ▼

Update Clear

[Data Maintenance Menu]

Please send comments/suggestions about this form to [CAS2Net Support](#)

- Click "Reports" from the PPA navigation menu. CAS2Net refreshes the screen to display the a list of reports
- To show the supervisors assigned to each employee, select the "Supervisor Roster by Employee" reports link

Employee Menu

- Contribution Planning
- Mid-Point Review Self-Assessment
- Annual Appraisal Self-Assessment
- Reports
- Closeout Self-Assessment
- eDocuments

Pay Pool Administrator Menu

- Contribution Planning
- Additional Feedback
- Mid-Point Review
- Annual Appraisal

Reports

Pay Pool Administrator Reports

- Appraisal Form Parts I, II and III - Single Employees
- Appraisal Form Parts I, II and III - All Employees
- CAS2Net Status Report & Excel Spreadsheet
- Mid-Point Review - Single Employee
- Mid-Point Review - All Employees
- Closeout Assessment - Single Employee
- Closeout Assessment - All Employees
- Appraisal Form Part II By Employee
- Appraisal Form Part II By Supervisor
- Appraisal Status Report
- Download Employee Data
- Employee Roster
- Post-Cycle Activity Report
- Supervisor Roster by Employee**
- Supervisor Roster by Supervisor
- Zone A/CIP Report

Employee Menu

- Contribution Planning
- Mid-Point Review Self-Assessment
- Annual Appraisal Self-Assessment
- Reports
- Closeout Self-Assessment
- eDocuments

Pay Pool Administrator Menu

- Contribution Planning
- Additional

Supervisor Roster by Employee

Report Options

Pay Pool Selection: AMC/LH

Report Format: PDF Excel

Command: Generate

Return to Reports Menu

- CAS2Net refreshes the screen to display the Supervisor Roster by Employee Report Generation Options
- Select a pay pool from "Paypool Selection" dropdown
- Click the "Generate" button

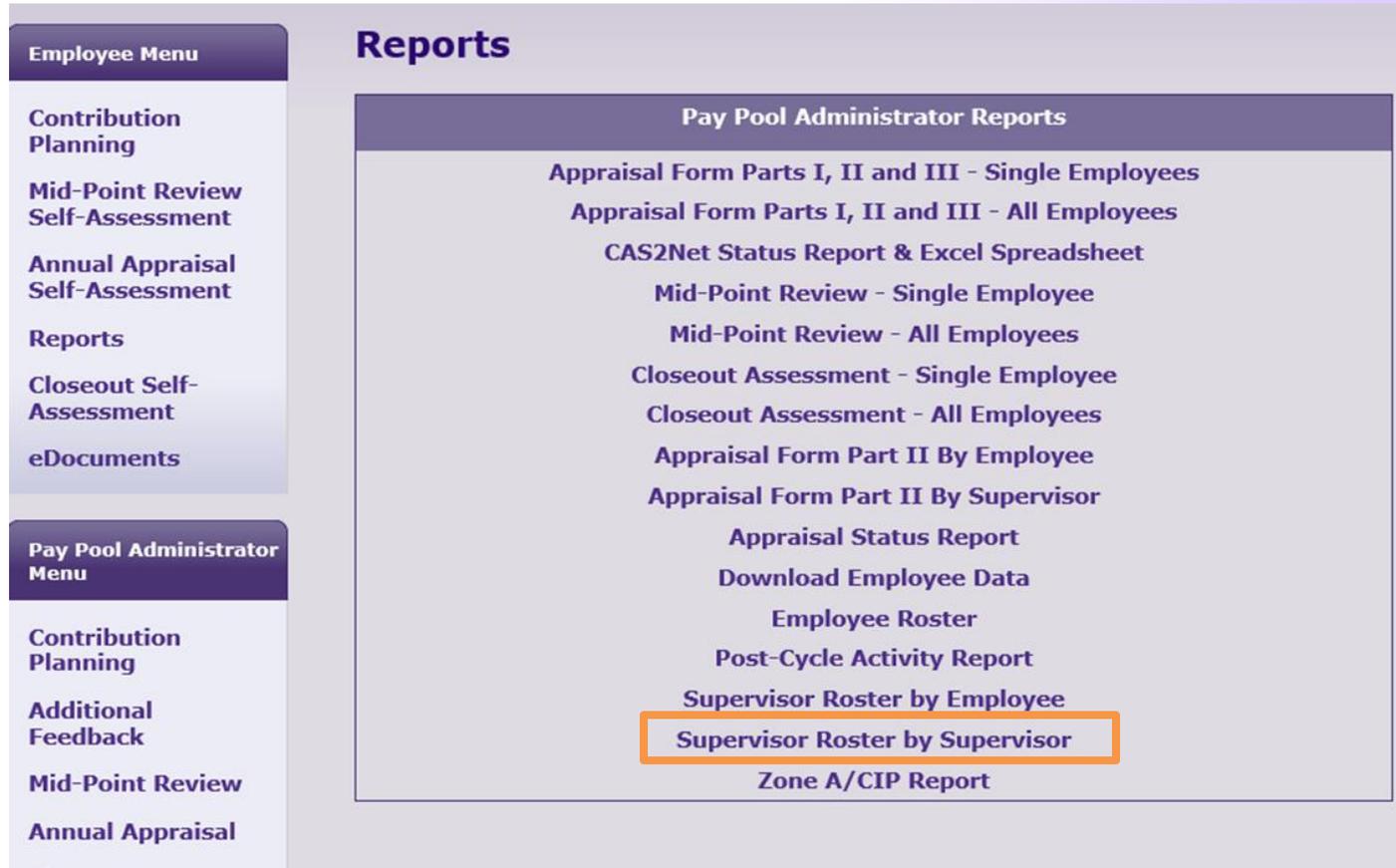
- CAS2Net generates the report in PDF format (or Excel if selected; preferred method).
- Report displays the list of employees in the selected pay pool along with their assigned supervisors



Supervisor Roster by Employee

Employee Name	Supervisor, Level 1	Sub-panel Supervisor	Paypool Manager
Appleton, Adam A, AMC/LHA	Francis Freeman	Chris Babbitt	Bob Arnold
Arndt, Aaron, AMC/LHXTA	Francis Freeman	Chris Babbitt	Bob Arnold
Artis, Amy, AMC/LHXTA	Francis Freeman	Chris Babbitt	Bob Arnold
Babbitt, Chris, AMC/LHXSA	Francis Freeman	Chris Babbitt	Bob Arnold
Burns, Barry, AMC/LHACA	Francis Freeman	Chris Babbitt	Bob Arnold
Butler, Bryce, AMC/LHXTA	Francis Freeman	Chris Babbitt	Bob Arnold
Cavasos, Carmen, AMC/LHXTB	Ike Hansen	Chris Babbitt	Bob Arnold
Celon, Connie, AMC/LHACA	Peter Olson	Chris Babbitt	Bob Arnold
Curtiss, Dan, AMC/LHA	Ike Hansen	Chris Babbitt	Bob Arnold
Dancy, Dyanne, AMC/LHXTB	Francis Freeman	Chris Babbitt	Bob Arnold
Donaldson, Dennis, AMC/LHACB	Richard Quarles	Chris Babbitt	Bob Arnold
Emerson, Erica, AMC/LHXTB	Francis Freeman	Chris Babbitt	Bob Arnold
Evans, Erin, AMC/LHACB	Richard Quarles	Chris Babbitt	Bob Arnold
Evans, Francis, AMC/LHX	Francis Freeman	Chris Babbitt	Bob Arnold
Farnsworth, Fred, AMC/LHACB	Richard Quarles	Chris Babbitt	Bob Arnold
Fites, George, AMC/LHXTA	Nancy Michelson	Chris Babbitt	Bob Arnold
Freeman, Francis, AMC/LH	Ike Hansen	Chris Babbitt	Bob Arnold
Garfield, George, AMC/LH	Ike Hansen	Chris Babbitt	Bob Arnold
Gonzalez, Helen, AMC/LHAC	Dan Curtiss	Chris Babbitt	Bob Arnold
Grimes, Garth, AMC/LHACB	Richard Quarles	Chris Babbitt	Bob Arnold
Hansen, Ike, AMC/LHXTB	Nancy Michelson	Chris Babbitt	Bob Arnold
Harris, Henry, AMC/LHADA	Tammy Stewart	Chris Babbitt	Bob Arnold
Hoang, Andrew, AMC/LH	George Fites	Chris Babbitt	Bob Arnold
Hoang, Danielle, AMC/LH	Chris Babbitt	Chris Babbitt	Bob Arnold
Hoang, Eric, AMC/LH	Eileen Daniels	Chris Babbitt	Bob Arnold
Hummer, Hershel, AMC/LH	Peter Olson	Chris Babbitt	Bob Arnold
Irinski, Ivan, AMC/LHADA	Tammy Stewart	Chris Babbitt	Bob Arnold
Iverson, John, AMC/LHAD	Dan Curtiss	Chris Babbitt	Bob Arnold

- Use the Supervisor Roster Report to review the supervisory structure of your pay pool
- Click "Reports" from the PPA navigation menu. CAS2Net refreshes the screen to display the list of reports
- Select the "Supervisor Roster by Supervisor" reports link



Employee Menu

- Contribution Planning
- Mid-Point Review Self-Assessment
- Annual Appraisal Self-Assessment
- Reports
- Closeout Self-Assessment
- eDocuments

Pay Pool Administrator Menu

- Contribution Planning
- Additional Feedback
- Mid-Point Review
- Annual Appraisal

Reports

Pay Pool Administrator Reports

- Appraisal Form Parts I, II and III - Single Employees
- Appraisal Form Parts I, II and III - All Employees
- CAS2Net Status Report & Excel Spreadsheet
- Mid-Point Review - Single Employee
- Mid-Point Review - All Employees
- Closeout Assessment - Single Employee
- Closeout Assessment - All Employees
- Appraisal Form Part II By Employee
- Appraisal Form Part II By Supervisor
- Appraisal Status Report
- Download Employee Data
- Employee Roster
- Post-Cycle Activity Report
- Supervisor Roster by Employee
- Supervisor Roster by Supervisor**
- Zone A/CIP Report

- CAS2Net refreshes the screen to display the Supervisor Roster by Employee Report Generation Options
- Select a pay pool from "Paypool Selection" dropdown
- Click the "Generate" button

The screenshot displays the 'Supervisor Roster by Supervisor' report generation interface. On the left, there is a navigation sidebar with the following sections: 'Employee Menu' (containing Contribution Planning, Mid-Point Review Self-Assessment, Annual Appraisal Self-Assessment, Reports, Closeout Self-Assessment, and eDocuments), 'Pay Pool Administrator Menu', and 'Contribution Planning'. The main content area is titled 'Supervisor Roster by Supervisor' and contains a 'Report Options' section. This section includes a 'Pay Pool Selection' dropdown menu set to 'AMC/LH', a 'Report Format' section with radio buttons for 'PDF' (selected) and 'Excel', and a 'Command' button labeled 'Generate'. An orange box highlights the 'Pay Pool Selection' dropdown and the 'Generate' button. Below the 'Report Options' section is a 'Return to Reports Menu' button.

- CAS2Net generates the report in PDF format (or Excel if selected)
- Report displays the breakdown of the supervisory structure for the selected pay pool
- This report is essentially a wiring diagram for the organization displayed horizontally rather than vertically



Supervisor Roster

Paypool Manager	Sub-panel Supervisor	First Level Supervisor	Employee Name
Job Arnold, AMC/LH	Chris Babbitt	Chris Babbitt	Hoang, Danielle , AMC/LH Tarman, Timothy , AMC/LHXS Ulanov, Uli , AMC/LHXS
		Dan Curtiss	Gonzalez, Helen , AMC/LHAC Iverson, John , AMC/LHAD Nance, Nolan , AMC/LHAC
		Eileen Daniels	Hoang, Eric , AMC/LH Sorenson, Sarah , AMC/LHAC Vinson, Violet , AMC/LHXS Williams, Wilson , AMC/LHXS Yeakley, Yolanda , AMC/LHXS
		Francis Evans	Michelson, Nancy , AMC/LHXT
		Francis Freeman	Appleton, Adam A, AMC/LHA Amdt, Aaron , AMC/LHXTA Artis, Amy , AMC/LHXTA Babbitt, Chris , AMC/LHXS Burns, Barry , AMC/LHACA Butler, Bryce , AMC/LHXTA Dancy, Dyanne , AMC/LHXTB Emerson, Erica , AMC/LHXTB Evans, Francis , AMC/LHX Quarles, Richard , AMC/LHAC
		George Fites	Hoang, Andrew , AMC/LH

The screenshot displays the 'Reports' section of the Acq Demo application. On the left, there are two vertical menus: 'Employee Menu' and 'Full Access User Menu'. The 'Employee Menu' includes options like 'Contribution Planning', 'Mid-Point Review Self-Assessment', 'Annual Appraisal Self-Assessment', 'Reports', 'Closeout Self-Assessment', and 'eDocuments'. The 'Full Access User Menu' includes 'Welcome', 'Reports', 'Data Maintenance', 'Session Maintenance', 'Offline Interface', 'Pay Pool Notices', 'Demo Reset', and 'eDocuments'. The main content area is titled 'Reports' and contains a list of 'Full Access User Reports'. The 'Download Employee Data' option is highlighted with an orange rectangular box.

Employee Menu

- Contribution Planning
- Mid-Point Review Self-Assessment
- Annual Appraisal Self-Assessment
- Reports
- Closeout Self-Assessment
- eDocuments

Full Access User Menu

- Welcome
- Reports
- Data Maintenance
- Session Maintenance
- Offline Interface
- Pay Pool Notices
- Demo Reset
- eDocuments

Reports

Full Access User Reports

- Appraisal Form Parts I, II and III - Single Employees
- Appraisal Form Parts I, II and III - All Employees
- CAS2Net Status Report & Excel Spreadsheet
- Mid-Point Review - Single Employee
- Mid-Point Review - All Employees
- Closeout Assessment - Single Employee
- Closeout Assessment - All Employees
- Appraisal Form Part II By Employee
- Appraisal Form Part II By Supervisor
- Appraisal Status Report
- Download Employee Data**
- Employee Roster
- Post-Cycle Activity Report
- Supervisor Roster by Employee
- Supervisor Roster by Supervisor
- Zone A/CIP Report

- The “Download Employee Data” report is actually a download to CSV
- It is useful for downloading employee data in CAS2Net for local use

This report is best option to see missing data from an employee record

- CAS2Net refreshes the screen to display Download Employee Generation Options
- Select a pay pool from "Paypool Selection" dropdown
- Select or de-select desired data elements
- Click the "Generate" button
- Output will be a Comma Separated Values (CSV) file which can be imported into Excel or other applications

DEMO

Employee Menu

- Contribution Planning
- Mid-Point Review Self-Assessment
- Annual Appraisal Self-Assessment
- Reports**
- Closeout Self-Assessment
- eDocuments

Full Access User Menu

- Welcome
- Reports**
- Data Maintenance
- Session Maintenance
- Offline Interface
- Pay Pool Notices
- Demo Reset
- eDocuments

Download Employee to Spreadsheet File

Report Options

Pay Pool Selection: AMC/LH
Ofc of Secy Army

Records Selection:

- Demo employee records only
- All demo and non-demo employee records

Pay Pool

Pay Pool Manager

Managers Meeting Manager

2nd Level Supervisor

1st Level Supervisor

Center Senior Functional

CAS2Net ID#

EDIPI

SSN

Employee Name

Email Address

Start Date

End Date

PAS Code

Data Fields:

Home Organization

Retained Pay Status

Presumptive Status

Temp/Perm Promotion

CCPO Code

Career Path

Broadband

Occ Series

Locality

Current Base Salary

Previous OCS

Expected OCS

Preliminary Scores

Final Scores

Current OCS

User Group

Report Format: Comma Separated Values (CSV) file

Command: Generate

Return to Reports Menu

Example of "Down Load Employee Data"

Pay pool	PP Manager	Sub-Panel Manager	Supervisor 1	EDIPI	Last Name	First Name	Email Address	Start Date	Office Symbol	CCPO Code	Career Path	Broad band Lev	Occ Series	Locality Code	User Group
4444	Darlene Costello	Susan Thornto	Jon Norman	1E+09	Gonsman	Missy		1-Oct-99	AQP	9L	NH	2	343	DCB	Employee
4444	Darlene Costello	Mark Teskey	John Lyle	1E+09	Cobey	Sandra		1-Oct-99	AQC	9L	NH	2	343	DCB	Employee
4444	Darlene Costello	Susan Thornto	Michael Kalna	1E+09	Robinson	Lisa		1-Oct-99	AQQ	9L	NH	3	343	DCB	Employee
4444	Darlene Costello	John Miller	Mark Murphy	1E+09	Gaylord	Donna		1-Oct-99	AQX	9L	NK	3	344	DCB	Employee
4444	Darlene Costello	Mark Teskey	James Davis	1E+09	Lopez	Juan		11-Nov-07	AQC	9L	NH	4	1102	DCB	Employee
4444	Darlene Costello	Susan Thornto	Dwyer Dennis	1E+09	Gaylord	Sharon		10-Aug-03	AQQ	9L	NK	3	344	DCB	Employee
4444	Darlene Costello	Mark Teskey	Melissa Applega	1E+09	Lee	Gladis		1-Oct-99	AQC	9L	NH	3	343	DCB	Employee
4444	Darlene Costello	John Miller	Valerie Muck		Muse	Marcia		1-Oct-99	AQX	9L	NH	3	343	DCB	Employee
4444	Darlene Costello	John Miller	Arnold Bunch	1E+09	Blasi	Mary		18-Jun-00	AQ	9L	NH	2	343	DCB	Employee
4444	Darlene Costello	John Miller	Timothy Fuhrma	1E+09	Washingt	Jesse		3-Dec-00	AQE	9L	NH	3	343	DCB	Employee
4444	Darlene Costello	Randall Walde	Niles Cocanour	1E+09	Otis	Roger		22-May-1	RCO	9L	NH	4	801	LA	Employee
4444	Darlene Costello	Randall Walde	Louis Russetta	1E+09	Stryker	Andrew		30-Aug-10	RCO	9L	NH	4	801	DCB	Employee
4444	Darlene Costello	Randall Walde	Louis Russetta		Brown	Richard		21-May-0	RCO	9L	NH	3	1101	DCB	Employee
4444	Darlene Costello	John Miller	Todd Bramble	1E+09	Herrndon	Shelley		19-Aug-0	AQX	9L	NH	3	301	DCB	Employee
4444	Darlene Costello	Randall Walde	Robyn Warner	1E+09	Sitkowski	Natalie		1-Jul-02	RCO	9L	NH	4	1102	DCB	Employee
4444	Darlene Costello	David Walker	Kelly Tucker	1E+09	Forbes	Sherma		11-Aug-02	AQR	9L	NH	4	801	DCB	Employee
4444	Darlene Costello	Darlene Coste	David Slade	1E+09	Kratz	Michael		16-Jun-02	AQH	9L	NH	4	343	DCB	Supervisor I
4444	Darlene Costello	David Walker	Mary Habib	1E+09	Mathewsc	Victoria		10-Feb-07	AQH	9L	NH	3	301	RUS	Employee
4444	Darlene Costello		John Lyle	1E+09	Maglio	Michael		27-Jan-07	AQC	9L	NH	4	1102	DCB	Supervisor I
4444	Darlene Costello	John Miller	Timothy Fuhrma	1E+09	Tanner	Perrick		7-Oct-0	AQE	9L	NH	3	343	DCB	Employee
4444	Darlene Costello	David Walker	Kelly Tucker	1E+09	Anderson	Ross		27-Feb-11	AQR	9L	NH	4	801	DCB	Employee
4444	Darlene Costello		Ralph DiCicco	1E+09	Bramble	Todd		10-Aug-03	AQX	9L	NH	4	1101	DCB	Supervisor I
4444	Darlene Costello	Darlene Coste	Susan Thornton	1E+09	Cagli	Amy		27-Jul-03	AQI	9L	NH	4	343	DCB	Supervisor I
4444	Darlene Costello	John Miller	Joseph Jenkins	1E+09	McJorath	Raymon		7-Sep-03	AQB	9L	NH	3	560	DCB	Employee
4444	Darlene Costello	Darlene Coste	John Miller	1E+09	DiCicco	Ralph		24-Oct-10	AQX	9L	NH	4	1101	DCB	Supervisor II
4444	Darlene Costello	David Walker	Kelly Tucker	1E+09	Gooden	Clarence		5-Sep-04	AQR	9L	NH	4	801	DCB	Employee
4444	Darlene Costello	David Walker	Mary Habib	1E+09	Holt	Kevin		26-Jul-04	AQH	9L	NH	4	1550	RUS	Employee
4444	Darlene Costello	David Walker	Michelle Trigg	1E+09	Mercado	Jose		23-Feb-04	AQH	9L	NH	3	343	DCB	Employee
4444	Darlene Costello		Ralph DiCicco	1E+09	Boulware	Robert		12-Jun-05	AQX	9L	NH	4	343	DCB	Supervisor I
4444	Darlene Costello	Darlene Coste	Michelle Trigg	1E+09	Habib	Mary		20-Feb-05	AQH	9L	NH	4	1101	RUS	Supervisor I
4444	Darlene Costello	David Walker	Mary Habib	1E+09	Rangel	Alvaro		15-May-05	AQH	9L	NH	3	501	RUS	Employee
4444	Darlene Costello	David Walker	Alison Stogdill	1E+09	Smith	Cheryl		25-Jun-06	AQH	9L	NH	3	301	DCB	Pay Pool Admin

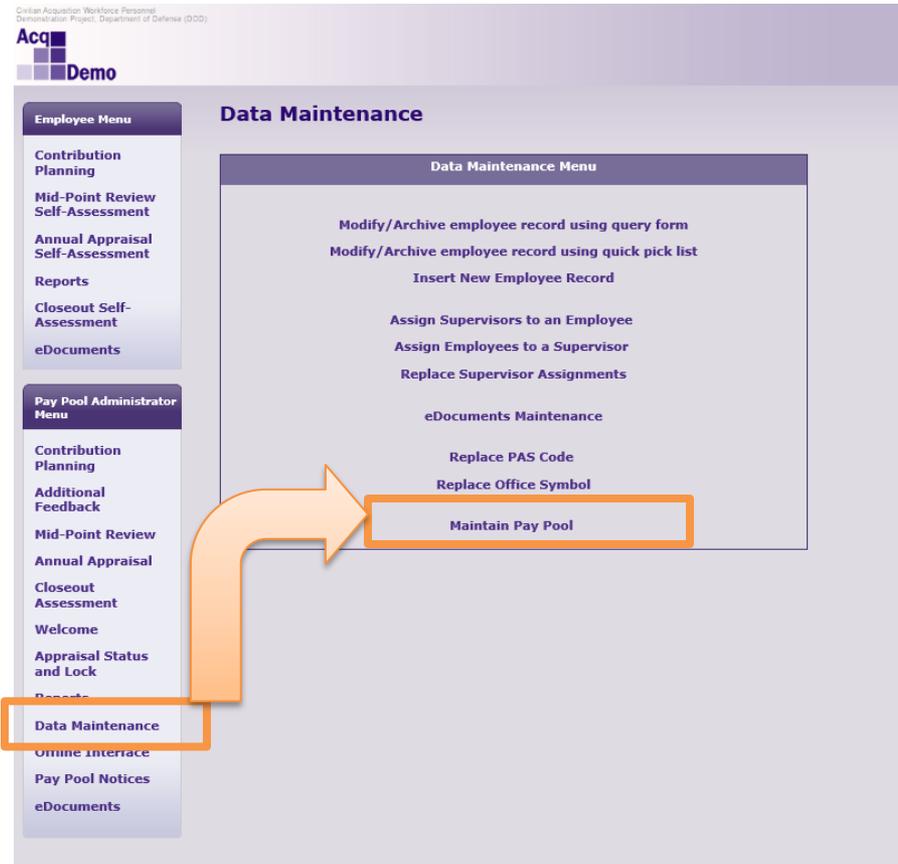
Missing Date: e.g. Sub Pay Pool Manger, EDIPI, Email address etc.

Office Symbol Consistency

Other reports available to Pay Pool Administrators

- **Contribution Planning** – Single Employee (and All Employees)
- **Additional Feedback** – Single Employee (and All Employees)
- **Mid-Point Review** – Single Employee (and All Employees)
- **Closeout Assessment** – Single Employee (and All Employees)
- **Appraisal Form Parts I, II, and III** – Single Employees (and All Employees)
- **CAS2Net Status Report & Excel Spreadsheet** shows all appraisal cycle (contribution plan, mid-point review, closeout, annual appraisal) employee/supervisor statuses for pay pool
- **Contribution Planning Status** shows status only for Contribution Planning
- **Post-Cycle Activity Report** shows leavers, joiners, temporary and permanent promotions during the Post-Cycle
- **Zone A/CIP Report** shows Zone A employees that will require CIPs

- From Data Maintenance, click on "Maintain Pay Pool"



Enable Mandatory Objectives by Pay Pool

- Select pay pool from drop down list
- Select YES for “Allow Contribution Planning Mandatory Objectives”
- Click “Update”

Acq
Demo

Employee Menu

- Contribution Planning
- Mid-Point Review Self-Assessment
- Annual Appraisal Self-Assessment
- Reports
- Closeout Self-Assessment
- eDocuments

Pay Pool Administrator Menu

- Contribution

Maintain Pay Pool

Pay Pool: AMC/LH

Allow Contribution Planning Mandatory Objectives? Yes No

Release current cycle appraisals for review with employees? Yes No

[Data Maintenance Menu]

Please send comments/suggestions about this form to [CAS2Net Support](#)

View Mandatory Objectives in CP

Civilian Acquisition Workforce Personnel Demonstration Project, Department of Defense (DOD)

Acq Demo

Employee Menu

- Contribution Planning
- Mid-Point Review Self-Assessment
- Annual Appraisal Self-Assessment
- Reports
- Closeout Self-Assessment
- eDocuments

Pay Pool Administrator Menu

- Contribution Planning
- Additional Feedback
- Mid-Point Review
- Annual Appraisal
- Closeout Assessment
- Welcome
- Appraisal Status and Lock
- Reports
- Data Maintenance
- Offline Interface

Contribution Planning for Francis Freeman

Year: 2016

First Level Supervisor: Ike Hansen

Broadband Level: II	Occupational Series: 318 - Secretary	Career Path: NK - Administrative Support	Expected OCS Range: 43 - 46 - 50
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Contribution Planning Effective Date: 10/01/2015

October 2015

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Contribution Planning Input:

Mandatory Objectives

None

(Characters used: 0 of 6000)

Individual Objectives

Superuser - Change Role

- Click "Session Maintenance" from the Navigation Bar to change role. CAS2Net refreshes the screen to display the Session Maintenance screen
- To change role to a Pay Pool Administrator, select a name from the dropdown that corresponds with the "Pay Pool Admin" User Group
- Click the "Change to Selected" button

Session Maintenance

Session Selections		
Employee	Ackeret, Tara (AMCOM)	Change to selected
Full Access	Battista, Sam (AMC/LH)	Change to selected
Multi-Paypool 1	Martinez, Caroline (ACQDEMO)	Change to selected
Pay Pool Admin	Freeman, Francis (AMC/LH)	Change to selected
Paypool Manager	Arnold, Bob (AMC/LH)	Change to selected
Sub-Panel Manager	Curtiss, Dan (AMC/LHA)	Change to selected
Superuser	Army, Joe (Army)	Change to selected
Supervisor I	Babbitt, Chris (AMC/LHXSA)	Change to selected
Supervisor II	Daniels, Eileen (AMC/LHXSB)	Change to selected

- CAS2Net refreshes the screen to display selected Pay Pool Administrator Welcome screen
- Session Maintenance screen displays the role you've temporarily changed to along with the "Revert to Self" button
- The top right screen header now reflects the new role you have temporarily assumed. You can also use the "Revert" hot link to change to back to your original role

The screenshot shows the 'Session Maintenance' interface. At the top right, a status bar indicates 'You are acting as Francis Freeman' with a 'Revert' button highlighted in red. The main content area is titled 'Session Selections' and contains a table of roles and users. The 'Pay Pool Admin' row is highlighted with a red box, showing 'Freeman, Francis (AMC/LH)' and a 'Change to selected' button. Other roles include Revert, Employee, Paypool Manager, Sub-Panel Manager, Superuser, Supervisor I, and Supervisor II, each with a dropdown menu and a 'Change to selected' button.

Role	User	Action
Revert	Garfield, George (AMC/LH)	Revert To Self
Employee	Appleton, Adam A(AMC/LHA)	Change to selected
Pay Pool Admin	Freeman, Francis (AMC/LH)	Change to selected
Paypool Manager	Arnold, Bob (AMC/LH)	Change to selected
Sub-Panel Manager	Curtiss, Dan (AMC/LHA)	Change to selected
Superuser	Hoang, Eric (AMC/LH)	Change to selected
Supervisor I	Fites, George (AMC/LHXTA)	Change to selected
Supervisor II	Daniels, Eileen (AMC/LHXSBB)	Change to selected

Employee Menu

- Contribution Planning
- Mid-Point Review Self-Assessment
- Annual Appraisal Self-Assessment
- Reports
- Closeout Self-Assessment
- eDocuments

Full Access User Menu

- Welcome
- Reports
- Data Maintenance
- Session Maintenance
- Offline Interface
- Pay Pool Notices
- Demo Reset
- eDocuments

eDocument Status - Annual Appraisal(s) for Year: 2015

Employee	Employee Signature	Supervisor Signature	Manager Signature (Optional)	eDocument Status
No Employees Selected				
<p>Key:</p> <ul style="list-style-type: none">  Complete.  Incomplete.  Not Provided.  Pending Final Approval. Employee Annual Appraisal document is not ready for signatures. 				

Note that eDocuments will be available once the pay pool results are approved and released at the end of the pay pool process

At year end, the Employee and 1st Level Supervisor will sign the Annual Appraisal and save it in the CAS2Net Document Repository. A manager's signature is optional. Users may click the eDocuments link in the navigation menu bar to access the CAS2Net Document Repository.

eDocument Status - Annual Appraisal(s) for Year: 2014

Employee	Employee Signature	Supervisor Signature	Manager Signature (Optional)	eDocument Status
Adam A. Appleton				
Amy Artis				
Carmen Cavasos				
Dan Curtiss				
Dyanne Dancy				
Erica Emerson				
Francis Evans				
Francis Freeman				
George Garfield				

Key:
 Complete.
 Incomplete.
 Not Provided.

For supervisors and managers, the eDocuments Status page lists Annual Appraisals by employee for a given cycle.

- Use the **Year** dropdown to select a fiscal year
- Click the **Employee Name** link to go to the eDocuments update page

Acq Demo

Employee Menu

- Contribution Planning
- Mid-Point Review Self-Assessment
- Annual Appraisal Self-Assessment
- Reports
- Closeout Self-Assessment
- eDocuments

Supervisor I Menu

- Contribution Planning
- Additional Feedback
- Mid-Point Review
- Annual Appraisal
- Closeout Assessment
- Welcome
- Reports
- eDocuments

eDocument Status - Annual Appraisal(s) for Year: 2014

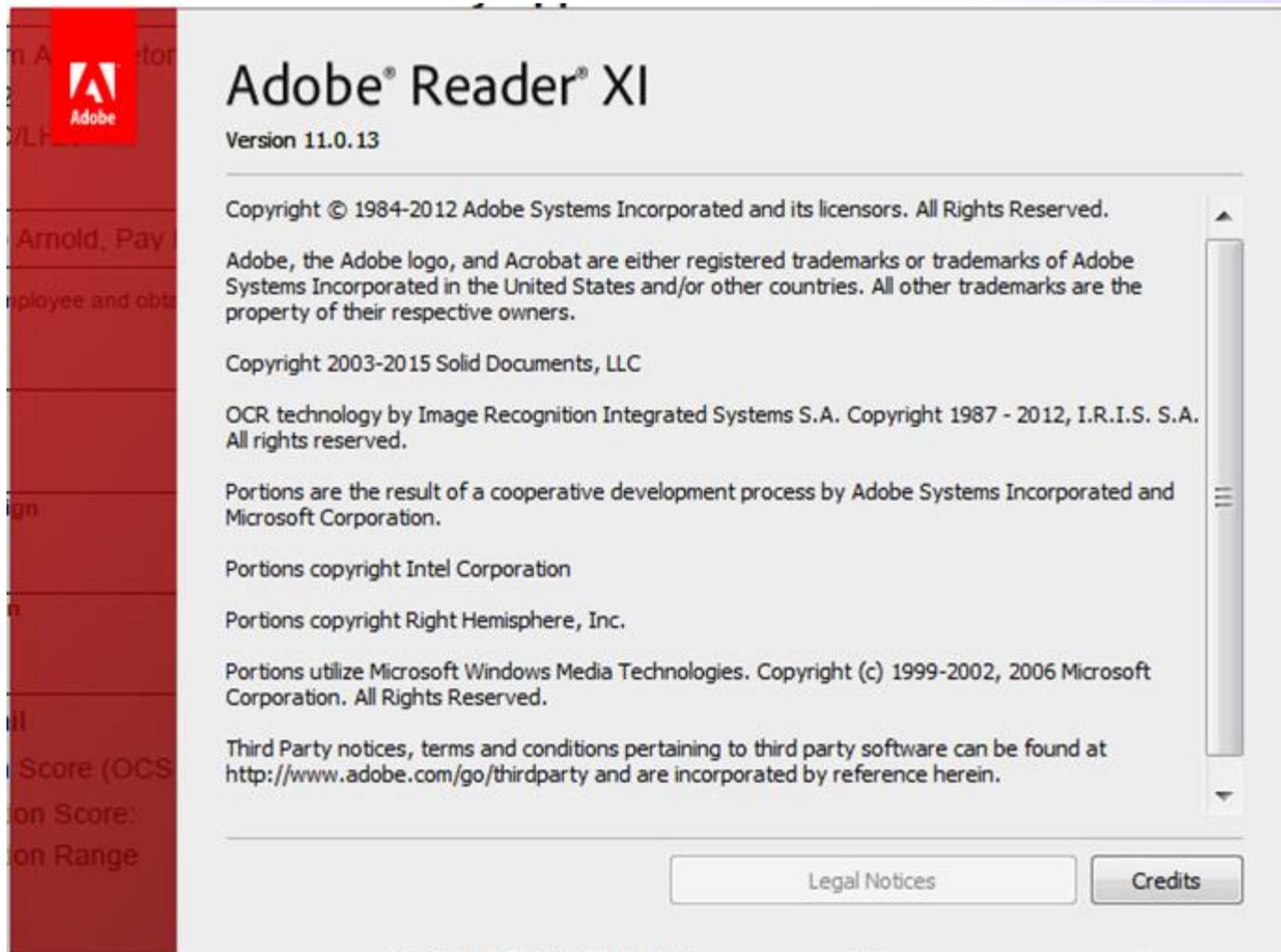
Employee	Employee Signature	Supervisor Signature	Manager Signature (Optional)	eDocument Status
Adam A. Appleton				
Amy Artis				
Carmen Cavasos				
Dan Curtiss				
Dyanne Dancy				
Erica Emerson				
Francis Evans				
Francis Freeman				
George Garfield				

Key:

- Complete.
- Incomplete.
- Not Provided.

- You'll need to get the Annual Appraisal to attach your signature. For the first person to sign, CAS2Net provides a report link to generate the PDF file
- Click the **Generate Adobe PDF File** link to produce an unsigned copy of the CAS2Net report "Appraisal Parts I,II, and III"

The screenshot shows the 'eDocument - 2014 Annual Appraisal for Amy Artis' page. On the left is an 'Employee Menu' with options: Contribution Planning, Mid-Point Review Self-Assessment, Annual Appraisal Self-Assessment, Reports, Closeout Self-Assessment, eDocuments, and Welcome. The main content area has a table header with 'File Name' and 'Date Posted'. Below the header, a message states: 'The 2014 Annual Appraisal for Amy Artis has not yet been uploaded. To request a new document, click the CAS2Net report link [Generate 2014 Annual Appraisal PDF](#). You will need to save the generated report file to your computer for signing and uploading to the CAS2Net Document Repository.' The link is circled in red. Below this, instructions for uploading a signed document are provided, followed by a 'File to upload:' field with a 'Browse...' button and an 'Upload File' button. An 'Exit' button is at the bottom right. A note at the bottom reads: 'Note. Refer questions related to this document to the Pay Pool Administrator or Amy Artis's 1st Level Supervisor, Ike Hansen.'



 Adobe

Adobe® Reader® XI

Version 11.0.13

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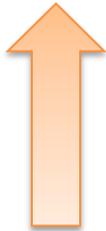
Portions utilize Microsoft Windows Media Technologies. Copyright (c) 1999-2002, 2006 Microsoft Corporation. All Rights Reserved.

Third Party notices, terms and conditions pertaining to third party software can be found at <http://www.adobe.com/go/thirdparty> and are incorporated by reference herein.

Use Adobe to Sign the Appraisal

- Use Windows File Explorer to locate the PDF file
- Double-click on file name

<input type="checkbox"/> Name	Date modified	Type	Size
 Appraisal Parts I,II, and III	9/9/2015 10:03 AM	Adobe Acrobat D...	18 KB



Use Adobe to Sign the Appraisal

- Click the *Fill & Sign* toggle at top left button
- Click *Sign with Certificate* within the *Work with Certificates* group

AdamAppleton_Appraisal.pdf - Adobe Reader

File Edit View Window Help

Open [Icons] 1 / 4 93.7% [Icons] Tools Fill & Sign Comm

CCAS SALARY APPRAISAL DOCUMENT FOR 2014

Part I: CCAS Salary Appraisal Form

Name: Adam A. Appleton	Series: 1550	Appraisal Period:
CAS2Net ID: 2612	Broadband Level: III	From: 01-OCT-13
Organization: AMC/LHA	Retained Pay: No	To: 30-SEP-14
Career Path: NH	Presumptive: None	

Approved By: Sam Battista, Pay Pool Manager **Effective Date of Appraisal:** January 1, 2015

Discuss evaluation with employee and obtain signature confirming discussion. Signature of employee does not constitute agreement with CCAS appraisal.

Date

Supervisor Print / Sign Date

Employee Print / Sign Date

2014 Appraisal Detail		Factor	Category Score	Numeric Score
Overall Contribution Score (OCS)	69	Problem Solving	3M	68
Expected Contribution Score:	67	Teamwork/Cooperation	3M	67
Expected Contribution Range	64 - 71	Customer Relations	3M	67
Delta OCS	2	Leadership/Supervision	3M	72
		Communication	3M	70
		Resource Management	3M	67

Fill & Sign Tools

Send or Collect Signatures

Work with Certificates

- Sign with Certificate
- Time Stamp Document
- Validate All Signatures
- Certify (Visible)
- Certify (Not Visible)

Use Adobe to Sign the Appraisal

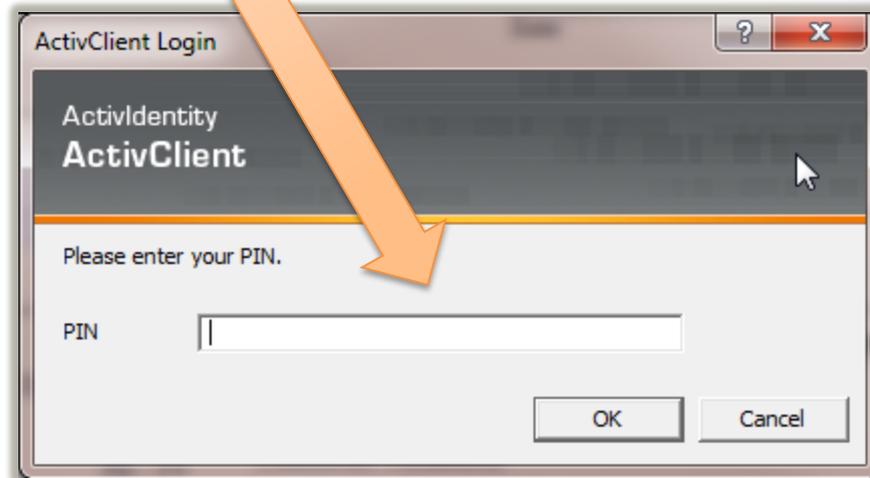
The message box below appears

- Click the *Drag New Signature Rectangle ...* button



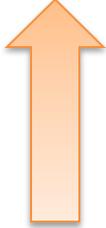
Use Adobe to Sign the Appraisal

- If prompted, enter your CAC PIN



- At the prompt to save, either leave the file name as is or choose a new one

<input type="checkbox"/> Name	Date modified	Type	Size
 Appraisal Parts I,II, and III	9/9/2015 10:03 AM	Adobe Acrobat D...	18 KB



- Use the Browser to locate the file you just signed
- Click Upload File to make the file available for the next person to sign it or to make it available for sending to the employee's eOPF

eDocument - 2014 Annual Appraisal for Aaron Arndt

File Name	Date Posted
Appraisal Parts I,II, and III.pdf	09-SEP-2015 11:06:51 AM

Click the file name link to open the document. To save to your computer, right click the file name and choose "Save Link As..."

To upload a signed document, use the browse button below to locate your saved document and click "Upload File".

File to upload:

Signature Status

Employee <input checked="" type="checkbox"/> Signature Certified Complete	Name:	Date Signed:
	Aaron Arndt	09/09/2015 <input type="button" value="Calendar"/>
Signature Method: <input type="radio"/> Digital <input type="radio"/> Handwritten <input type="radio"/> Declined to Sign		

Employee Menu

Contribution Planning

Mid-Point Review Self-Assessment

Annual Appraisal Self-Assessment

Closeout Self-Assessment

Reports

eDocuments

Welcome

eDocument Status - Annual Appraisal(s) for Amy Artis

Year	eDocument Status	Employee Signature	Supervisor Signature	Manager Signature (Optional)
2016				
2015				
2014				

Key:

-  Pending Final Approval. Employee Annual Appraisal document is not ready for signatures.
- (blank) Not Provided.
-  Incomplete.
-  Complete.

CAS2Net for Employees and Supervisors

Contribution Planning
Annual Appraisal

2016

Contribution Planning

Contribution Planning – Employee

- Click "Contribution Planning" from the navigation bar. CAS2Net refreshes the screen to display the "Contribution Planning" screen
- After discussion with their supervisor, employees can initiate the Contribution Planning process if there is no current planning by entering text and clicking on the Save button. This creates a draft plan that both employee and supervisor can view and edit.
- Mandatory Objectives are read-only to employees

- Once employee is ready to submit the draft plan to their supervisor, the employee checks the Release to Supervisor box and clicks on Save to release the plan to the supervisor. Once released, modifications to existing plans must be initiated by the Supervisor
- As long as status remains "In Progress", the employee may later clear the "Release to Supervisor" checkbox and "Save" to let the supervisor know that employee input is incomplete. Once the supervisor finalizes the plan and submits it to employee, only the supervisor can modify the plan

Civilian Acquisition Workforce Personnel
Demonstration Project, Department of Defense (DOD)

Acq
Demo

Employee Menu

- Contribution Planning
- Mid-Point Review Self-Assessment
- Annual Appraisal Self-Assessment
- Reports
- Closeout Self-Assessment
- eDocuments
- Welcome

Contribution Planning for Amy Artis

Year: 2016

First Level Supervisor: Ike Hansen

Broadband Level: II

Occupational Series: 318 - Secretary

Career Path: NH - Business Management And Technical Management Professional

Expected OCS Range: 54 - 58 - 62

Contribution Planning Effective Date: 10/01/2015

October 2015						
Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Contribution Planning Input:

Mandatory Objectives (Characters used: 0 of 6000)

None

Individual Objectives (Characters used: 0 of 6000)

Employee Narrative Complete

Save Exit

Contribution Planning – Supervisor

- The supervisor will see a list of employees assigned to him or her. The “Contribution Planning Status” column indicates whether the contribution plan is complete, incomplete, or no plan provided
- Supervisor selects an employee name from the list provided

Civilian Acquisition Workforce Personnel
Demonstration Project, Department of Defense (DOD)

Employee Menu

Contribution Planning

Mid-Point Review Self-Assessment

Annual Appraisal Self-Assessment

Reports

Closeout Self-Assessment

eDocuments

Contribution Planning Status

Year: 2016 ▾

Employee	Employee Input	Contribution Planning Status
Adam A. Appleton		
Amy Artis		
Carmen Cavazos		
Dan Curtiss		
Dyanne Dancy		
Erica Emerson		
Francis Evans		
Francis Freeman		
George Garfield		

Key:

 Contribution Planning Complete.

 Contribution Planning Incomplete. (In Progress)

 (blank) = Not Provided.

Supervisor I Menu

Contribution Planning

Additional Feedback

Mid-Point Review

Annual Appraisal

Closeout Assessment

Welcome

Reports

eDocuments

CAS2Net lists employees assigned to the logged on supervisor along with Contribution Planning status information:

- Employee Name
- Employee Input Status
- Contribution Planning Status

Status values for each column include:
 Green ‘checkmark’ = ‘Complete’
 Red ‘X’ = ‘Incomplete’ (In Progress)
 (blank) = Not Provided

Note: In this example, Amy Artis has completed her input to her supervisor and the supervisor needs to finalize her plan to complete the process.

Civilian Acquisition Workforce Personnel Demonstration Project, Department of Defense (DDC)

Acq Demo

Employee Menu

- Contribution Planning
- Mid-Point Review Self-Assessment
- Annual Appraisal Self-Assessment
- Reports
- Closeout Self-Assessment
- eDocuments

Supervisor I Menu

- Contribution Planning
- Additional Feedback
- Mid-Point Review
- Annual Appraisal
- Closeout Assessment
- Welcome
- Reports
- eDocuments

Contribution Planning for Amy Artis

Year: 2016

First Level Supervisor: Ike Hansen

Broadband Level:
II

Occupational Series:
318 - Secretary

Career Path:
NH - Business Management And Technical Management Professional

Expected OCS Range:
54 - 58 - 62

Contribution Planning Effective Date: 10/01/2015

October 2015						
Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Contribution Planning "In Progress": active (Characters used: 4 of 6000)

Mandatory Objectives

None

Individual Objectives (Characters used: 20 of 6000)

this is my objective

Method of Communication:

Face to Face

TeleConference

Video Conference

Email

Other

Date Conducted:

September 2015						
Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Save
Submit
Delete
Exit

- CAS2Net refreshes screen with last saved text for selected employee
- The supervisor edits and enters text as needed for Mandatory and Individual Objectives
- "Save" button will save changes to the "Contribution Planning" form
- After the supervisor meets with the employee to review the "Contribution Planning" content, the supervisor selects the date and method of communication and clicks "Submit" indicating the "Contribution Planning" process is complete.
- *Note: The "Submit" button is disabled until the date conducted is selected. Once the date is selected, the "Submit" button becomes active*

Civilian Acquisition Workforce Personnel
Demonstration Project, Department of Defense (DOD)

Employee Menu

Contribution Planning

Mid-Point Review Self-Assessment

Annual Appraisal Self-Assessment

Reports

Closeout Self-Assessment

eDocuments

Supervisor I Menu

Contribution Planning

Additional Feedback

Mid-Point Review

Annual Appraisal

Closeout Assessment

Welcome

Reports

eDocuments

Contribution Planning Status

Year: 2016

Employee	Employee Input	Contribution Planning Status
Adam A. Appleton		
Amy Artis		
Carmen Cavazos		
Dan Curtiss		
Dyanne Dancy		
Erica Emerson		
Francis Evans		
Francis Freeman		
George Garfield		

Key:



Contribution Planning Complete.



Contribution Planning Incomplete.

No Contribution Planning Provided.

- The Contribution Planning Status screen reflects the supervisor has completed the process

Contribution Planning – Supervisor

- If later modifications to a plan are needed, click on the Contribution Planning from the Supervisor Menu and select affected employee and CAS2Net refreshes the screen to display the “Contribution Planning” screen for selected employee
- “Contribution Planning” input text box is pre-filled with the most recently saved content—if available
- Hot links provide read-only access to previously submitted “Contribution Planning” content

Civilian Acquisition Workforce Personnel Demonstration Project, Department of Defense (DOD)

Acq Demo

Employee Menu

- Contribution Planning
- Mid-Point Review Self-Assessment
- Annual Appraisal Self-Assessment
- Reports
- Closeout Self-Assessment
- eDocuments

Supervisor I Menu

- Contribution Planning
- Additional Feedback
- Mid-Point Review
- Annual Appraisal
- Closeout Assessment
- Welcome
- Reports
- eDocuments

Contribution Planning for Amy Artis

Year: 2016

First Level Supervisor: Ike Hansen

Broadband Level:	Occupational Series:	Career Path:	Expected OCS Range:
II	318 - Secretary	NH - Business Management And Technical Management Professional	54 - 58 - 62

Contribution Planning - Effective 01OCT15 as of 09/08/2015 15:50: active

Mandatory Objectives

None

Individual Objectives

this is my objective

Method of Communication:

Face to Face
 TeleConference
 Video Conference
 Email
 Other

Date Conducted: 09/08/2015

Modify Delete Exit

Note. The supervisor has posted the closing employee review date; this record is read only.

Hot Link

Modifying a Contribution Plan - Supervisor

- Only the supervisor can initiate the modification of Contribution Planning once the planning has been finalized
- This is done by clicking on the modify button
- Once that is done, both the employee and supervisor can modify the planning
- Contribution planning can be done for the next year
- Just pick the next rating year from the drop down list. The employee will then have two contribution planning documents, one for the current year and one for the next

Civilian Acquisition Workforce Personnel Demonstration Project, Department of Defense (DOD)

Acq Demo

Employee Menu

- Contribution Planning
- Mid-Point Review Self-Assessment
- Annual Appraisal Self-Assessment
- Reports
- Closeout Self-Assessment
- eDocuments

Supervisor I Menu

- Contribution Planning
- Additional Feedback
- Mid-Point Review
- Annual Appraisal
- Closeout Assessment
- Welcome
- Reports
- eDocuments

Contribution Planning for Amy Artis

Year: 2016

First Level Supervisor: Ike Hansen

Broadband Level: II	Occupational Series: 318 - Secretary	Career Path: NH - Business Management And Technical Management Professional	Expected OCS Range: 54 - 58 - 62
-------------------------------	--	---	--

Contribution Planning - Effective 01OCT15 as of 09/08/2015 15:50: *active*

Mandatory Objectives

None

Individual Objectives

this is my objective

Method of Communication:

Face to Face
 TeleConference
 Video Conference
 Email
 Other

Date Conducted: 09/08/2015

Modify Delete Exit

Note. The supervisor has posted the closing employee review date; this record is read only.

Reports for Contribution Planning

- Click “Reports” from the navigation bar. CAS2Net refreshes the screen to display the “Employee Reports” list
- Click “Contribution Planning” from the reports list (first item on the list). Note: If a report is not provided as a hotlink, it means the desired report is not accessible to you at that point in time

Civilian Acquisition Workforce Personnel
Demonstration Project, Department of Defense (DOD)

Acq
Demo

Employee Menu

- Contribution Planning
- Mid-Point Review Self-Assessment
- Annual Appraisal Self-Assessment
- Reports**
- Closeout Self-Assessment
- eDocuments
- Welcome

Reports

Employee Reports

- Contribution Planning**
- Additional Feedback
- Annual Appraisal Self-Assessment
- Appraisal Form Parts I, II and III - Single Employees
- Mid-Point Self-Assessment
- Mid-Point Review

Civilian Acquisition Workforce Personnel
Demonstration Project, Department of Defense (DOD)

Employee Menu

Contribution
Planning

Mid-Point Review
Self-Assessment

Annual Appraisal
Self-Assessment

Reports

Closeout Self-
Assessment

eDocuments

Welcome

Contribution Planning - Single Employee

Report Options

Employee Selection: AMC/LH Artis, Amy

2016

Appraisal Year: 2012

2011

Command:

Contribution Planning Report – Employee

- CAS2Net refreshes the screen to display the Contribution Planning report in PDF format
- The report may be printed using the Acrobat menu bar at the top of the report

Contribution Planning for Amy Artis Year: 2016

Broadband Level: II	Occupational Series: 318 - Secretary	Career Path: NH - Business Management and Technical Management Professional	Expected OCS: 58
Contribution Planning:			
Mandatory Objectives None			
Individual Objectives this is my objective			
Method of Communication: Face to Face		Date Conducted: 09/08/15	

Contribution Planning Report – Supervisor

- Click “Reports” from the Navigation Bar under the supervisor menu. CAS2Net refreshes the screen to display the “Supervisor Reports” list
- To view the Contribution Planning report for a single employee, click the “Contribution Planning – Single Employee” report link

Civilian Acquisition Workforce Personnel
Demonstration Project, Department of Defense (DOD)

Acq
Demo

Employee Menu

- Contribution Planning
- Mid-Point Review Self-Assessment
- Annual Appraisal Self-Assessment
- Reports
- Closeout Self-Assessment
- eDocuments

Supervisor I Menu

- Contribution Planning
- Additional Feedback
- Mid-Point Review
- Annual Appraisal
- Closeout Assessment
- Welcome
- Reports
- eDocuments

Reports

Supervisor I Reports

- Contribution Planning - Single Employee**
- Contribution Planning - All Employees
- Additional Feedback - Single Employee
- Additional Feedback - All Employees
- Appraisal Form Parts I, II and III - Single Employees
- Appraisal Form Parts I, II and III - All Employees
- Mid-Point Review - Single Employee
- Mid-Point Review - All Employees
- Appraisal Form Part II By Employee
- Appraisal Form Part II By Supervisor

Contribution Planning Report – Supervisor

- CAS2Net refreshes the screen to display the “Contribution Plan”, “Report Generation Options”
- Select the name of the employee from the “Employee Selection” dropdown
- Select the “Appraisal Year”
- Click the “Generate” button

Acq Demo

Contribution Planning - Single Employee

Report Options

Employee Selection: AMC/LH Appleton, Adam A

Appraisal Year: 2016 2012 2011

Command: **Generate**

Return to Reports Menu

Only employees with Contribution Planning entries are included in dropdown list.

- CAS2Net refreshes the screen to display the Contribution Plan for the selected employee
- The report may be printed using the Acrobat menu bar at the top of the report

Contribution Planning for Amy Artis Year: 2016

Broadband Level:
II

Occupational Series:
318 - Secretary

Career Path:
NH - Business Management and
Technical Management Professional

Expected OCS:
58

Contribution Planning:

Mandatory Objectives
None

Individual Objectives

this is my objective

Method of Communication:

Face to Face

Date Conducted: 09/08/15

Annual Appraisal Module

Acq Demo

Employee Menu

- Contribution Planning
- Mid-Point Review Self-Assessment
- Annual Appraisal Self-Assessment**
- Reports
- Closeout Self-Assessment
- eDocuments
- Welcome

Annual Appraisal Self-Assessment for Amy Artis

Year: 2015

First Level Supervisor: Ike Hansen

Broadband Level: II Occupational Series: 318 - Secretary Career Path: NH - Business Management And Technical Management Professional Expected OCS Range: 55 - 58 - 62

Contribution Planning - Effective 01OCT14 Mandatory Objectives

None

Individual Objectives

None

Hint: Click on Factor Heading for descriptors and discriminators.

Problem Solving	Teamwork / Cooperation	Customer Relations	Leadership / Supervision	Communication	Resource Management
------------------------	------------------------	--------------------	--------------------------	---------------	---------------------

Employee Self-Assessment: **Problem Solving** (Characters used: 0 of 4000)

Employee Narrative Complete

Save Exit

Session Active 08 SEPTEMBER 2015 17:28:05

- The self-assessment screen displays information about the employee in the header and the current contribution plan (if any) in a box below the header. The Contribution Planning box is grayed out to indicate it cannot be changed using this screen
- There is a tab for each factor for the employee to enter their self-assessment. The employee can enter up to 4000 characters for each factor (counting non-printable characters such as line returns)
- The hot link for the factor brings up a separate screen with the descriptors and discriminators for the factor

PROBLEM SOLVING - Descriptors and Discriminators

Level	Descriptor	Discriminators
I	<p>Performs activities on a task; assists supervisor or other appropriate personnel.</p> <p>Resolves routine problems within established guidelines.</p> <p>Independently performs assigned tasks within area of responsibility; refers situations to supervisor or other appropriate personnel when existing guidelines do not apply.</p> <p>Takes initiative in determining and implementing appropriate procedures.</p>	<p>Scope/Impact</p> <p>Complexity/Difficulty</p> <p>Independence</p> <p>Creativity</p>
II	<p>Plans and conducts functional technical activities for projects/programs.</p> <p>Identifies, analyzes, and resolves complex/difficult problems.</p> <p>Independently identifies and resolves conventional problems which may require deviations from accepted policies or instructions.</p> <p>Adapts existing plans and techniques to accomplish complex project/programs. Recommends improvements to the design of operation of systems, equipment, or processes.</p>	<p>Scope/Impact</p> <p>Complexity/Difficulty</p> <p>Independence</p> <p>Creativity</p>
III	<p>Independently defines, directs, or leads highly challenging project/programs. Identifies and resolves highly complex problems not susceptible to treatment by accepted methods.</p> <p>Develops, integrates, and implements solutions to diverse, highly complex problems across multiple areas and disciplines.</p> <p>Anticipates problems, develops sound solutions and action plans to ensure program/mission accomplishment.</p> <p>Develops plans and techniques to fit new situations to improve overall program and policies. Establishes precedents in application of problem-solving techniques to enhance existing processes.</p>	<p>Scope/Impact</p> <p>Complexity/Difficulty</p> <p>Independence</p> <p>Creativity</p>
IV	<p>Defines, establishes, and directs organizational forces (on challenging and highly complex project / programs). Identifies and resolves highly complex problems that cross organizational boundaries and promulgates solutions. Resolution of problems requires mastery of the field to develop new hypotheses or fundamental new concepts.</p> <p>Assess and provides strategic direction for resolution of mission critical problems, policies, and procedures.</p> <p>Works at senior level to define, integrate, and implement strategic direction for vital programs with long-term impact on large numbers of people. Initiates actions to resolve major organizational issues. Promulgates innovative solutions and methodologies.</p> <p>Works with senior management to establish new fundamental concepts and criteria and stimulate the development of new policies, methodologies, and techniques. Converts strategic goals into programs or policies.</p>	<p>Scope/Impact</p> <p>Complexity/Difficulty</p> <p>Independence</p> <p>Creativity</p>

- The report shows the text for all six factors
- There can be up to 4000 characters per factor, including non-printable characters such as line feeds

Annual Appraisal Self-Assessment for Amy Artis
Year: 2015

Broadband Level:	Occupational Series:	Career Path:	Expected OCS:
II	318 - Secretary	NH - Business Management and Technical Management Professional	58

Contribution Planning:

Problem Solving my self assessment
Teamwork/Cooperation
Customer Relations

Supervisor Annual Appraisal Module

- Here is the Welcome Screen for a supervisor
- Click on the Annual Appraisal link to start the appraisal process

Civilian Acquisition Workforce Personnel
Demonstration Project, Department of Defense (DOD)



You are acting as **Ike Hansen**
(Email not stored [Set Email](#))
[Revert](#) | [Change Session](#) | [Logout](#)

Employee Menu

[Contribution Planning](#)

[Mid-Point Review Self-Assessment](#)

[Annual Appraisal Self-Assessment](#)

[Reports](#)

[Closeout Self-Assessment](#)

[eDocuments](#)

Supervisor I Menu

[Contribution Planning](#)

[Additional Feedback](#)

[Mid-Point Review](#)

[Annual Appraisal](#)

[Closeout Assessment](#)

[Welcome](#)

[Reports](#)

[eDocuments](#)

Welcome to CAS2Net

This software supports the Department of Defense Civilian Acquisition Workforce Personnel Demonstration Program with the Contribution-based Compensation and Appraisal System (CCAS). CCAS is the process under which Demonstration employees are evaluated and compensated based on their contribution to the acquisition community mission. CCAS is arguably the cornerstone of the Demonstration program, being the central intervention from the Title-V civil-service system around which most of the other initiatives revolve. Simplified classification processes facilitate assignment of employees to the Demonstration program. Similarly, the Federal Employees Pay Comparability Act, Developmental Opportunities Program and Voluntary Emeritus Corps interventions address employee acquisition and retention issues. These and other interventions supplement the CCAS process and taken together, form a cohesive system for improving the quality of personnel management.

List of Employees Rated by Supervisor: Status of Assessments Dashboard

- Employees who have been in AcqDemo for less than 90 days receive presumptive ratings equal to their expected score
- Employees who have been in AcqDemo, but who are at the workplace less than 90 days (schooling or deployed reservist) receive a presumptive score that is either their last score or expected score, depending on the supervisor's input
- One self-assessment is complete

AcqDemo
Demonstration Project, Department of Defense (DOD)

You are acting as Ike Han
Revert | Change Session | Log

Annual Appraisal Status

Year: 2015

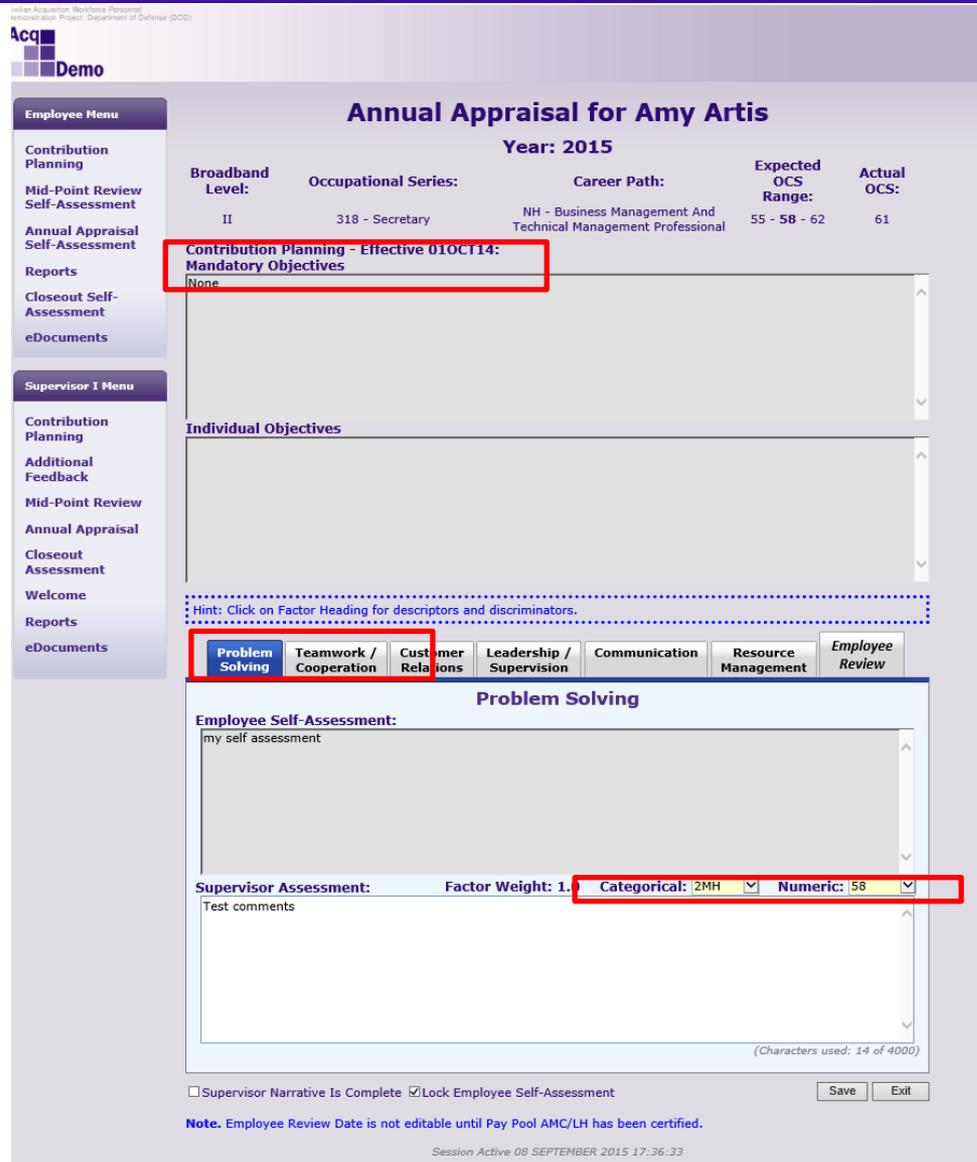
Employee	Self-Assessment	Supervisor Narrative	Categorical Status	Numerical Status	Employee Review	Presumptive Status
Adam A. Appleton						None
Amy Artis						None
Carmen Cavazos						None
Dan Curtiss						None
Dyanne Dancy						None
Erica Emerson						Due To Circumstance (Recertify)
Francis Evans						None
Francis Freeman						None
George Garfield						None

Key:

- Annual Appraisal Complete.
- Annual Appraisal Incomplete.
- No Annual Appraisal Provided.

Supervisor Annual Assessment Screen

- Note header information and Contribution Plan at the top
- Contribution Plan and Employee Self-Assessment are grayed out to indicate that they cannot be changed in this module
- Note one tab for each of the six factors. Note that Categorical Scores have been entered but not Numerical



Annual Appraisal for Amy Artis
Year: 2015

Broadband Level:	Occupational Series:	Career Path:	Expected OCS Range:	Actual OCS:
II	318 - Secretary	NH - Business Management And Technical Management Professional	55 - 58 - 62	61

Contribution Planning - Effective 01OC14:
Mandatory Objectives
None

Individual Objectives

Hint: Click on Factor Heading for descriptors and discriminators.

Problem Solving | Teamwork / Cooperation | Customer Relations | Leadership / Supervision | Communication | Resource Management | Employee Review

Problem Solving

Employee Self-Assessment:
my self assessment

Supervisor Assessment: Factor Weight: 1. Categorical: 2MH | Numeric: 58

Test comments

(Characters used: 14 of 4000)

Supervisor Narrative Is Complete Lock Employee Self-Assessment

Save Exit

Note. Employee Review Date is not editable until Pay Pool AMC/LH has been certified.

Session Active 08 SEPTEMBER 2015 17:36:33

- Once the supervisor has entered categorical or numerical scores for any factor, the employee cannot modify his or her self-assessment
- Supervisor can restore rating to "unrated" to allow employee to modify self-assessment

Acq Demo

Annual Appraisal for Amy Artis

Year: 2015

Broadband Level:	Occupational Series:	Career Path:	Expected OCS Range:	Actual OCS:
II	318 - Secretary	NH - Business Management And Technical Management Professional	55 - 58 - 62	61

Save Successful

Contribution Planning - Effective 01OCT14:

Mandatory Objectives

None

Individual Objectives

Hint: Click on Factor Heading for descriptors and discriminators.

Problem Solving

Employee Self-Assessment:

my self assessment

Supervisor Assessment: Factor Weight: 1.0 Categorical: 2MH Numeric: 58

Test comments

(Characters used: 14 of 4000)

Supervisor Narrative Is Complete
 Lock Employee Self-Assessment

Note. Employee Review Date is not editable until Pay Pool AMC/LH has been certified.

Session Active 09 SEPTEMBER 2015 17:38:06

- When supervisor can save the data and text entered at anytime and continue later

Supervisor Annual Appraisal

Civilian Acquisition Workforce Personnel Demonstration Project, Department of Defense (DDO)

Acq Demo

Employee Menu

- Contribution Planning
- Mid-Point Review Self-Assessment
- Annual Appraisal Self-Assessment
- Reports
- Closeout Self-Assessment
- eDocuments

Supervisor I Menu

- Contribution Planning
- Additional Feedback
- Mid-Point Review
- Annual Appraisal
- Closeout Assessment
- Welcome
- Reports
- eDocuments

Annual Appraisal for Amy Artis

Year: 2015

Broadband Level:	Occupational Series:	Career Path:	Expected OCS Range:	Actual OCS:
II	318 - Secretary	NH - Business Management And Technical Management Professional	55 - 58 - 62	61

Save Successful

Contribution Planning - Effective 01OCT14:

Mandatory Objectives

None

Individual Objectives

Hint: Click on Factor Heading for descriptors and discriminators.

Method of Communication: Date Conducted: _____

Face to Face
 TeleConference
 Video Conference
 Email
 Other

Supervisor Narrative Is Complete
 Lock Employee Self-Assessment

Note. Employee Review Date is not editable until Pay Pool AMC/LH has been certified.

Session Active 09 SEPTEMBER 2015 17:39:06

- The system prevents the supervisor to make the appraisal available to the employee too early
- The appraisal report will be released when certified by Pay Pool manager and the pay pool administrator has checked the "release assessment reports to employee" box

Supervisor List of Employees Showing the Annual Appraisal as Complete for One Employee

- Note that pay pool business rules determine who does the numerical rating

Demonstration Project, Department of Defense (DDO)

Acq
Demo

Employee Menu

Contribution Planning

Mid-Point Review Self-Assessment

Annual Appraisal Self-Assessment

Reports

Closeout Self-Assessment

eDocuments

Supervisor I Menu

Contribution Planning

Additional Feedback

Mid-Point Review

Annual Appraisal

Closeout Assessment

Welcome

Reports

eDocuments

Annual Appraisal Status

Year: 2015

Employee	Self-Assessment	Supervisor Narrative	Categorical Status	Numerical Status	Employee Review	Presumptive Status
Adam A. Appleton		✘	✔	✔	✘	None
Amy Artis	✔	✔	✔	✔	✘	None
Carmen Cavasos		✘	✔	✔	✘	None
Dan Curtiss		✘	✔	✔	✘	None
Dyanne Dancy		✘	✔	✔	✘	None
Erica Emerson			✔	✔		Due To Circumstance (Recertify)
Francis Evans		✘	✔	✔	✘	None
Francis Freeman		✘	✔	✔	✘	None
George Garfield		✘	✔	✔	✘	None

Key:

✔
Annual Appraisal Complete.

✘
Annual Appraisal Incomplete.

✘
No Annual Appraisal Provided.

Employee Menu

- Contribution Planning
- Mid-Point Review Self-Assessment
- Annual Appraisal Self-Assessment
- Reports
- Closeout Self-Assessment
- eDocuments

Supervisor I Menu

- Contribution Planning
- Additional Feedback
- Mid-Point Review
- Annual Appraisal
- Closeout Assessment
- Welcome
- Reports
- eDocuments

Reports

Supervisor I Reports
Contribution Planning - Single Employee
Contribution Planning - All Employees
Additional Feedback - Single Employee
Additional Feedback - All Employees
Appraisal Form Parts I, II and III - Single Employees
Appraisal Form Parts I, II and III - All Employees
Mid-Point Review - Single Employee
Mid-Point Review - All Employees
Appraisal Form Part II By Employee
Appraisal Form Part II By Supervisor

Human Acquisition Workforce Personnel Demonstration Project, Department of Defense (DOD)



- Employee Menu
 - Contribution Planning
 - Mid-Point Review Self-Assessment
 - Annual Appraisal Self-Assessment
 - Reports
 - Closeout Self-Assessment
 - eDocuments
- Pay Pool Administrator Menu
 - Contribution Planning
 - Additional Feedback
 - Mid-Point Review
 - Annual Appraisal
 - Closeout Assessment
 - Welcome
 - Appraisal Status and Lock
 - Reports
 - Data Maintenance
 - Offline Interface

Appraisal Form Parts I, II and III - Single Employee

Report Options

Report Options:

- Part I CCAS Salary Appraisal
- Part II Supervisor Assessment
- include Employee Self Assessment
- Mid-Point Review (2014+ only)
- Closeout Review (if exists)

Employee Selection: AMC/LH Appleton, Adam A

Appraisal Year:

- 2015
- 2014
- 2012
- 2011
- 2003
- 2002
- 2001
- 2000

Command: Generate

[Return to Reports Menu](#)

- Supervisor appraisal input

CCAS SALARY APPRAISAL DOCUMENT FOR 2015

NAME: Amy Artis		ORGANIZATION: AMC/LH	
RATER: Ike Hansen		OCS: 61	
PART II Supervisor Assessment			
<small>Instruction: Provide comments regarding employee's contribution against each factor during the current year and a score of each factor.</small>			
		Categorical Score:	Numeric Score:
Problem Solving		2MH	58
Test comments			
Teamwork/Cooperation		2H	62
Test comments			
Customer Relations		2MH	58
Test comments			
Leadership/Supervision		2MH	58
Test comments			

- Employee self-assessment input

CCAS SALARY APPRAISAL DOCUMENT FOR 2015

NAME: Amy Artis		RATER: Ike Hansen		ORG: AMC/LH	
Broadband Level: II		Occupational Series: 318 - Secretary		Career Path: NH - Business Management and Technical Management Professional	
				OCS: 61	
PART III Employee Self-Assessment					
Problem Solving					
my self assessment					
Teamwork/Cooperation					
Customer Relations					
Leadership/Supervision					
Communication					
Resource Management					

- **CAS2Net Will Time Out***; CAS2Net will Time Out; CAS2Net will Time Out..... Have I said it enough? Highly encourage everyone to draft everything in a Word document before entering into CAS2Net, if it times out, you will lose everything. No magic wand will bring it back.
 - Once it times out and employees/supervisors can't get back in, they will call you and want you to fix it, once again, no magic wand. Either clear cache from internet browser, restart computer, wait a few hours. Administrators can't do anything to get anyone back in.
- **Build in Non-AcqDemo Supervisors/Sub and Pay Pool Managers and New Employees after conversion:**
 - These will not flow in, administrators are responsible for building their records in CAS2Net
 - The Program Office builds records for everyone in AcqDemo at conversion – the PPA is responsible for keeping the database up to date after that
 - Starting around August, the PO will post discrepancy reports in Pay Pool Notices that show mismatches between CAS2Net records and DCPDS
- **Office Symbols:**
 - Be consistent, don't trust what is pulled in from DCPDS; this is critical to enable data control at Pay Pool time and to run good analytics. No approval needed to enter different office symbols, just be consistent.
- **Email Addresses need to be Up to Date**
 - Good email addresses will be your best friend when sending out mass notifications
 - Reports Menu; Download Employee Data roster to capture all emails (Always use Excel not PDF, that way you can always filter and sort)
- **DO NOT:**
 - Remove anyone that has departed between 1 Oct – 31 Dec
 - Employees "money" will count during pay pool time

*** CAS2Net cannot see you typing on your computer. You must interact with it (hit a button on the screen such as submit, save, or close) for it to know you are still active.**

Additional Tips to Navigate Around (cont.)

- **Pay Pool Notices**
 - Continually watch for notices and correct mismatches identified
 - Critical during pay pool time to have all information correct
- **Administrator over “Groups”**
 - Easiest way to find someone is to first change to the Pay Pool Manager that is in the “Group” you are looking for, then search for the individual whose role you need to assume.
- **History Module**
 - Only available to two individuals in AF: Alison Stogsdill and Nate Kussman
- **Reports**
 - Always pull in Excel, allows for easier sorting
- Build a Relationship with your Personnel Office or an HR Liaison, someone who has the ability to produce or request a Business Objects report every Pay Period. This will ensure you are always aware of incoming/departing employees.

- Do you have any additional questions?
- Please complete evaluation form.

THANK YOU