



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

**CAS2Net for  
Employees and Supervisors  
Existing AcqDemo Organizations**

**Fall 2015**

# Intended Audience and Expected Outcomes

- Intended Audience
  - Refresher course for Employees and Supervisors from existing organizations who have received CAS2Net training before
- Expected Outcomes
  - Overview of new 2015 software enhancements, including new eDocuments module and AutoNOA process if desired (at the end of the presentation)
  - Employees
    - Understand how to use the Contribution Planning module
    - Understand how to use Mid-Point Review Self-Assessment module
    - Understand how to view and print Contribution Planning, Mid-Point Review and Additional Feedback reports
    - Understand how to use the Closeout and Annual Review Self-Assessment modules
    - Understand how to view and print their Closeout and Annual Assessments
  - Supervisors
    - Understand how to use the Contribution Planning module
    - Understand how to use the Mid-Point Review module
    - Understand how to use the Additional Feedback module
    - Understand how to view and print Contribution Planning, Mid-Point Review, and Additional Feedback reports
    - Understand how to use the Additional Report module
    - Understand how to use the Closeout and Annual Assessment modules
    - Understand how to view and print their Closeout and Annual Assessment reports

# Agenda

This training introduces new 2015 software enhancements and presents an overview of user functions within CAS2Net, as an Employee or Supervisor:

1. 2015 Software Release Overview
2. Access the CAS2Net website and Login to the system
3. Use the Contribution Planning module
4. Use of the Mid-Point Review module
5. Use of the Additional Feedback module
6. Use the Closeout Review module
7. Use the Annual Appraisal module
8. Review Reports
9. Use the eDocuments module
10. Review the AutoNOA Process (optional)

# 2015 Software Enhancements

- Data Maintenance
  - Changed wording to “Release to Employee” instead of “Allow Pay Pool Wide Printing”
  - Matched labels in Data Maintenance and Employee Maintenance
  - Added system-generated warning notifying user of loss of employee data when moving employees between pay pools
  - Discontinued use of SSN for non-AcqDemo employees
- Appraisal Modules
  - Added direction to “Click for descriptors and discriminators” to get the pop-up
  - Changed review tab to read “Supervisor/Employee Review”
  - Key for self-assessment status column for supervisors changed to clarify status
  - Header placed on Closeout to indicate it is a Closeout assessment
  - Made distinction to set Closeout apart from Annual Appraisal
- CAS2Net Forms
  - Feature added to create a .PDF and electronically sign the Part I
  - Correct rating official named on past appraisals
  - Removed discretionary comment on Part I
- Reports
  - Mid-point reviews included in total appraisal package
  - Archived employees removed from reports
  - List of supervisors in reports by “Last Name, First Name, M
- General/Other
  - Pay pool administrators can delete erroneously started modules
  - Basic pay is term used to reference pay without locality for consistency
  - Updated the salary calculation for employees coming off of temporary promotions
  - Added additional narrative text conversions for bullets and other special characters not previously done
  - Fixed how decimal OCS score is stored in CAS2Net
  - Added eDocument module

Login

# Login

- Access the CAS2Net site by going to the following URL: <https://acqdemoii.army.mil>; (Note: CAS2Net is hosted on an Army server but services all DoD AcqDemo participants)
- Contact your pay pool data maintainer if you can't access the 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:

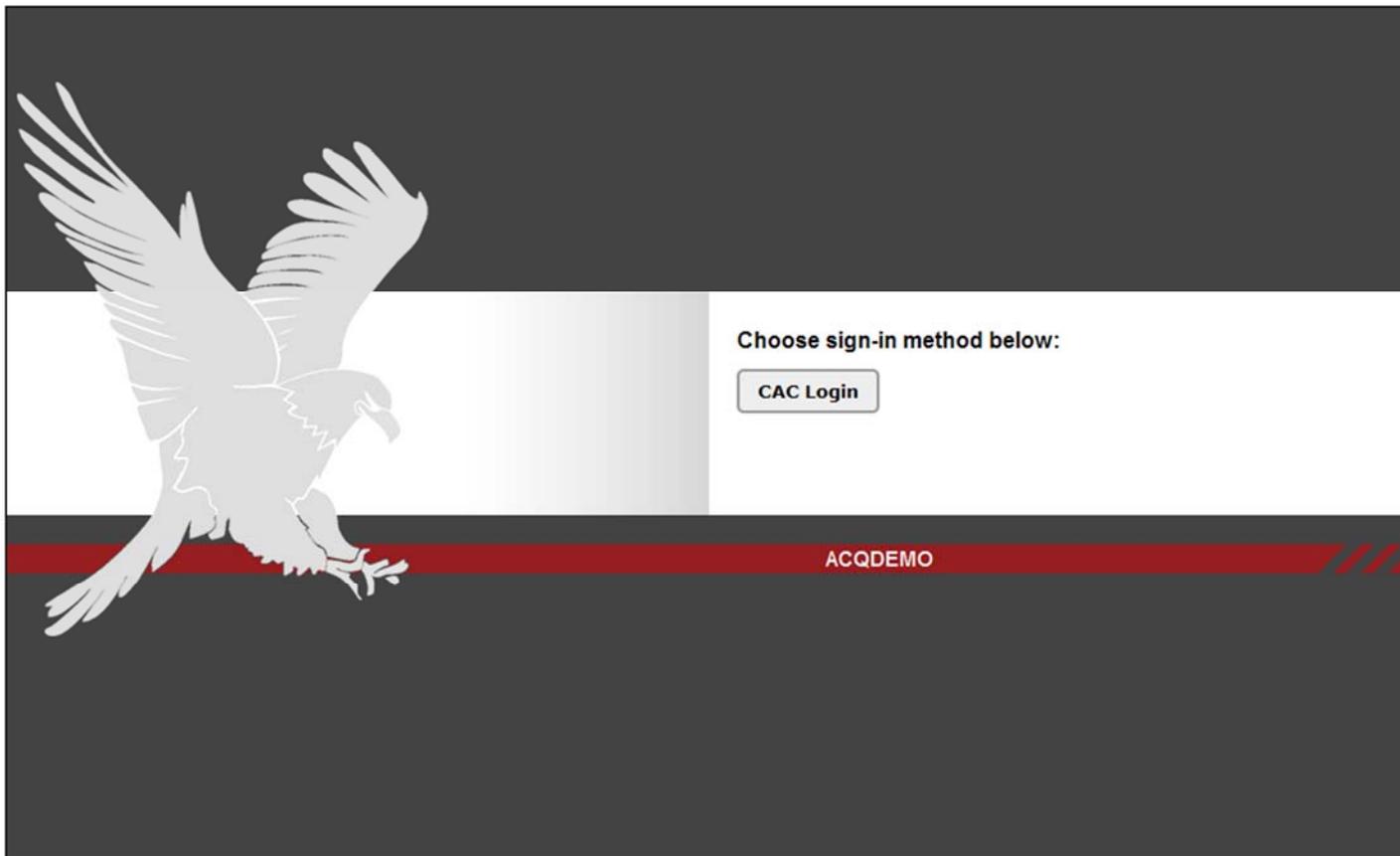


- \* The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- \* At any time, 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.

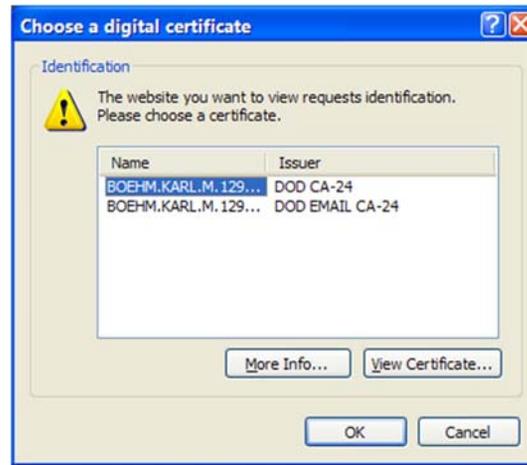
# Login

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

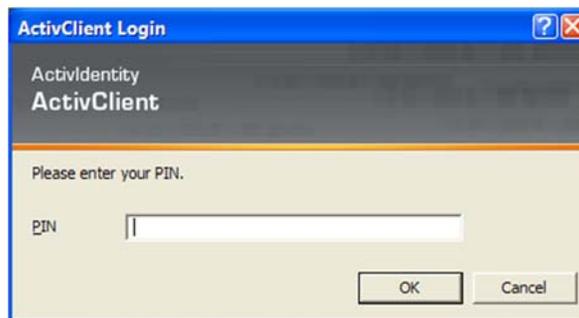


# Login

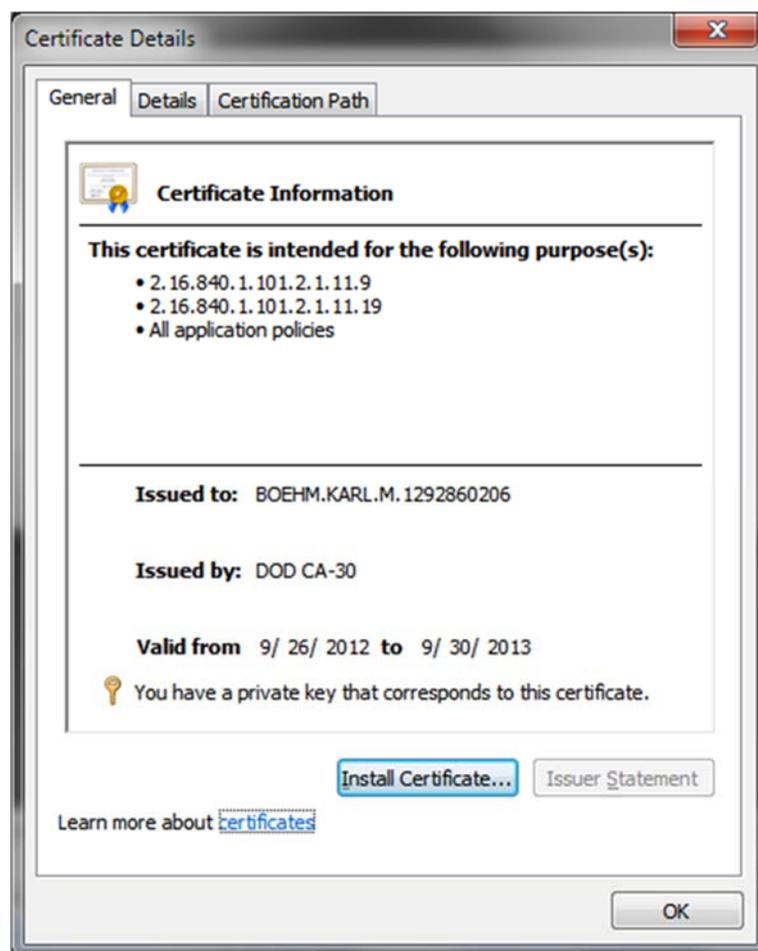
- Select one of your installed CAC digital certificates and click the OK button.



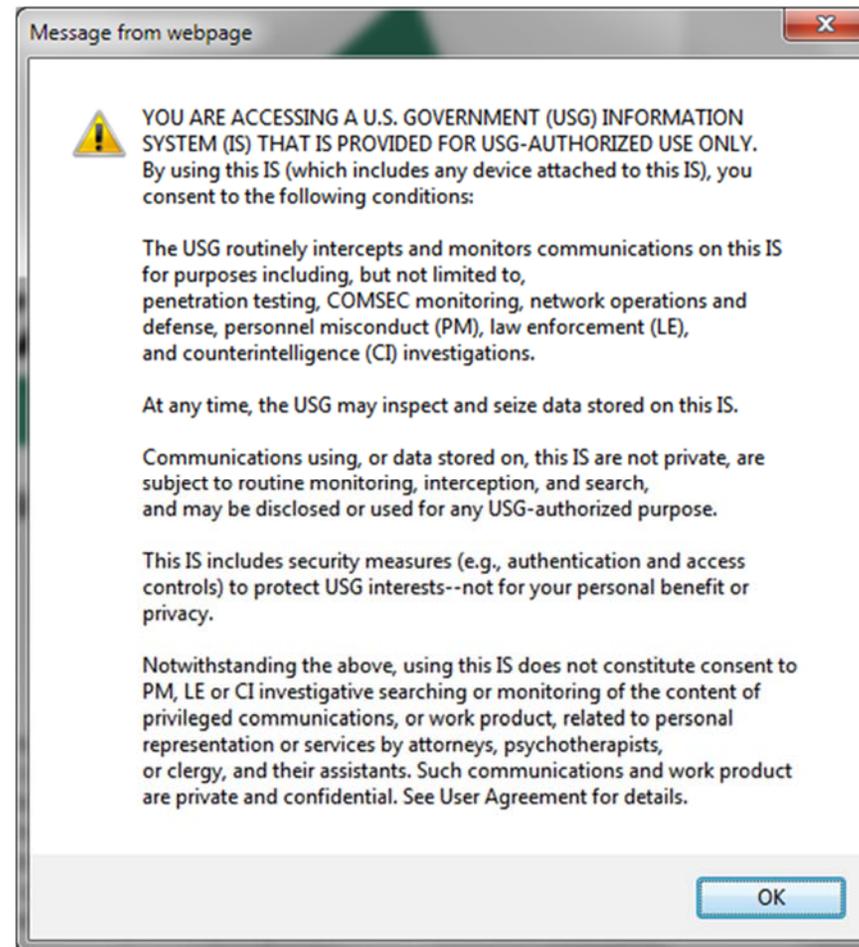
- If prompted, enter your CAC PIN.



# CAC Certificate Properties (Initial Login)



# Access Disclaimer Popup



# Successful Login Screen

- 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.
- Navigation options are on the left and top right and the modules listed depend on user role.
- If you are an employee, you will see the “Welcome” screen with only the “Employee Menu” displayed on the navigation bar to the left.
- If you are an employee and a supervisor, you will see the Employee Menu and Supervisor Menu on the left.

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

**Acq**  
**Demo**

You are logged in as **George Garfield**  
([george.garfield@email.mil](mailto:george.garfield@email.mil)) [Change Email](#)  
[Change Session](#) | [Logout](#)

## Employee Menu

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

**The AcqDemo Program Office requests your email address for future correspondence. Thank you!**

Email Address:

## Full Access User Menu

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

→ Note: “Demo Reset” is for training versions only and will not be seen in the production version.

# Change Own Email

Once entered, you have an opportunity to edit your own email address from the “Welcome Screen”: click on “Change Email”, enter new email, then “submit”

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

Acq Demo

**You are logged in as George Garfield**  
Email Address: george.garfield@email.mil

### 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 AcqDemo Program Office requests your email address for future correspondence. Thank you!**

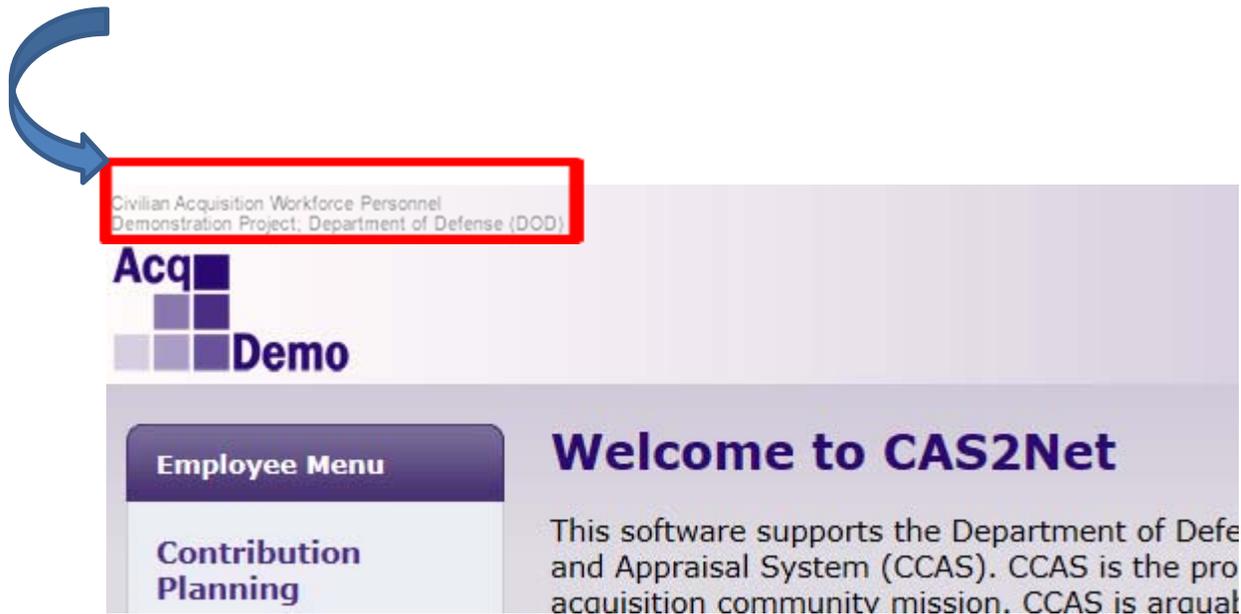
Email Address:

**You are logged in as George Garfield**  
Email Address: george@mail.com

aisal System (CCAS). CCAS is the process under which  
monstration program, being the central intervention from

# AcqDemo Website Link

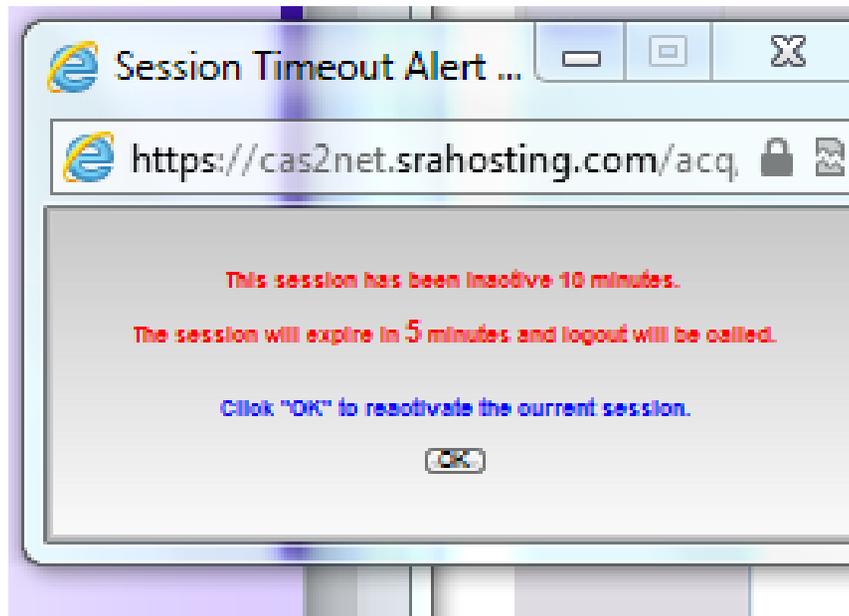
- AcqDemo Program Office web site is now linked from the logo atop CAS2Net pages: click to access AcqDemo website



# Time Out Alert

After 10 minutes of inactivity, you will see this alert that the session is about to expire.

Simply click OK to keep your session active.



# 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.

Civilian Acquisition Workforce Personnel  
Administration 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

- 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.

# Contribution Planning – Supervisor

- Click “Contribution Planning” from the supervisor section of the navigation bar; CAS2Net refreshes the screen to display the “Contribution Planning Status” screen.

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 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.

# 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 Personal 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 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.

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.*

# Contribution Planning – Supervisor

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 T 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

Session Active 08 SEPTEMBER 2015 15:48:37

- 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.*

# Contribution Planning - Supervisor

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.

Hot Link

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

Acq Demo

### Contribution Planning for Amy Artis

Year: 2016

First Level Supervisor: Ike Hansen

<b>Broadband Level:</b>	<b>Occupational Series:</b>	<b>Career Path:</b>	<b>Expected OCS Range:</b>
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.

# 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

### Contribution Planning for Amy Artis

Year: 2016

First Level Supervisor: Ike Hansen

<b>Broadband Level:</b>	<b>Occupational Series:</b>	<b>Career Path:</b>	<b>Expected OCS Range:</b>
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.

# Reports for Contribution Planning

# Contribution Planning Report – Employee

- 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

# Contribution Planning Report – Choose Year

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 - Single Employee

**Report Options**

Employee Selection: AMC/LH    Artis, Amy

Appraisal Year:  2016     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

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 - 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.

# Contribution Planning Report – Supervisor

- 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

# Mid-Point Review

# Mid-Point Employee Self-Assessment

Civilian Acquisition Workforce Personnel  
Reconversion 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

## Mid-Point Review Self-Assessment for Amy Artis

Year: 2016

First Level Supervisor: Ike Hansen

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

**Contribution Planning - Effective 01OCT15:**

**Mandatory Objectives**

None

**Individual Objectives**

this is my objective

Hint: Click on Factor Heading for descriptors and discriminators.

<b>Problem Solving</b>	<b>Teamwork / Cooperation</b>	<b>Customer Relations</b>	<b>Leadership / Supervision</b>	<b>Communication</b>	<b>Resource Management</b>
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### Problem Solving

**Employee Self-Assessment:** (Characters used: 25 of 4000)

my mid point assessment

✓ Employee Narrative Complete

Save Exit

Session Active 08 SEPTEMBER 2015 16:12:33

# Mid-Point Self-Assessment Report

## Mid-Point Review Self-Assessment 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:**

**Overall Employee Self-Assessment:**

**Problem Solving**

my mid point assessment

**Teamwork/Cooperation**

**Customer Relations**

# Mid Point Review

Human Resources Workforce Personnel  
Information System, Department of Defense (DDG)

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

## Mid-Point Review 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:

**Mandatory Objectives**

None

**Individual Objectives**

this is my objective

Hint: Click on Factor Heading for descriptors and discriminators.

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

**Employee Self-Assessment:**

my mid point assessment

**Supervisor Assessment:** (Characters used: 37 of 4000)

supervisor assessment entered here

Release Employee Report  Lock Employee Self-Assessment

Save Submit Exit

Session Active 08 SEPTEMBER 2015 16:19:53

For "Release Employee Report" : when check is saved, the employee may print the corresponding report.

"Lock Employee Self-Assessment" at the bottom of supervisor Mid-Point Review, Closeout Assessment and Annual Appraisal web pages. When check is saved, the employee self-assessment is locked—and vice versa.

# Release Report

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

### Mid-Point Review for Adam A. Appleton

Year: 2016

First Level Supervisor: Ike Hansen

Broadband Level: III    Occupational Series: 1550 - Computer Science    Career Path: NH - Business Management And Technical Management Professional    Expected OCS Range: 64 - 67 - 71

Contribution Planning - Effective 01OCT15:

**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
-----------------	------------------------	--------------------	--------------------------	---------------	---------------------	-----------------

Method of Communication:    Date Conducted: 09/08/2015

Face to Face  
 TeleConference  
 Video Conference  
 Email  
 Other

Release Employee Report     Lock Employee Self-Assessment

Reopen    Delete    Exit

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

“Release” button on employee self-assessment screens was removed. The supervisor should click “Reopen” then uncheck “Lock Employee Self-Assessment” and click save to enable employee changes.

The supervisor should modify date conducted and method of communication.

- Note: the “reopen” button is also available for the Closeout Assessment

# Re-opening a closed Mid-Point Review

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

Acq Demo

## Mid-Point Review for Adam A. Appleton

Year: 2016

First Level Supervisor: Ike Hansen

Broadband Level: III Occupational Series: 1550 - Computer Science Career Path: NH - Business Management And Technical Management Professional Expected OCS Range: 64 - 67 - 71

Reopen Successful

**WARNING: The employee has not completed the Mid-Point Review Self-Assessment.**

Contribution Planning - Effective 01OCT15:  
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**

Method of Communication: Date Conducted:

Face to Face  
 TeleConference  
 Video Conference  
 Email  
 Other

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

Release Employee Report  Lock Employee Self-Assessment

Save Submit Delete Exit

Session Active 08 SEPTEMBER 2015 16:30:12

“Reopen Successful” confirms the assessment is ready for update.

When done updating, from “Employee Review Date”, select Method of Communication and Date Conducted.

Click “Submit” to complete the process.

# Mid-Point Review Report

## Mid-Point Review for Amy Artis

**RATER: (None Found)**

**As of 09/08/15 16:25**

**Broadband Level:**

II

**Occupational Series:**

318 - Secretary

**Career Path:**

NH - Business Management and  
Technical Management Professional

**Expected OCS:**

58

### Contribution Planning:

this is my objective

### Employee Self-Assessment:

<b>Problem Solving</b> my mid point assessment
<b>Teamwork/Cooperation</b> done
<b>Customer Relations</b> done
<b>Leadership/Supervision</b> done

DRAFT

# Additional Feedback

# Additional Feedback - Supervisor

- Click “Additional Feedback” from the navigation bar. CAS2Net refreshes the screen to display the “Additional Feedback Status” screen.
- The supervisor will see a list of employees assigned to him or her. The “ Additional Feedback Status” column indicates whether the additional feedback is complete, incomplete, or none provided.
- Supervisor selects an employee name from the list provided by clicking on the name.

Universal 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

## Additional Feedback Status

Year: 2016

Employee	Additional Feedback Status
Adam A. Appleton	
Amy Artis	
Carmen Cavasos	
Dan Curtiss	
Dyanne Dancy	
Erica Emerson	
Francis Evans	
Francis Freeman	
George Garfield	

**Key:**

-  Additional Feedback Complete.
-  Additional Feedback Incomplete.
- No Additional Feedback Provided.

# Additional Feedback

- After clicking on the name, CAS2Net refreshes the screen to display the “Additional Feedback” screen for selected employee with an incomplete status.
- “Contribution Planning” is automatically pre-filled with the latest submitted content.

Acq Demo

**Additional Feedback for Amy Artis**

Year: 2016  
As of 09/08/2015 16:43  
DO NOT USE FOR MID-POINT REVIEW FEEDBACK

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:

**Mandatory Objectives**  
None

**Individual Objectives**  
this is my objective

Mid-Point Review of 09/08/2015 16:25 (In Progress)

**Overall Supervisor Feedback:** (Characters used: 0 of 4000)

Hint: Click on Factor Heading for descriptors and discriminators.

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

**Problem Solving** (Characters used: 29 of 4000)

**Supervisor Assessment:** my supervisory assessme

Release Employee Report

Session Active 08 SEPTEMBER 2015 16:43:07

Save Submit Exit

- Hot links provide read-only access to any previously submitted Additional Feedback.
- Supervisor clicks on Create button to begin a new Additional Feedback session.
- Supervisor has option to input text boxes for Overall Supervisor Assessment or separately for Each Factor text box.
- Each Factor tab contains hot link to “Descriptions and Discriminators” for reference in providing feedback.
- Supervisor enters the supervisor assessment portions (overall or by factor) of the Additional Feedback .

# Additional Feedback

- Supervisor assessment input text boxes are pre-filled with the most recently saved content—if available.
- Supervisor clicks “Release to Employee” button to allow the employee to print the “Additional Feedback Report”.  
*Note: “Release to Employee” is disabled before text is typed into any assessment textbox.*
- When the overall or factor feedback text box(es) is(are) complete, supervisor meets with employee.
- After meeting with the employee to review the Additional Feedback, the supervisor updates the date and method of communication and clicks “Submit”-- indicating the Additional Feedback process is complete.  
*Note 1: The “Submit” button is disabled until the date is selected. Once the date is selected, the “Submit” button becomes active and the “Release to Employee” button is disabled.*  
*Note 2: Release to Employee” checkbox is automatically set when the Additional Feedback is submitted.*

William Acquisition Workforce Reporting  
Implementation Project, Department of Defense (DDO)

Acq Demo

**Additional Feedback for Amy Artis**

Year: 2016

As of 09/08/2015 16:45  
**DO NOT USE FOR MID-POINT REVIEW FEEDBACK**

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
---------------------	--------------------------------------	---	----------------------------------

Save Successful

Contribution Planning - Effective 01OCT15:  
Mandatory Objectives

None

Individual Objectives

this is my objective

Supervisor feedback is entered here

Mid-Point Review as of 09/08/2015 16:25 (In Progress)

Overall Supervisor Feedback: (Characters used: 23 of 4000)

my overall assessment

Hint: Click on Factor Heading for descriptors and discriminators.

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

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

Release Employee Report

Save Submit Delete Exit

Session Active 08 SEPTEMBER 2015 16:45:21

# Reports for Additional Feedback

# Additional Feedback Report – Employee

- Click “Reports” from the navigation bar; CAS2Net refreshes the screen to display the “Employee Reports” list.
- Click “Additional Feedback” from the reports 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)



A screenshot of the "Employee Reports" page in the Acq Demo system. The page has a light purple header with the "Acq Demo" logo on the left. Below the header is a dark purple "Employee Menu" sidebar containing links for "Contribution Planning", "Mid-Point Review Self-Assessment", "Annual Appraisal Self-Assessment", "Reports", "Closeout Self-Assessment", "eDocuments", and "Welcome". The main content area is titled "Reports" and contains a list of report types: "Employee Reports", "Contribution Planning", "Additional Feedback", "Annual Appraisal Self-Assessment", "Appraisal Form Parts I, II and III - Single Employees", "Mid-Point Self-Assessment", and "Mid-Point Review". The "Additional Feedback" link is circled in red.

# Additional Feedback Report – Employee

- CAS2Net refreshes the screen to display the Additional Feedback report in PDF format.
- If the employee has more than one report, all reports will be generated.
- The reports may be printed using the Acrobat menu bar at the top of the report.

## Additional Feedback for Amy Artis

As of 08/07/11 16:00

**Broadband Level:**

II

**Occupational Series:**

318 - Secretary

**Career Path:**

NH - Business Management and  
Technical Management Professional

**Expected OCS:**

48

### Contribution Planning:

Here is the employee input to start the plan.

Here is the supervisors additional input.

### Overall Supervisor Feedback:

Supervisor enters feedback to employee.

<b>Problem Solving</b>
<b>Teamwork/Cooperation</b>

# Additional Feedback 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 Additional Feedback report for a single employee, click the “Additional Feedback– Single Employee” report link.

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

Acq Demo

**Employee Menu**

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

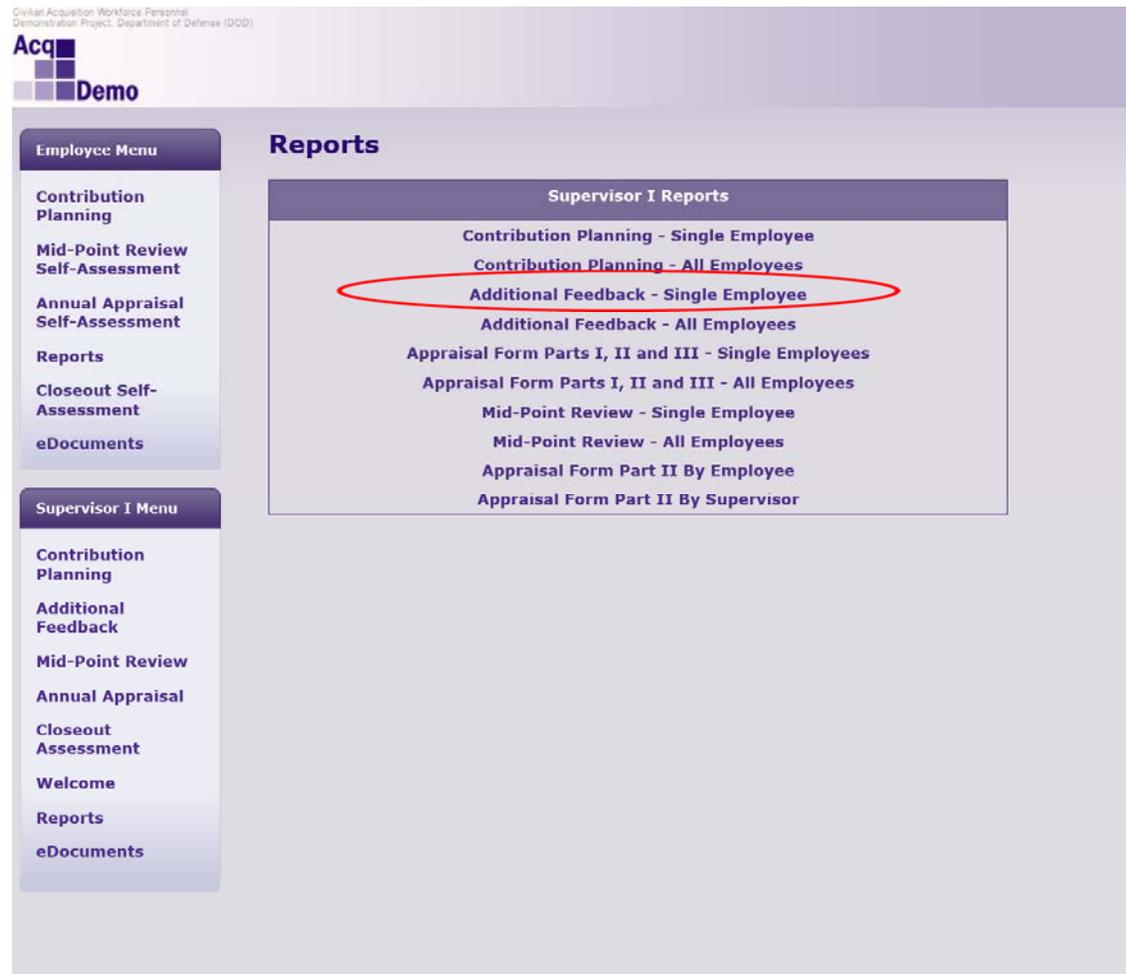
**Supervisor I Menu**

- 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



# Additional Feedback Report – Supervisor

- CAS2Net refreshes the screen to display the “Additional Feedback”, “Report Generation Options”.
- Select the name of the employee from the “Employee Selection” dropdown.
- Select the “Appraisal Year”.
- Click the “Generate” button.
- All Feedback Reports for the employee will be generated in PDF format.

The screenshot shows a web application interface for generating an 'Additional Feedback - Single Employee' report. At the top left, there is a header with the text 'Civilian Acquisition Workforce Personnel Demonstration Project, Department of Defense (DOD)' and a logo for 'Acq Demo'. The main content area is titled 'Additional Feedback - Single Employee' and contains a 'Report Options' form. The form has two dropdown menus: 'Employee Selection' with 'AMC/LH' selected and 'Artis, Amy' displayed, and 'Appraisal Year' with radio buttons for 2016, 2012, and 2011. Below these is a 'Command:' field with a 'Generate' button highlighted by a red circle. A 'Return to Reports Menu' button is located below the form. On the left side, there are two vertical menus: 'Employee Menu' and 'Supervisor I Menu'. The 'Employee Menu' includes 'Contribution Planning', 'Mid-Point Review Self-Assessment', 'Annual Appraisal Self-Assessment', 'Reports', 'Closeout Self-Assessment', and 'eDocuments'. The 'Supervisor I Menu' includes 'Contribution Planning', 'Additional Feedback', 'Mid-Point Review', 'Annual Appraisal', 'Closeout Assessment', 'Welcome', 'Reports', and 'eDocuments'.

# Additional Feedback Report – Supervisor

- CAS2Net refreshes the screen to display the Additional Feedback reports for the selected employee.
- The reports may be printed using the Acrobat menu bar at the top of the report.

## Additional Feedback for Amy Artis

As of 09/08/15 16:45

**Broadband Level:**

II

**Occupational Series:**

318 - Secretary

**Career Path:**

NH - Business Management and  
Technical Management Professional

**Expected OCS:**

58

**Contribution Planning:**

this is my objective

**Overall Supervisor Feedback:**

my overall assessment

**Problem Solving**

my supervisory assessment

**Teamwork/Cooperation**

**Customer Relations**

DRAFT

# Additional Feedback Report –Supervisor

- To view the Additional Feedback report for all reporting employees, click the “Additional Feedback– All Employees” report link.

Acq Demo  
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

**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

# Additional Feedback Report – Supervisor

Civilian Acquisition Workforce Personnel  
Conversion Project, Department of Defense (COWP)

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

### Additional Feedback - All Employees

**Report Options**

**Selection Type:** Self as supervisor

**Supervisor Selection:** Hansen, Ike

**Supervisor Type:**  First Level Supervisor  
 2016  
 2012  
 2011

**Assessment Year:**  2016  
 2012  
 2011

**Report Format:** PDF format\* is standard for this report

**Command:**

- CAS2Net refreshes the screen to display the “Additional Feedback”, “Report Generation Options”.
- The “Supervisor Selection” dropdown is defaulted to supervisor name.
- Select “Supervisor Type” radio button to select all reporting employees under the selected supervisor type. E.g. All employees reporting to the “First Level Supervisor”.
- Select the “Assessment Year”.
- Click the “Generate” button.

# Additional Feedback Report – Supervisor

- CAS2Net refreshes the screen to display the Additional Feedback reports for all of the employees reporting to the previously selected supervisor. *Note:* Use the scroll bar to view the rest of the employee feedback report and the Acrobat up and down arrows to view other reports. The report may be printed using the Acrobat menu bar at the top of the report.
- Note that report will have several pages depending on the number of employees assigned to the supervisor. Each report for each employee starts on a new page.

## Additional Feedback for Amy Artis

As of 09/08/15 16:45

**Broadband Level:**

II

**Occupational Series:**

318 - Secretary

**Career Path:**

NH - Business Management and  
Technical Management Professional

**Expected OCS:**

58

**Contribution Planning:**

this is my objective

**Overall Supervisor Feedback:**

my overall assessment

---

**Problem Solving**

my supervisory assessment

---

**Teamwork/Cooperation**

---

**Customer Relations**

DRAFT

# Closeout Module

# Closeout Module

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

## Closeout Self-Assessment Status

Year: 2015 ▾

Employee	Closeout Period	Self-Assessment	Closeout Assessment Status
Amy Artis	New		

**Key:**

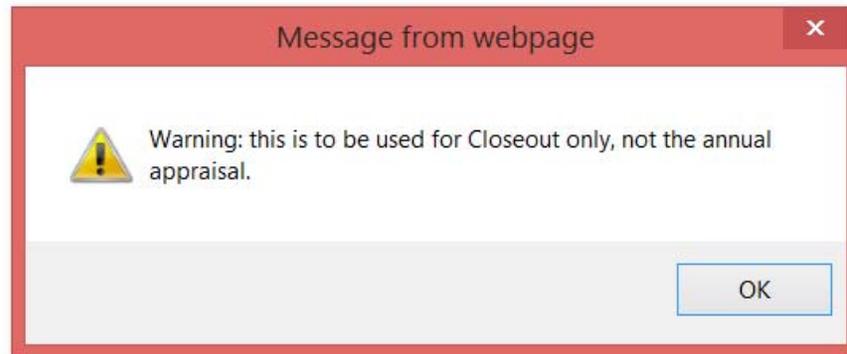
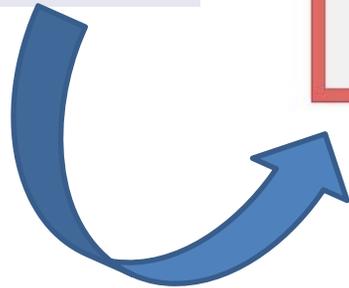
-  Closeout Self-Assessment Complete.
-  Closeout Self-Assessment Incomplete.
- No Closeout Self-Assessment Provided.

- Click "Closeout Self-Assessment" in Employee Menu. CAS2Net displays the "Closeout Self-Assessment Status" screen.
- Closeout Self-Assessment Status provides status of all Closeouts for the year selected in the dropdown at the top of the screen.

# Closeout Module

A Warning message appears to ensure the user is using the correct module when clicking on “Closeout Self Assessment” menu button.

**Closeout Self-  
Assessment**



# Employee's Closeout Self-Assessment

Acq Demo

Closeout Self-Assessment 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

Start Date: 10/1/2015 End Date:

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

Reason for Closeout Assessment: Change in Supervisor

Contribution Planning - Effective 01OCT15:

Mandatory Objectives: None

Individual Objectives: this is my objective

Mid-Point Review Self-Assessment as of 09/08/2015 16:19 (Complete)

Overall Employee Self-Assessment: (Characters used: 0 of 4000)

Hint: Click on Factor Heading for descriptors and discriminators.

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

Problem Solving

Employee Self-Assessment: my closeout self assessment (Characters used: 30 of 4000)

- Use the calendar interval control to select Closeout Period "Start Date" and "End Date".
- Select a "Reason for Closeout Assessment" from the dropdown list. When "Other", add explanation in the textbox provided.

# Employee's Closeout Self-Assessment

The screenshot shows a web-based self-assessment form. At the top, there is a section for "Individual Objectives" with the text "this is my objective". Below this is a "Mid-Point Review Self-Assessment as of 09/08/2015 16:19 (Complete)". The main section is titled "Overall Employee Self-Assessment:" and contains a text area with "My comments". Below this is a "Hint: Click on Factor Heading for descriptors and discriminators." A row of factor headings is displayed: "Problem Solving", "Teamwork / Cooperation", "Customer Relations", "Leadership / Supervision", "Communication", and "Resource Management". The "Problem Solving" heading is selected, and its corresponding text area contains "my closeout self assessment". At the bottom left, there is a checkbox labeled "Employee Narrative Complete" which is checked. At the bottom right, there are "Save" and "Exit" buttons.

- Enter narrative(s) into "Overall Employee Self-Assessment" and/or "Employee Self-Assessment" by factor textboxes.
- If you're done, check "Employee Narrative Complete" to inform the supervisor of your status.
- Click "Save"

# Employee Closeout Self-Assessment Status

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

## Closeout Self-Assessment Status

Year: 2016 ▾

Employee	Closeout Period	Self-Assessment	Closeout Assessment Status
Amy Artis	01 OCT - 02 MAR		
	New		

**Key:**

-  Closeout Self-Assessment Complete.
-  Closeout Self-Assessment Incomplete.
- No Closeout Self-Assessment Provided.

- The system refreshes the screen and shows closeout period selected.
- The status key changes to “Closeout Self-Assessment Complete”.

# Supervisor's Closeout Assessment

The screenshot displays the Acq Demo application interface. On the left, there are two vertical 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, 'Supervisor I Menu', includes 'Contribution Planning', 'Additional Feedback', 'Mid-Point Review', 'Annual Appraisal', 'Closeout Assessment' (highlighted with a red circle), 'Welcome', 'Reports', and 'eDocuments'. The main content area is titled 'Session Maintenance' and contains a 'Session Selections' table. This table lists various roles with dropdown menus for user selection and 'Change to selected' buttons. The 'Revert' role is currently set to 'Garfield, George (AMC/LH)' with a 'Revert To Self' button. Other roles include Employee, Pay Pool Admin, Paypool Manager, Sub-Panel Manager, Superuser, Supervisor I, and Supervisor II, each with a 'Change to selected' button.

Session Selections		
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	Babbitt, Chris (AMC/LHXSA) ▼	Change to selected
Supervisor II	Daniels, Eileen (AMC/LHXSBB) ▼	Change to selected

Supervisor selects “Closeout Assessment” from Supervisor menu.

# Supervisor's Closeout Assessment Status

Acq Demo  
Administration 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

## Closeout Assessment Status

Year: 2016

Employee	Closeout Period	Self-Assessment	Closeout Assessment Status
Adam A. Appleton	New		
Amy Artis	01 OCT - 02 MAR		
	New		
Carmen Cavasos	New		
Dan Curtiss	New		
Dyanne Dancy	New		
Erica Emerson	New		
Francis Evans	New		
Francis Freeman	New		
George Garfield	New		

**Key:**

-  Closeout Assessment Complete.
-  Closeout Assessment Incomplete.
- No Closeout Assessment Provided.

The closeout Assessment Status table tracks the closeout assessment completion status for each employee assigned to that supervisor in the selected year.

# Supervisor's Closeout Assessment Interface

Closeout Assessment 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

Start Date: 10/1/2015 End Date: 3/2/2016

February 2016							March 2016						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6	28	29	1	2	3	4	5
7	8	9	10	11	12	13	6	7	8	9	10	11	12
14	15	16	17	18	19	20	13	14	15	16	17	18	19
21	22	23	24	25	26	27	20	21	22	23	24	25	26
28	29	1	2	3	4	5	27	28	29	30	31	1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9

Reason for Closeout Assessment:

Contribution Planning - Effective 01OCT15:  
Mandatory Objectives: None

Individual Objectives: this is my objective

Additional Feedback as of 09/08/2015 16:45 (In Progress)  
Mid-Point Review as of 09/08/2015 16:25 (In Progress)

Overall Employee Self-Assessment: my self assessment

Overall Supervisor Assessment:  (Characters used: 0 of 4000)

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



Closeout Assessment 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

Start Date: 10/1/2015 End Date: 3/2/2016

February 2016							March 2016						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6	28	29	1	2	3	4	5
7	8	9	10	11	12	13	6	7	8	9	10	11	12
14	15	16	17	18	19	20	13	14	15	16	17	18	19
21	22	23	24	25	26	27	20	21	22	23	24	25	26
28	29	1	2	3	4	5	27	28	29	30	31	1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9

Reason for Closeout Assessment:

Contribution Planning - Effective 01OCT15:  
Mandatory Objectives: None

Individual Objectives: this is my objective

Additional Feedback as of 09/08/2015 16:45 (In Progress)  
Mid-Point Review as of 09/08/2015 16:25 (In Progress)

Overall Employee Self-Assessment: my self assessment

Overall Supervisor Assessment:  (Characters used: 31 of 4000)

Save Successful

The supervisor can save the assessment at any time when writing the assessment.

# Supervisor's Closeout Assessment Interface

Additional Feedback as of 09/08/2015 16:45 (In Progress)  
Mid-Point Review as of 09/08/2015 16:25 (In Progress)

**Overall Employee Self-Assessment:**  
my self assessment

**Overall Supervisor Assessment:** (Characters used: 33 of 4000)  
overall supervisory assessment

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:** (Characters used: 9 of 4000)  
comments

Release Employee Report  Lock Employee Self-Assessment

Save Submit Delete Exit

Session Active 08 SEPTEMBER 2015 17:14:46

- The supervisor enters narrative(s) into "Overall Supervisor Assessment" and/or "Supervisor Assessment" by factor textboxes.
- To enable the employee to print the "Closeout Assessment Report", check the "Release Employee Report" checkbox.
- To enable the employee to make changes to the "Closeout Self-Assessment", uncheck the "Lock Employee Self-Assessment" checkbox.

# Supervisor's Closeout Assessment Release

**Overall Employee Self-Assessment:**  
my self assessment

**Overall Supervisor Assessment:** (Characters used: 33 of 4000)  
overall supervisory assessment

Hint: Click on Factor Heading for descriptors and discriminators.

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

**Method of Communication:**
 **Face to Face**
 TeleConference
  Video Conference
  Email
  Other

**Date Conducted:** 9/8/2015

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

Release Employee Report
  Lock Employee Self-Assessment

Session Inactive 08 SEPTEMBER 2015 17:18:06 (1)

- After the supervisor has reviewed the closeout with the employee, the supervisor selects an employee review date and a method of communication.
  - The “Submit” button becomes available only when method of communication and date conducted fields are indicated.
  - Click “Submit” to update the database.
  - Neither supervisor nor employee may change an assessment after the date and method of communication have been “submitted”.
  - The supervisor may click the “Reopen” button on the Closeout “Employee Review Tab” to reset the status and enable updates.
- Note. “Reopen” is only shown when the assessment has been “submitted”.

# Supervisor's Closeout Assessment Status

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

## Closeout Assessment Status

Year: 2016

Employee	Closeout Period	Self-Assessment	Closeout Assessment Status
Adam A. Appleton	New		
Amy Artis	01 OCT - 02 MAR		
	New		
Carmen Cavazos	New		
Dan Curtiss	New		
Dyanne Dancy	New		
Erica Emerson	New		
Francis Evans	New		
Francis Freeman	New		
George Garfield	New		

**Key:**

-  Closeout Assessment Complete.
-  Closeout Assessment Incomplete.
- No Closeout Assessment Provided.

The Closeout Assessment Status shows the supervisor and employee have completed the assessment.

# Closeout Assessment Report

## Closeout Assessment 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

**Start Date:** 10/01/2015

**End Date:** 03/02/2016

**As Of:** 09/08/15 17:20

**Reason for Closeout Assessment:** Change in Supervisor

**Contribution Planning:**

this is my objective

**Overall Employee Self-Assessment:**

my self assessment

# Annual Assessment Module

# Employee Self-Assessment

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

**Contribution Planning - Effective 01OCT14**  
Mandatory Objectives

Individual Objectives

Hint: Click on Factor Heading for descriptors and discriminators.

<b>Problem Solving</b>	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.

# Factor Descriptors and Discriminators: Problem Solving



## 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>

# Self-Assessment Report

- 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**

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

**Contribution Planning:**

---

**Problem Solving**

my self assessment

---

**Teamwork/Cooperation**

---

**Customer Relations**

# Supervisor Assessment Module

# Supervisor Modules

- 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)

Acq Demo

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 Self-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

**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 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 Acquisition Workforce Personnel Modernization Project, Department of Defense (DDC)

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

**Contribution Planning - Effective 01OCT14: 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: 1.0 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.

# Annual Appraisal

Registration: Project, Department of Defense (DDC)

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

**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 08 SEPTEMBER 2015 17:38:06

When check is saved, the supervisor annual appraisal status dashboard and reports will show this information.

# Supervisor Annual Appraisal

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

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	Teamwork / Cooperation	Customer Relations	Leadership / Supervision	Communication	Resource Management	Employee Review
-----------------	------------------------	--------------------	--------------------------	---------------	---------------------	-----------------

Method of Communication:      Date Conducted:

Face to Face  
 TeleConference  
 Video Conference  
 Email  
 Other

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 US SEPTEMBER 2015 17:38:06

- 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. For this pay pool, numerical ratings are done in the sub-panel meeting.

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 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.

# Select Annual Appraisal Report

- 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

# Annual Appraisal Report

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	
<b>Report Options:</b>	<input checked="" type="checkbox"/> Part I CCAS Salary Appraisal
	<input checked="" type="checkbox"/> Part II Supervisor Assessment
	<input checked="" type="checkbox"/> include Employee Self Assessment
	<input type="checkbox"/> Mid-Point Review (2014+ only)
	<input type="checkbox"/> Closeout Review (if exists)
<b>Employee Selection:</b>	AMC/LH <input type="text"/> Appleton, Adam A <input type="text"/>
<b>Appraisal Year:</b>	<input type="radio"/> 2015 <input type="radio"/> 2014 <input type="radio"/> 2012 <input type="radio"/> 2011 <input type="radio"/> 2003 <input type="radio"/> 2002 <input type="radio"/> 2001 <input type="radio"/> 2000
<b>Command:</b>	<input type="button" value="Generate"/>

[Return to Reports Menu](#)

# Annual Appraisal: Part II Form

Supervisor appraisal input

## CCAS SALARY APPRAISAL DOCUMENT FOR 2015

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

# Annual Appraisal: Part III Form

Employee self-assessment

## CCAS SALARY APPRAISAL DOCUMENT FOR 2015

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

# eDocuments Module

# eDocuments Module

**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
<b>No Employees Selected</b>				
<p><b>Key:</b></p> <ul style="list-style-type: none"> <li> Complete.</li> <li> Incomplete.</li> <li> Not Provided.</li> <li> Pending Final Approval. Employee Annual Appraisal document is not ready for signatures.</li> </ul>				

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

# eDocuments Module

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.

Employee Menu

**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.

Supervisor I Menu

# eDocuments Module

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

- Use the **Year** dropdown to select a fiscal year.
- Click the **Employee Name** link to go to the eDocument 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.

# eDocuments Module

- 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 a web interface for the eDocuments Module. At the top left, there is a logo for 'Acq Demo'. Below it is an 'Employee Menu' with several options: Contribution Planning, Mid-Point Review Self-Assessment, Annual Appraisal Self-Assessment, Reports, Closeout Self-Assessment, eDocuments, and Welcome. The main content area is titled 'eDocument - 2014 Annual Appraisal for Amy Artis'. It features a table with two columns: 'File Name' and 'Date Posted'. The table contains one row with the text: '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 'Generate 2014 Annual Appraisal PDF' is circled in red. Below the table, there is a section for uploading a signed document, with instructions: 'To upload a signed document, use the browse button below to locate your saved document and click "Upload File".' This section includes a 'File to upload:' label, a text input field, a 'Browse...' button, and an 'Upload File' button. At the bottom right, there is an 'Exit' button. A note at the bottom of the page reads: 'Note. Refer questions related to this document to the Pay Pool Administrator or Amy Artis's 1st Level Supervisor, Ike Hansen.'

# eDocuments Module

Acq Demo

Employee Menu

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

## eDocument - 2014 Annual Appraisal for Aaron Arndt

File upload successful. The eDocument has been updated in the CAS2Net Document Repository.

File Name	Date Posted
<a href="#">Appraisal Parts I,II, and III.pdf</a>	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:  Browse... Upload File

### Signature Status

Employee

Signature Certified Complete

Name:	Date Signed:
Aaron Arndt	09/09/2015 Calendar
Signature Method: <input type="radio"/> Digital <input type="radio"/> Handwritten <input type="radio"/> Declined to Sign	

Save

Exit

**Note.** Refer questions related to this document to the Pay Pool Administrator or Aaron Arndt's 1st Level Supervisor, Francis Freeman.

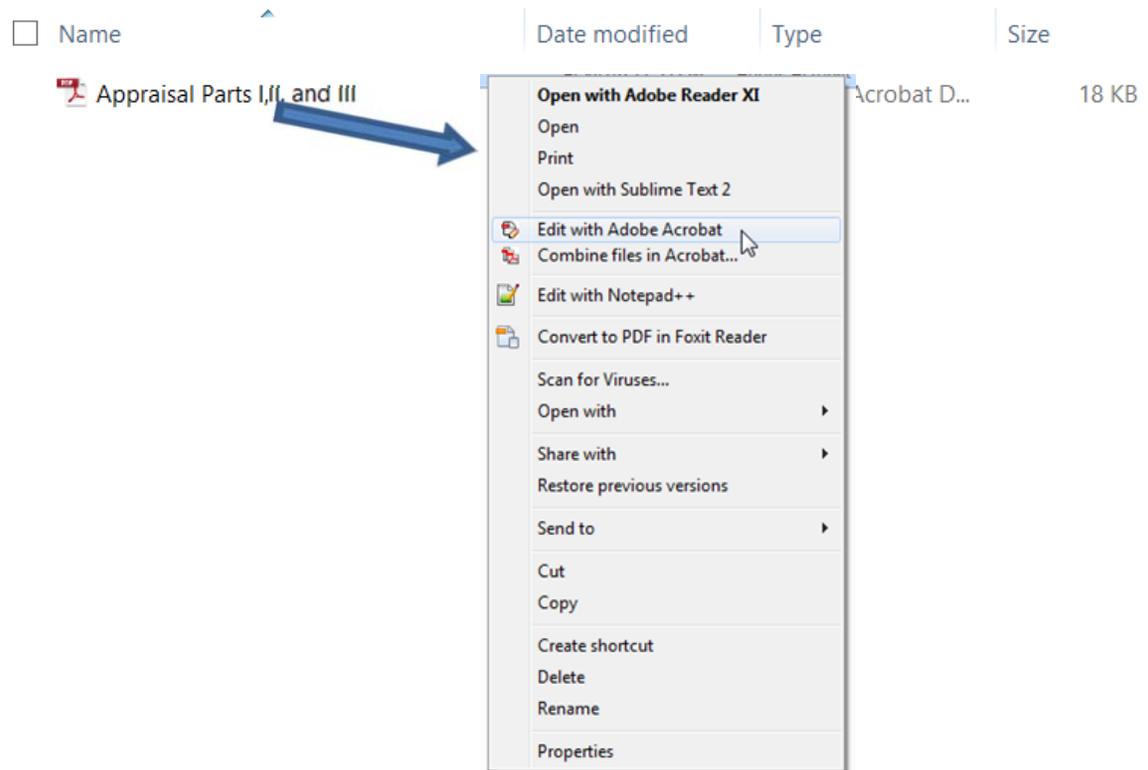
If a signed copy of the Annual Appraisal has already been saved, you'll need to add your signature to same document.

Right click the **File Name** link to download the previously signed copy of the CAS2Net report "Appraisal Parts I,II, and III".

This example will now follow "Aaron Arndt" through the rest of the process.

# Use Adobe Pro to Sign the Appraisal

- Use Windows File Explorer to locate the PDF file.
- Right click on file name and select *Edit with Adobe Acrobat*.

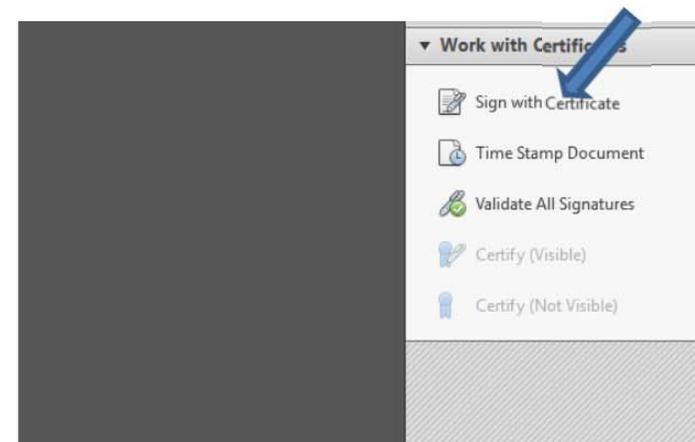


# Use Adobe Pro to Sign the Appraisal –

- Click the *Sign* button.
- Click *Sign with Certificate* under the *Work with Certificates* tab.

**CCAS SALARY APPRAISAL DOCUMENT FOR 2014**

Part I: CCAS Salary Appraisal Form			
<b>Name:</b> Aaron Arndt	<b>Series:</b> 0322	<b>Appraisal Period:</b>	
<b>CAS2Net ID:</b> 43	<b>Broadband Level:</b> II	<b>From:</b> 01-OCT-13	
<b>Organization:</b> AMC/LHXTA	<b>Retained Pay:</b> No	<b>To:</b> 30-SEP-14	
<b>Career Path:</b> NK	<b>Presumptive:</b> Due to circumstance (recertify)		
<b>Approved By:</b> , Pay Pool Manager		<b>Effective Date of Appraisal:</b> January 1, 2015	
Discuss evaluation with employee and obtain signature confirming discussion. Signature of employee does not constitute agreement with CCAS appraisal.			
_____		_____	
Digitally signed by danielle_dancy@sra.com DN: cn=danielle_dancy@sra.com Date: 2015.09.09 15:07:00 -0500		_____	
<b>Supervisor Print / Sign</b>		_____	
_____		_____	
<b>Employee Print / Sign</b>		_____	



# Use Adobe Pro to Sign the Appraisal –

The message box below appears.

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



# Use Adobe Pro to Sign the Appraisal

- Choose the certificate from the *Sign As:* dropdown box.
- Click the *Sign* button.

**CCAS SALARY APPRAISAL DOCUMENT FOR 2014**

**Part I: CCAS Salary Appraisal Form**

<b>Name:</b> Aaron Arndt	<b>Series:</b> 0322	<b>Appraisal Period:</b>
<b>CAS2Net ID:</b> 43	<b>Broadband Level:</b> II	<b>From:</b> 01-OCT-13
<b>Organization:</b> AMC/LHXTA	<b>Retained Pay:</b> No	<b>To:</b> 30-SEP-14
<b>Career Path:</b> NK	<b>Presumptive:</b> Due to circumstance (recertify)	

**Approved By:** , 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.

<u>danielle_dancy@sra.com</u>	<small>Digitally signed by danielle_dancy@sra.com DN: cn=danielle_dancy@sra.com Date: 2015.09.09 10:29:59 -05'00'</small>	Date _____
<b>Supervisor Print / Sign</b>		Date _____
<b>Employee Print / Sign</b>		Date _____

**Sign Document**

Sign As: danielle\_dancy@sra.com (Communications Server) 2016

Certificate Issuer: Communications Server      Info...

Appearance: Standard Text

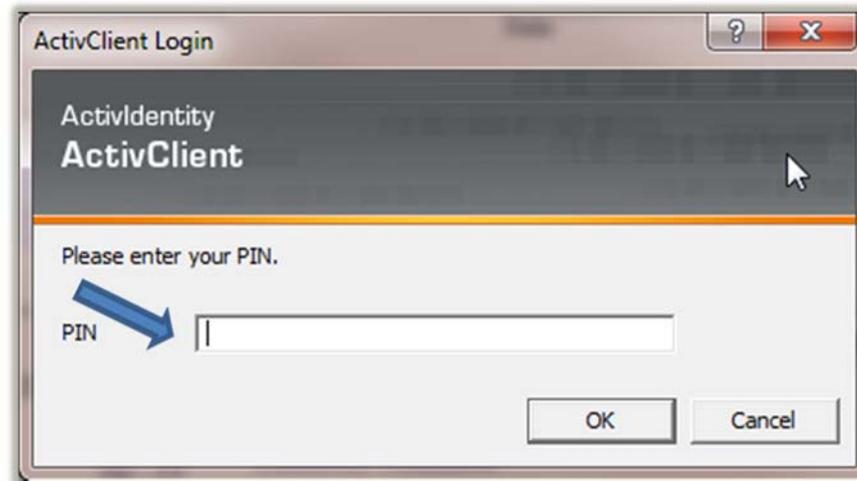
Digitally signed by  
danielle\_dancy@sra.com  
DN:  
cn=danielle\_dancy@sra.com  
Date: 2015.09.09 10:29:59  
-05'00'

Lock Document After Signing

Sign      Cancel

# Use Adobe Pro to Sign the Appraisal

- If prompted, enter your CAC PIN.



# Save the Signed File

- 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

# Upload the Signed File

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
<a href="#">Appraisal Parts I,II, and III.pdf</a>	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**  
 Signature Certified Complete

Name:  Date Signed:

Signature Method:  Digital  Handwritten  Declined to Sign

# AutoNOA Process

# Background

- The AutoNOA process with CAS2Net can be considered a learning experience
  - Prove programs are portable across components
  - Quantity not enough to make an impact on cost
  - Within 3 years could be as many as 46,000 employees in AcqDemo
  - To collect signed appraisal forms for AutoNOA, the new eDocuments module has been built into CAS2Net
    - CAS2Net users must have Adobe Pro to digitally sign appraisal forms

# AutoNOA Process Description

- Upload signed appraisal forms to eOPF via AutoNOA
  - AutoNOA staff will process documents to employees' eOPF
  - No longer need to scan and process each appraisal form individually
  - Army has access to eOPF for global Army users
- CAS2Net eDocuments Transfer module
  - Rename signed and uploaded appraisal forms to AutoNOA specifications
    - SSN and date formatted as 8 digits is current naming format, but expect change to DoD ID and date in future
  - Collect and compress signed appraisal forms in a zip file
  - No need for DCPDS region information

# AutoNOA Process Description

## (continued)

- AutoNOA has a team managing incoming files
- How do we send files to AutoNOA?
  - Option 1: Secure FTP via ALTESS
  - Option 2: Give AutoNOA team access to CAS2Net software to pull files using Regional Notices module (CAS2Net currently does this for the DCPDS regions)

# Timeline

- January 2016 is the target date for the first AutoNOA upload
- Trials and mock uploads will be tested throughout the end of cycle phase
- DCPDS transactions need to be completed a week after the first pay period in January 2016
- Incorporate any grievances if needed
  - For grievances: we'll pull out the one that's revised if needed, we don't need to put the entire upload on hold; records can be revised individually after main upload

# Questions?

Contact your local  
Pay Pool Administrator