



AcqDemo Training

**CAS2Net for Pay Pool Administrators
Fall 2015**

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

- Audience
 - Pay Pool Administrators

- Training outcomes
 - Learn about new software enhancements for 2015
 - Understand how to logon to CAS2Net
 - Learn how to move employees from transfer pay pool to correct pay pool
 - 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
 - Understand eDocuments and AutoNOA functionalities

1. 2015 Software Enhancements & Login
 - CAC Login
 - ALTESS Single Sign-On
2. Change Role
3. View Employee Roster Report
4. Modify/Delete Employee Record
5. Moving employees from one pay pool to another
6. Creating Supervisory Structure
7. Obtaining CAC EDIPI
8. Steps an employee needs to take to find their EDIPI
9. Create New Non-Demo Supervisor
 - Create Login ID for new Non-Demo Supervisor
10. Assign Supervisor to an Employee
11. Assign Employees to a Supervisor
12. Replace Supervisor Assignments
13. Review History Module
14. Reports
 - Supervisor Roster by Employee Report
 - Supervisor Roster by Supervisor Report
 - Part I, II, III



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

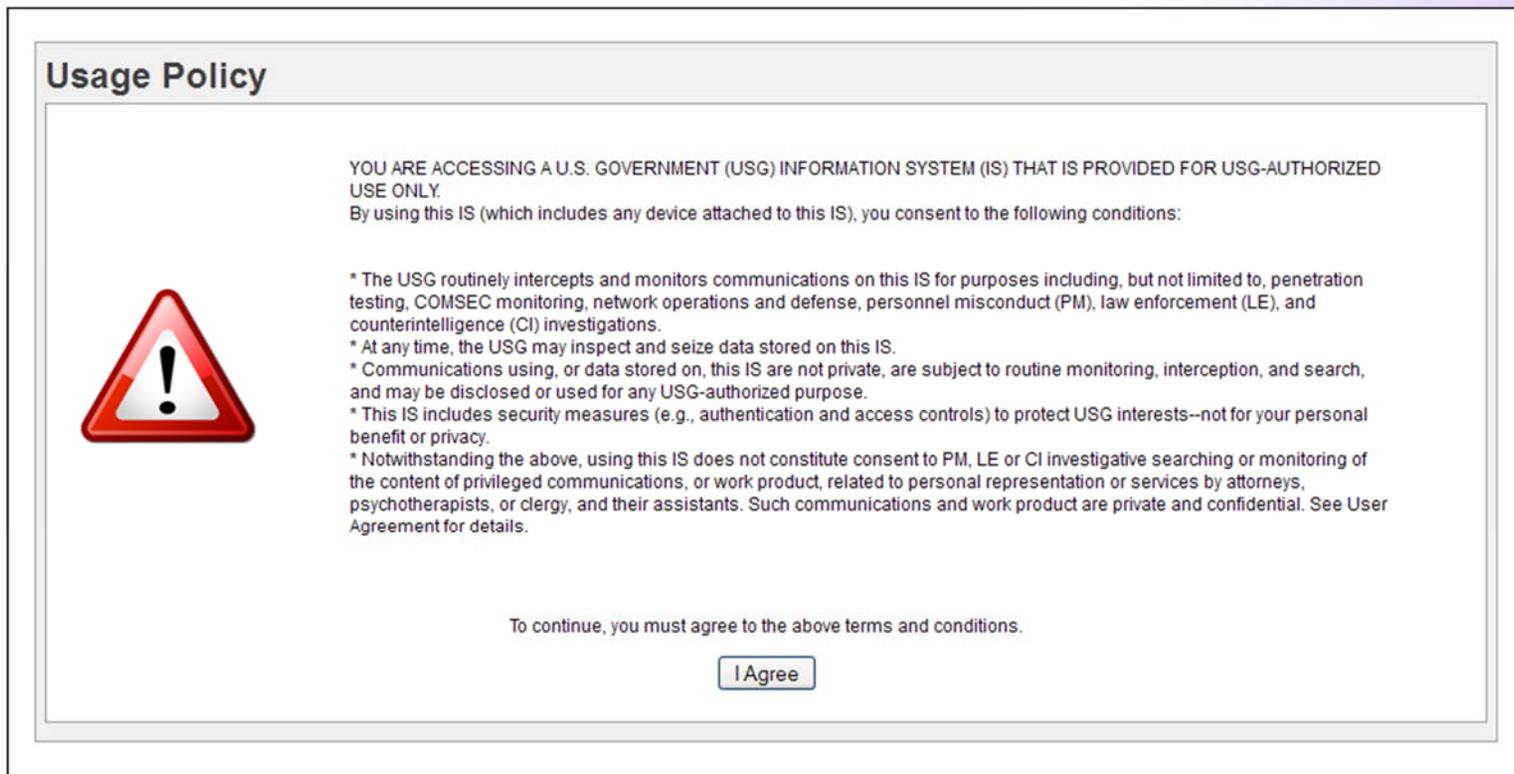
- Appraisal Modules
 - Added direction to “Click for descriptors and discriminators” to get the pop-up
 - Changed review tab to read “Supervisor/Employee Review”
 - Key for self-assessment status column for supervisors changed to clarify status
 - Header placed on Closeout to indicate it is a Closeout 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

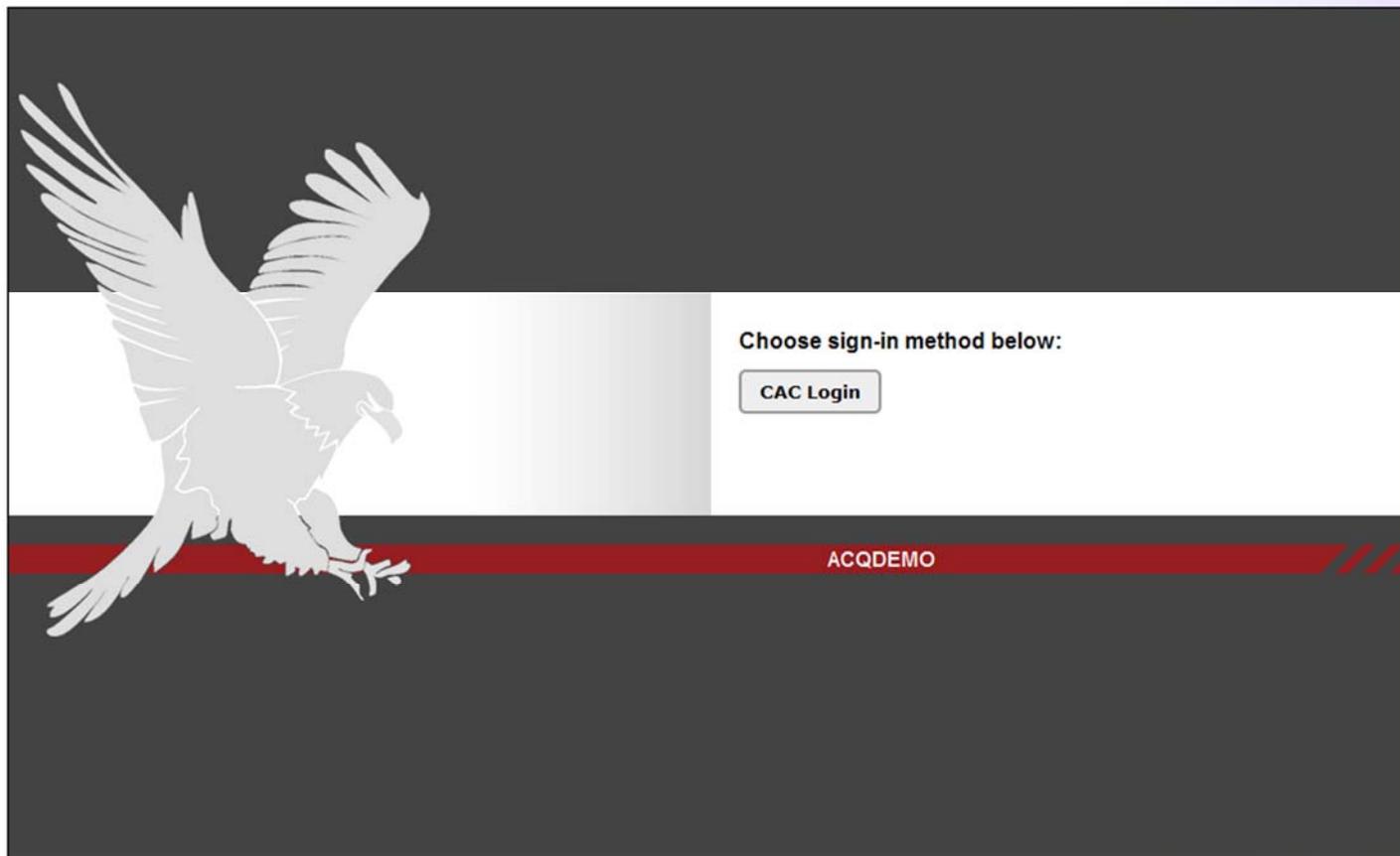
- Reports
 - Mid-point reviews included in total appraisal package
 - Archived employees removed from reports
 - List of supervisors in reports by “Last Name, First Name, M

- 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

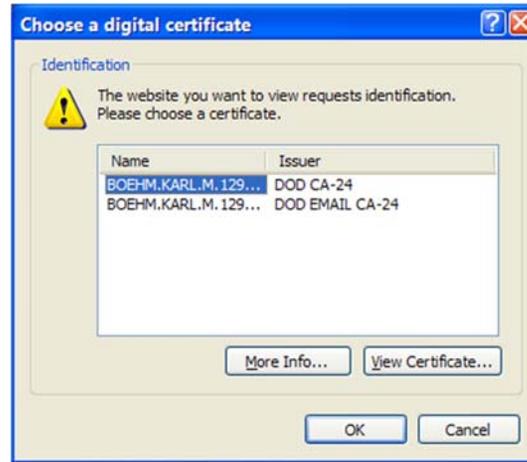
- Access the CAS2Net site by going to the following URL: <https://acqdemoii.army.mil>
- For initial login CAS2Net redirects to the ALTESS single sign-on site.
- The Usage Policy screen is shown.
- Click "I Agree" button to continue.



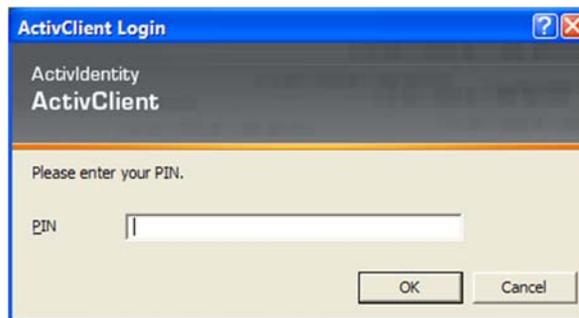
- Click the “CAC Login” button to sign-in.



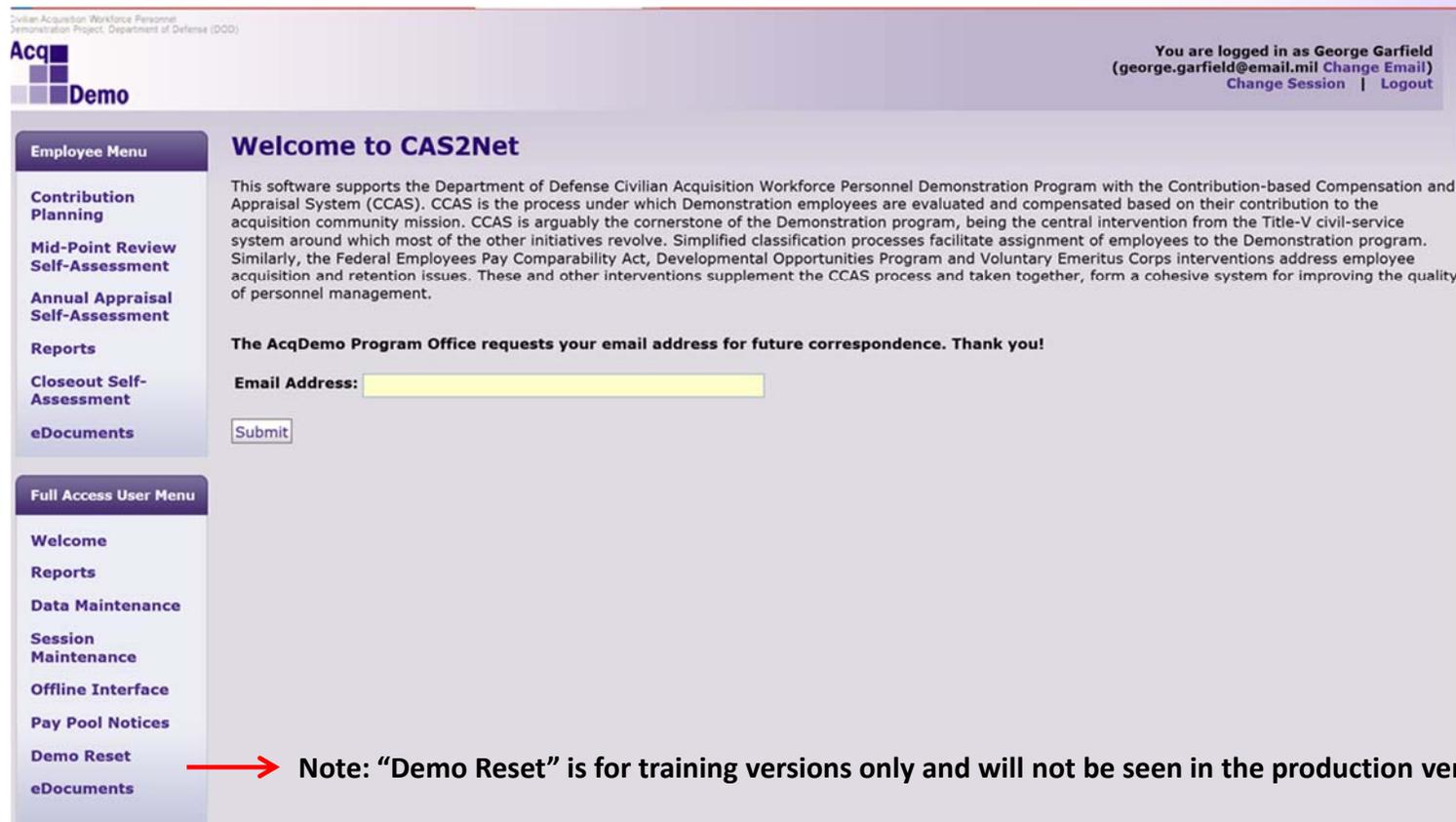
- Select one of your installed CAC digital certificates and click the OK button.



- 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 (DDO)

AcqDemo

You are logged in as **George Garfield**
(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

Full Access User Menu

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

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

Once entered, employees have an opportunity to edit their 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 (DOD)

Acq Demo

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- Reports
- Data Maintenance
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- Pay Pool Notices
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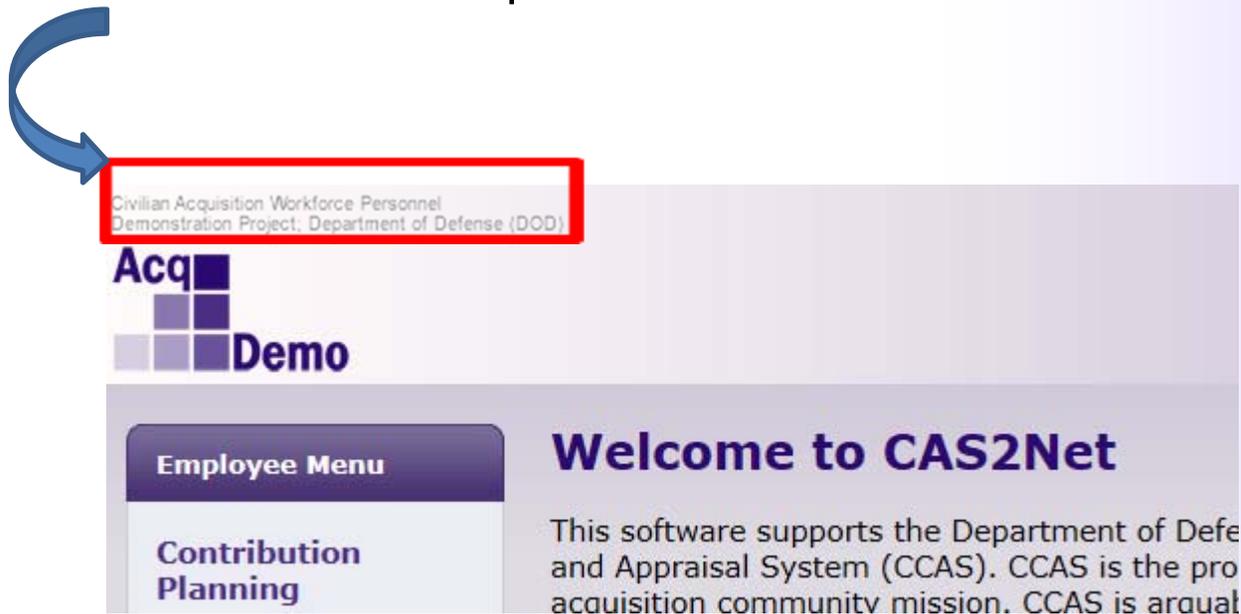
Email Address:

Submit

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

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

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



- 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/LHXSBS)	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

- 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.

Employee Menu

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

Pay Pool Administrator Menu

- Appraisal Status and Lock
- Reports
- Data Maintenance
- Offline Interface
- Paypool Notices

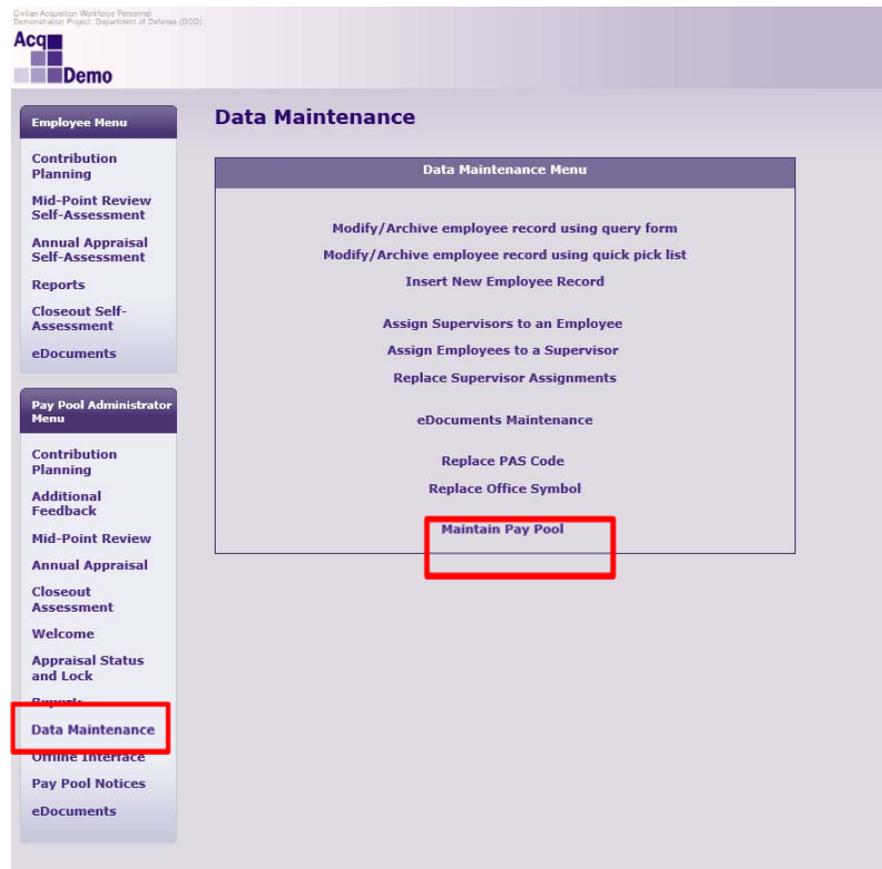
Session Maintenance

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	Fites, George (AMC/LHXTA)	Change to selected
Supervisor II	Daniels, Eileen (AMC/LHXSB)	Change to selected

You are acting as Francis Freeman
[Revert](#) | [Change Session](#) | [Logout](#)

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



Assign 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

Update

[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
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- Reports
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- 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

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)

Viewing the Employee Roster Report

The screenshot displays the AcqDemo web application interface. On the left, there is a navigation menu with two main sections: 'Employee Menu' and 'Pay Pool Administrator Menu'. In the 'Employee Menu', the 'Reports' link is highlighted with a red rectangular box. The main content area is titled 'Reports' and contains a sub-section for 'Pay Pool Administrator Reports'. Within this sub-section, the 'Employee Roster' link is highlighted with a red rectangular box. Other reports listed include 'Appraisal Form Parts I, II and III - Single Employees', 'CAS2Net Status Report & Excel Spreadsheet', and 'Supervisor Roster by Employee'.

- 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.

Viewing the Employee Roster Report

- CAS2Net refreshes to display the "Employee Roster Report" screen.
- Select your pay pool from the "Paypool Selection" dropdown.
- 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.

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

Employee Roster

Report Options

Pay Pool Selection: AMC/LH

Option:
 USAF
 All other

Report Format:
 PDF
 Excel

Sort By:
 Name
 Office Symbol
 ID

Command: **Generate**

[Return to Reports Menu](#)



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

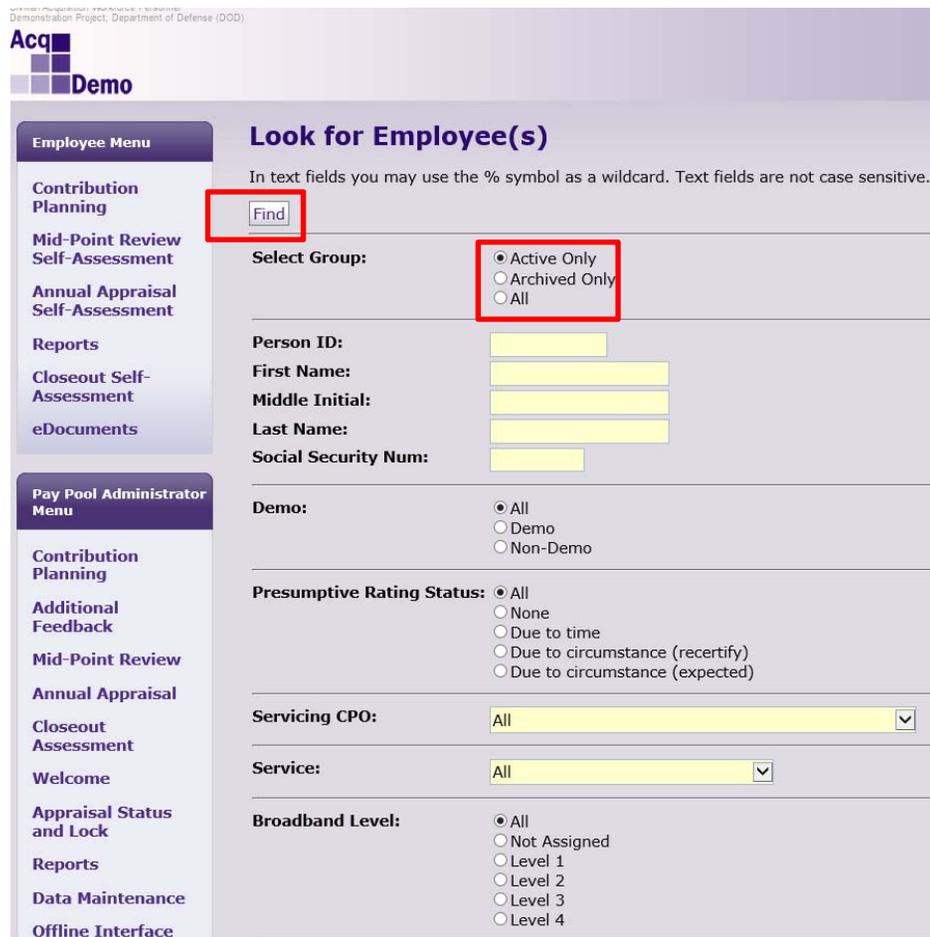
Modify/Archive Employee Record: Transfer Pay Pool

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

The screenshot displays the Acq Demo application interface. At the top left, the 'Acq Demo' logo is visible. Below it, there are two main navigation menus: 'Employee Menu' and 'Pay Pool Administrator 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 '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 'Data Maintenance' option in the 'Pay Pool Administrator Menu' is highlighted with a red box. The main content area is titled 'Data Maintenance' and contains a 'Data Maintenance Menu' with several options: 'Modify/Archive employee record using query form' (highlighted with a red box), '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', and 'Maintain Pay Pool'.

Modify/Archive 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.

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

Modify/Delete Employee Record: Transfer Pay Pool

Employee Menu

- Contribution Planning
- Mid-Point Review Self-Assessment
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- 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:

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

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

- 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/Delete Employee Record: Transfer Pay Pool

Employee Menu

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 CPD:

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.

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

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

- 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 on their "ID" number.
- 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/Delete 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

E-Mail 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/Delete 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: Applin
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 Logs](#)
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: Irish Flynn
Career Path: N/A-Not Assigned
 NH-Business Management and Technical Management Professional
 NK-Technical Management Support
 NK-Administrative Support
Broadband Level: Not Assigned
 Level 1
 Level 2
 Level 3
 Level 4
Series: LOV
Organization: 1350 COMPUTER SCIENCE
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 name of 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

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 (note that each pay pool can have only one PPM).
 - Sub-Panel Manager also called Supervisor 2 is the next highest.
 - Supervisor 1 is the lowest level of supervisor.

- 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.

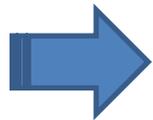
- You create your own sub-panels or sub-pay pools when you assign Sub-Panel Managers. You will be able to download these into the Sub-Panel version of the CMS spreadsheet, which allows the sub-panel to review ratings, but does not allow them to assign payouts.

- 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.

Obtaining CAC EDIPI

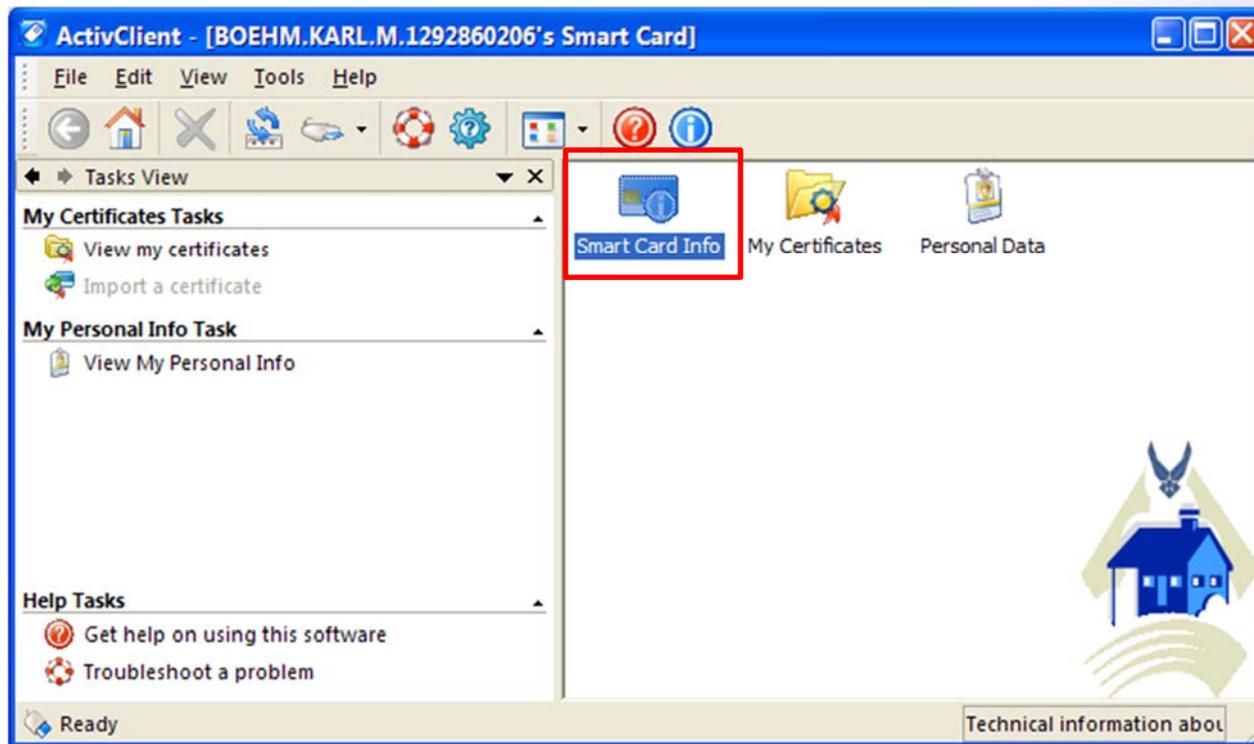
Steps Employee Needs to Take to
Find Their EDIPI

- Double-click the ActivClient icon in your Windows system tray.

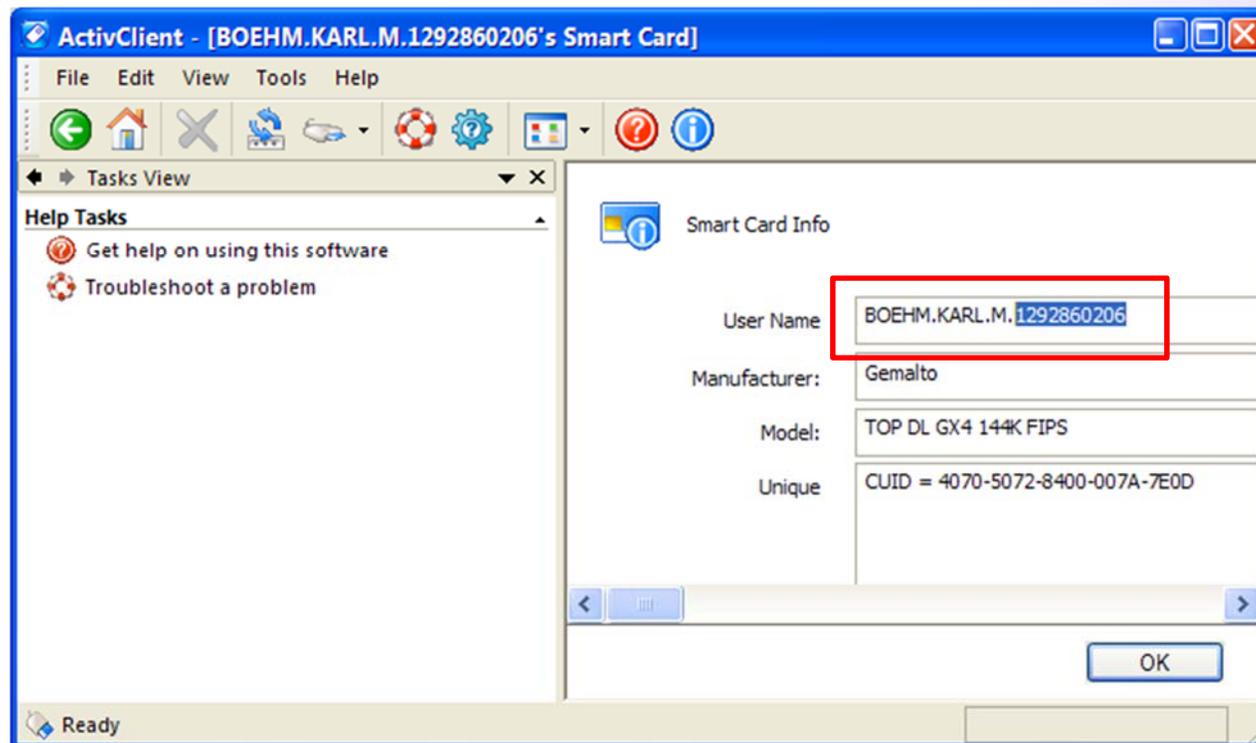


Note that EDIPI is on the back of the CAC card – on the card it is called “DoD ID Number”

- 10 digit EDIPI follows name in the title bar, but can not be copied.
- Double-click "Smart Card Info" icon.



- 10 digit EDIPI located in the User Name field, and can be copied.
- Copy and send to pay pool administrator to establish account.



Create New Employee Record: Non-Demo Supervisor

- Once you have the SSN and EDIPI, click "Data Maintenance" from the Navigation Bar. CAS2Net refreshes the screen to display the Employee Maintenance Menu.
- Select the "Insert New Employee Record" link.

The screenshot displays the Acq Demo application interface. At the top left, the text "Acq Demo" is visible, along with a small logo. Below this, the text "United Acquisition Resource Network Demonstration Project, Department of Defense (DOD)" is present. The main interface is divided into two main sections: a left-hand navigation bar and a central content area.

The left-hand navigation bar is titled "Employee Menu" and "Superuser Menu". Under "Employee Menu", the following items are listed: Contribution Planning, Mid-Point Review Self-Assessment, Annual Appraisal Self-Assessment, Reports, Closeout Self-Assessment, and eDocuments. Under "Superuser Menu", the following items are listed: Welcome, Appraisal Status and Lock, Reports, Data Maintenance (highlighted with a red box), Session Maintenance, Offline Interface, Pay Pool Notices, Demo Reset, and eDocuments.

The central content area is titled "Data Maintenance" and contains a "Data Maintenance Menu". This menu lists the following options: Modify/Archive employee record using query form, Modify/Archive employee record using quick pick list, Insert New Employee Record (highlighted with a red box), 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.

Create New Employee Record: Non-Demo Supervisor

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*

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 (expedited)
 Due to circumstance (yearly)

Last OCS:

Post-cycle Activity: None
 Temporary Promotion
 Permanent Promotion
 Demotion

CCPO Code:

Locality Code:

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
 Career Senior Functions

Career Path: N/A-Not Assigned
 N-Business Management and Technical Management Professional
 N-T Technical Management Support
 W-Administrative Support

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

Organization: Pay Pool Code:
 PMS Code (Air Force only):

Office Symbol:

Series: LDV

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

CAS2Net Access: CAS2Net Access

EDPP:

Group: Employee
 Supervisor 1
 Sub-Panel Manager
 Pay Pool Manager
 Pay Pool Administrator

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



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*

EMail Address:

- CAS2Net displays the Add an Employee Record screen.
- In Part 1 of the form:
 - Social Security Number is not required for non-Demo employees
 - The fields in green are mandatory.
 - Enter email address if available.

Create New Employee Record: Non-Demo Supervisor

- In Part 2 of the form:
 - Click the “Demo” checkbox to Uncheck and make the supervisor Non-Demo.
 - Scroll to the “Organization” section of the form to the “Paypool Code” dropdown list. Select the Pay Pool name in which you want to put your employee into.



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)

Broadband Level: NR-Administrative Support
 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

- In Part 3 of the form:
 - Enter the user's EDIPI in the provided text box.
 - 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

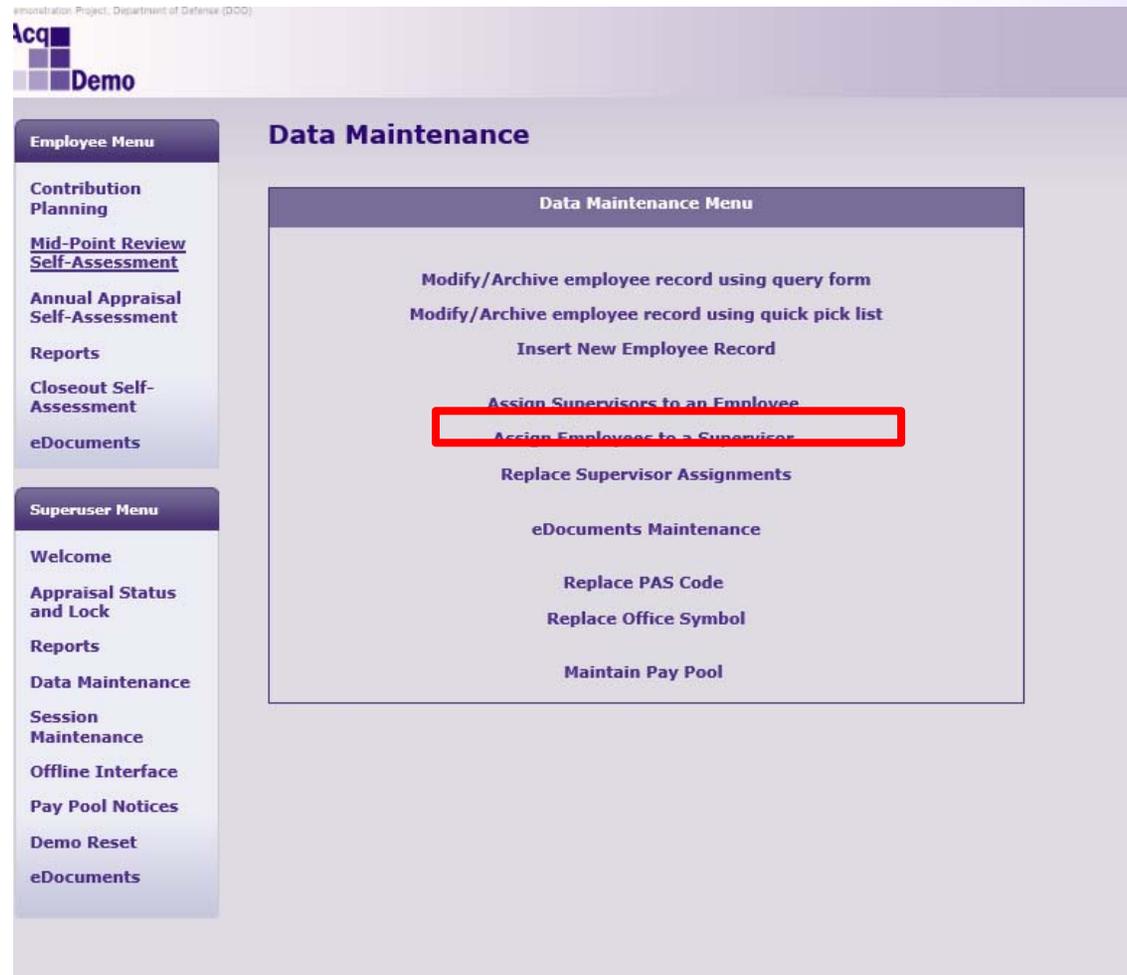
[\[Data Maintenance Menu\]](#) [\[Back to Home Page\]](#)

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



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.

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

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)

Assign Reset

[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

Supervisor 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
Demonstrator 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

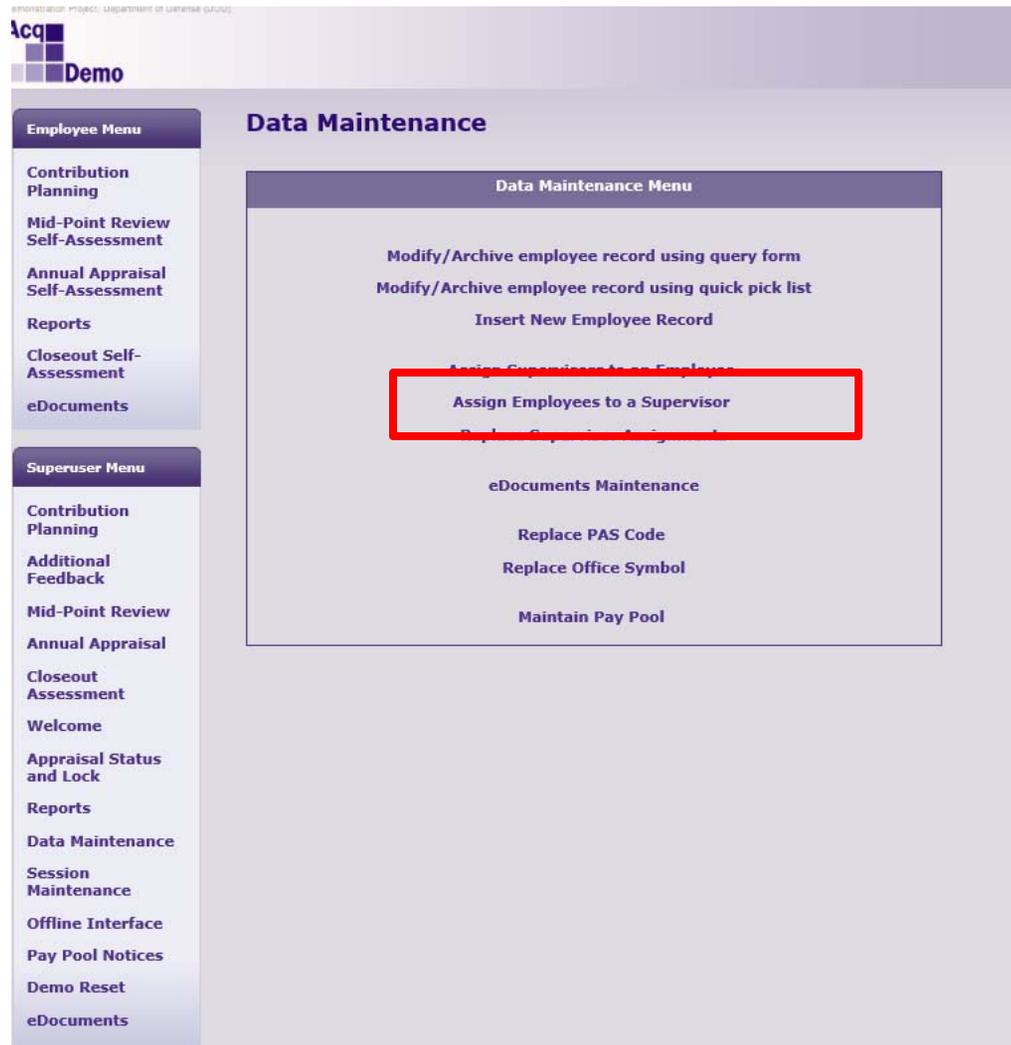
[Assign] [Reset]

[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.

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

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

- 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

Submit Reset

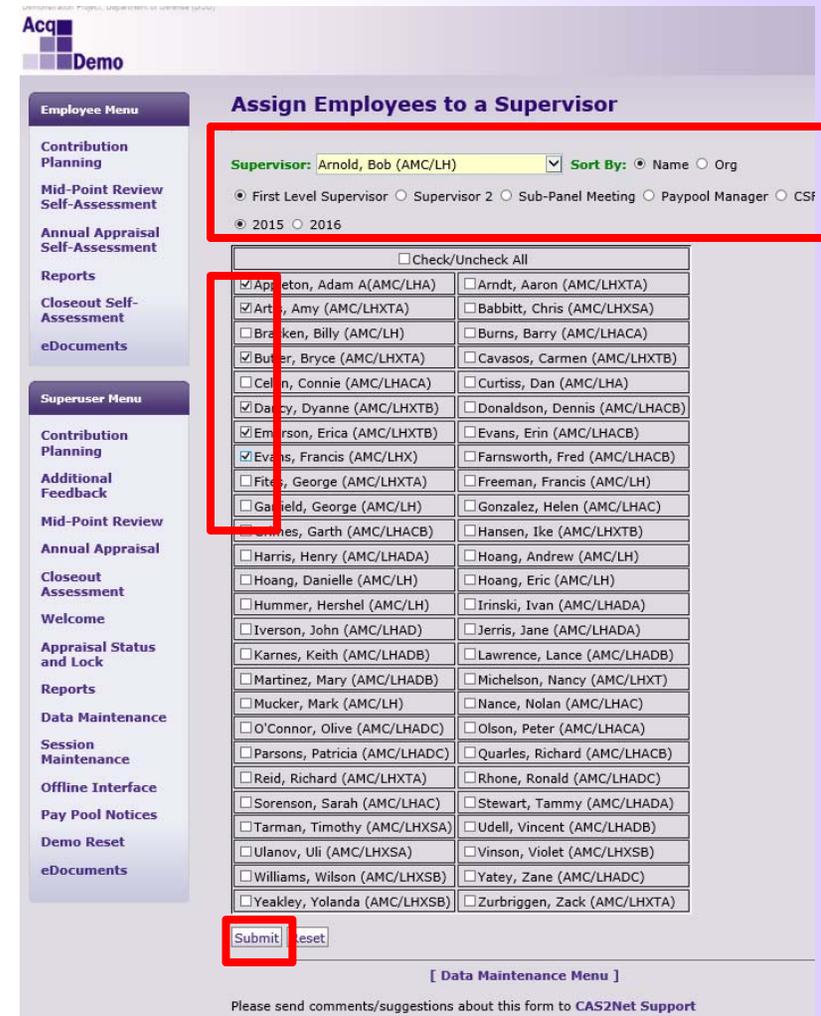
[Data Maintenance Menu]

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: 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 type="checkbox"/> Amdt, Aaron (AMC/LHXTA)
<input checked="" type="checkbox"/> Art, 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"/> Celin, Connie (AMC/LHACA)	<input type="checkbox"/> Curtiss, Dan (AMC/LHA)
<input checked="" type="checkbox"/> Darcy, 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"/> Fitey, 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"/> Givens, 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/LHADB)	<input type="checkbox"/> Lawrence, Lance (AMC/LHADB)
<input type="checkbox"/> Martinez, Mary (AMC/LHADB)	<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/LHADC)	<input type="checkbox"/> Olson, Peter (AMC/LHACA)
<input type="checkbox"/> Parsons, Patricia (AMC/LHADC)	<input type="checkbox"/> Quarles, Richard (AMC/LHACB)
<input type="checkbox"/> Reid, Richard (AMC/LHXTA)	<input type="checkbox"/> Rhone, Ronald (AMC/LHADC)
<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/LHADB)
<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/LHADC)
<input type="checkbox"/> Yeakley, Yolanda (AMC/LHXSB)	<input type="checkbox"/> Zurbruggen, Zack (AMC/LHXTA)

[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.

Assign Employees to a Supervisor

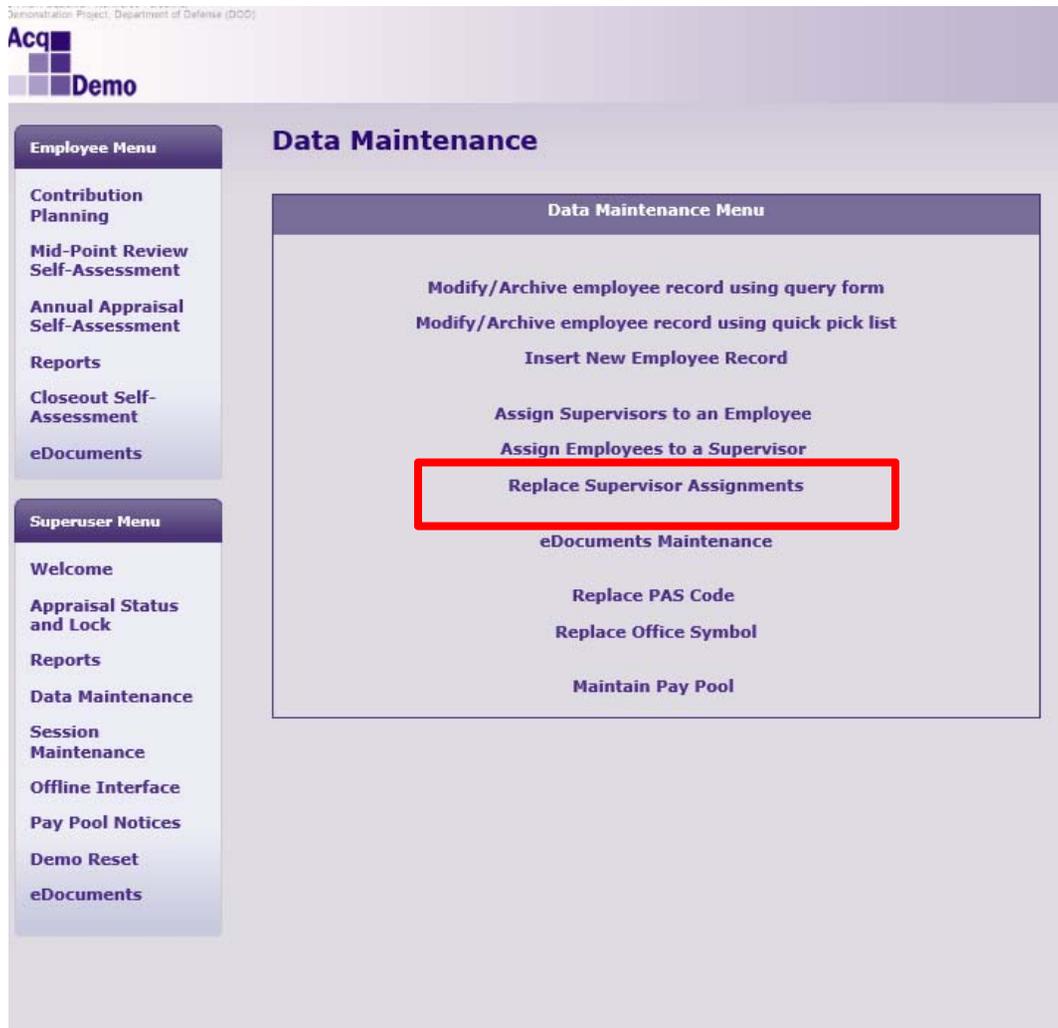
Supervisor: Sort By: Name Org

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 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"/> Espenorth, Fred (AMC/LHACB)

Replace Supervisor Assignments



- 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)-----

Update Clear

[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 (DDO)

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

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) ▼

Update | Clear

[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

Superuser 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)

[Data Maintenance Menu]

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

- Have supervisors use the improved Annual Appraisal status to track progress.

Annual Appraisal Status

Year: 2015

Employee	Self-Assessment	Supervisor Narrative	Categorical Status	Numerical Status	Employee Review	Presumptive Status
Danielle Hoang						None
Timothy Tarman						None
Uli Ulanov						None

Key:

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

- Select "History" button in the Employee Detail screen.

The screenshot displays a web interface for an Employee Detail screen. It is divided into several sections:

- Part 3: Complete this section for all employees requiring CAS2Net user accounts**
 - CAS2Net Access:** CAS2Net Access
 - EDIPI:**
 - Group:** Employee
- Part 4: Mid-Point Review Unlock**
 - Status:** Save Date:
Conducted:
Released:
 Unlock Mid-Point Review
- Buttons:** Update, Archive, Revert, **History** (highlighted with a red box), eDocuments, Close
- TOP** (link)

- Previous cycle data will be displayed.
- Click on the OCS score to change it or the "Edit Assessment" button to change factor scores and text.

Employee History Data for: Aaron Arndt (ID# 43)

Past Assessments:

Click on the OCS score to be changed or the "Edit Assessment" button to change factor scores and text.

Cycle	OCS Score	Action
2002	55	n/a - Pres. Circum.
2003	55	n/a - Pres. Circum.
2011	36	n/a - Pres. Circum.
2012	36	n/a - Pres. Circum.

Past Salaries:

Click on the salary value to be changed.

Year	Base Salary
2002	\$31,307
2003	\$32,278
2011	\$35,804
2015	\$38,005

Past Compensation Adjustments:

Click on the cycle year to be changed.

Cycle	Start Salary	G	IA	New Salary	CA	A1DY	BBM	A2DY	AD	I Disc	G Disc	CRI Ovr	CA Ovr	CRI Roll
2001	\$30,102	\$0	\$1,231	\$31,307	\$0	\$1,231	n/a	\$1,620	\$0	\$0	\$0	\$0	\$0	\$0
2014	\$37,628	\$377	\$0	\$38,005	\$0	\$0	n/a	\$0	\$500	\$0	\$0	\$0	\$0	\$1

- Edit OCS

Aaron Arndt - 2002 OCS Score Adjustment Form

Year: 2002

OCS Score:

Command:

- Edit Salary

Past Salaries:

Click on the salary value to be changed.

Year	Base Salary
2002	<input type="text" value="\$31,307"/>
2003	\$32,278
2011	\$35,804
2015	\$38,005

Aaron Arndt - 2001 Compensation Adjustment Form

Assessment

#	Factor	Cat Score	Score
1	Problem Solving		
2	Teamwork/Cooperation		
3	Customer Relations		
4	Leadership/Supervision		
5	Communication		
6	Resource Management		
		OCS	

Presumptive: 0

Base Pay and Award Calculations

Base Pay 2001:	\$30,102
Expected OCS:	38
Relative Score:	+0.01
UR Pay:	\$32,507
LR Pay:	\$29,040
CRI Target Pay:	\$30,099
CA Target Pay:	\$32,507
Rail Zone:	C2
CRI Delta Y:	-\$3
CA Delta Y:	\$2,405
G\$:	\$933
Alpha1 CRI Delta Y:	\$0
Discretionary CRI:	\$0
Alpha2 CA Delta Y:	\$569
Discretionary CA:	\$0
New Base Pay2002:	\$31,035
Total Award:	\$569

Parameters

G:	3.1%
CRI:	2.26000%
CA:	1.30000%
SPL Year:	2001
SPL Intercept:	\$14,244
SPL Base:	1.0200430
Beta 1:	0
Beta 2:	1
Alpha 1:	1.000000
Alpha 2:	0.237000

Command:

- Click "Reports" from the Navigation Bar. 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).
- 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 Navigation Bar. 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.

Employee Menu

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

Pay Pool Administrator Menu

- Contribution Planning

Supervisor Roster by Supervisor

Report Options

Pay Pool Selection: AMC/LH ▾

Report Format: PDF Excel

Command:

- 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/LHXSA
		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/LHXSB Williams, Wilson , AMC/LHXSE 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/LHXSA 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 shows a web application interface with a sidebar menu on the left and a main content area. The sidebar has two 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', 'Reports', 'Closeout Self-Assessment', and 'eDocuments'. The 'Pay Pool Administrator Menu' includes 'Contribution Planning', 'Additional Feedback', 'Mid-Point Review', and 'Annual Appraisal'. The main content area is titled 'Reports' and contains a list of 'Pay Pool Administrator Reports'. The 'Employee Roster' option is highlighted with a red rectangular box.

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

- The “Employee Roster” report is useful to see all the employees in the pay pool.

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

The screenshot shows the 'Employee Roster' report generation interface. On the left is a navigation menu with sections: 'Employee Menu' (containing Contribution Planning, Mid-Point Review Self-Assessment, Annual Appraisal Self-Assessment, Reports, Closeout Self-Assessment, and eDocuments) and 'Pay Pool Administrator Menu' (containing Contribution Planning). The main area is titled 'Employee Roster' and contains a 'Report Options' form. The form includes: 'Pay Pool Selection' dropdown menu set to 'AMC/LH'; 'Option' section with radio buttons for 'USAF' and 'All other' (selected); 'Report Format' section with radio buttons for 'PDF' (selected) and 'Excel'; '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. Red boxes highlight the 'Pay Pool Selection' dropdown and the 'Generate' button.

- CAS2Net generates the report in PDF format (or Excel if selected).
- Report displays all the Demo employees for the selected pay pool and some of their and pertinent information.



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	69	01-JAN-11
43	Arndt	Aaron			0138	AMC/LHXTA	Circum (recertify)	N	NK	2	0322	\$38,005	9L	37	37	01-FEB-99
19	Artis	Amy			3720	AMC/LHXTA	None	N	NH	2	0318	\$57,827	9L	61	61	01-FEB-99
15	Babbitt	Chris			0912	AMC/LHXSA	None	N	NH	3	0803	\$65,685	9L	65	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

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.

- 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.

Download Employee to Spreadsheet File

Report Options

AMC/LH
Ofc of Secy Army

Pay Pool Selection:

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

Mid-Point Review Report with Rater's Name

The mid-point review report shows the Rater's name in the header

Mid-Point Review for Adam A Appleton

RATER: Bob Arnold

As of 09/15/14 15:15

Broadband Level:

III

Occupational Series:

1550 - Computer Science

Career Path:

NH - Business Management and
Technical Management Professional

Expected OCS:

70

Contribution Planning:

Appleton CP

Employee Self-Assessment:

Supervisor Assessment:

Problem Solving

mid point review by supervisor

Teamwork/Cooperation

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
No Employees Selected				

Key:

-  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 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.



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.' Below this, instructions for uploading a signed document are provided, including a 'File to upload:' field, a 'Browse...' button, and an 'Upload File' button. An 'Exit' button is located 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.'

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
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: Browse...

Signature Status

Employee

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	

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

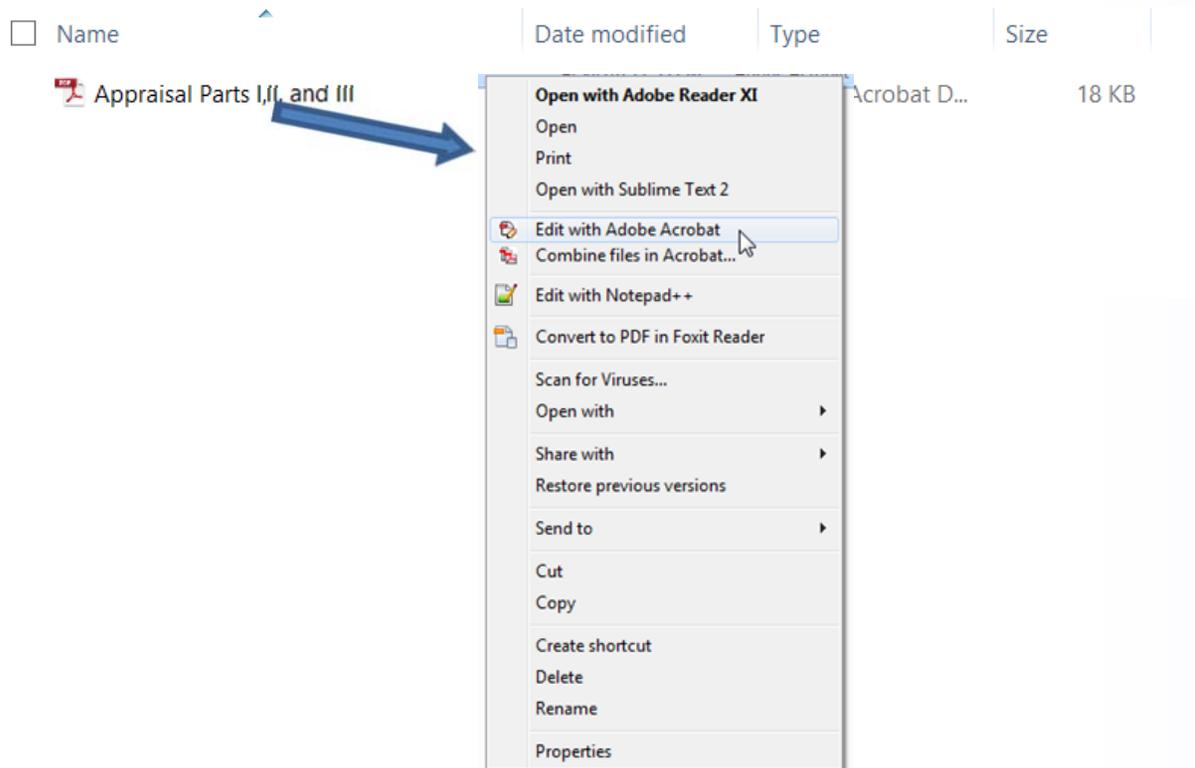
If a signed copy of the Annual Appraisal has already been saved, you'll need to add your signature to same document.

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*

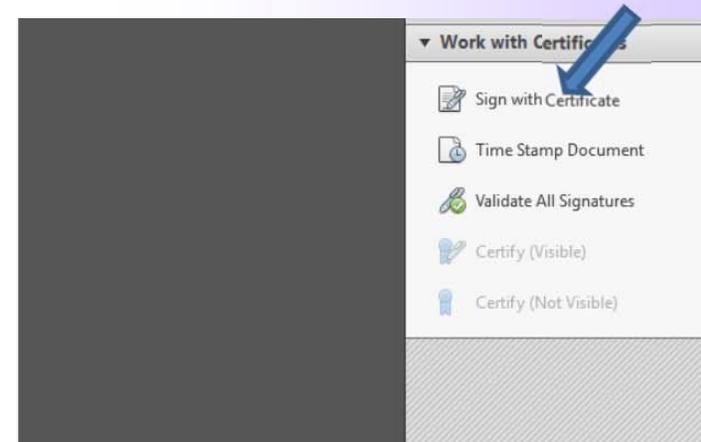


Use Adobe Pro to Sign the Appraisal –

- 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			
Name:	Aaron Arndt	Series:	0322
CAS2Net ID:	43	Broadband Level:	II
Organization:	AMC/LHXTA	Retained Pay:	No
Career Path:	NK	Presumptive:	Due to circumstance (recertify)
Appraisal Period:		From:	01-OCT-13
		To:	30-SEP-14
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.			
_____ danielle_dancy@sra.com <small>Digitally signed by danielle_dancy@sra.com DN: cn=danielle_dancy@sra.com Date: 2015.09.09 10:27:00 -0500</small>		_____	
Supervisor Print / Sign		Date	
_____		_____	
Employee Print / Sign		Date	
_____		_____	



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

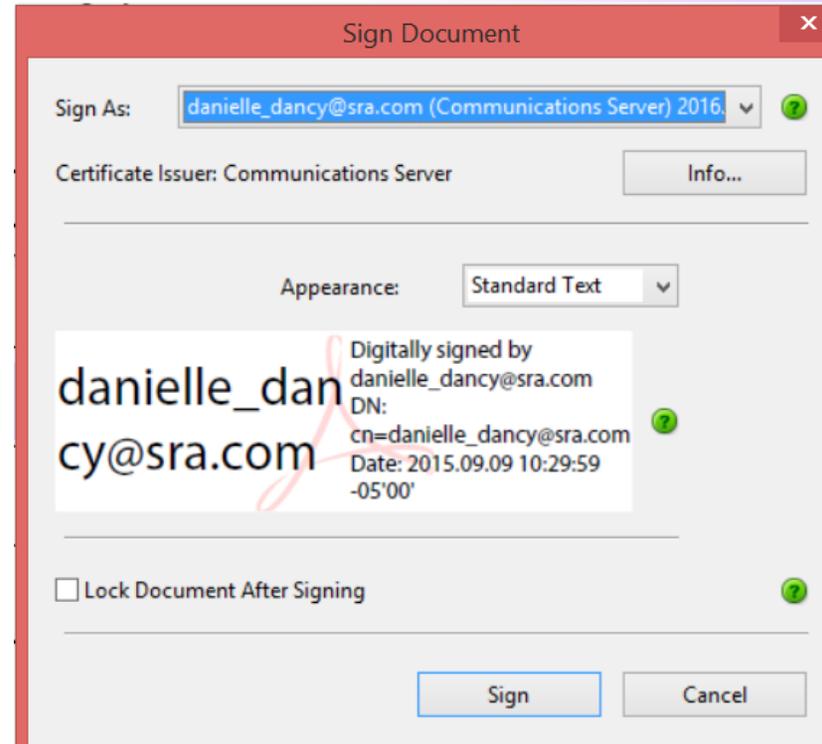
Part I: CCAS Salary Appraisal Form

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

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

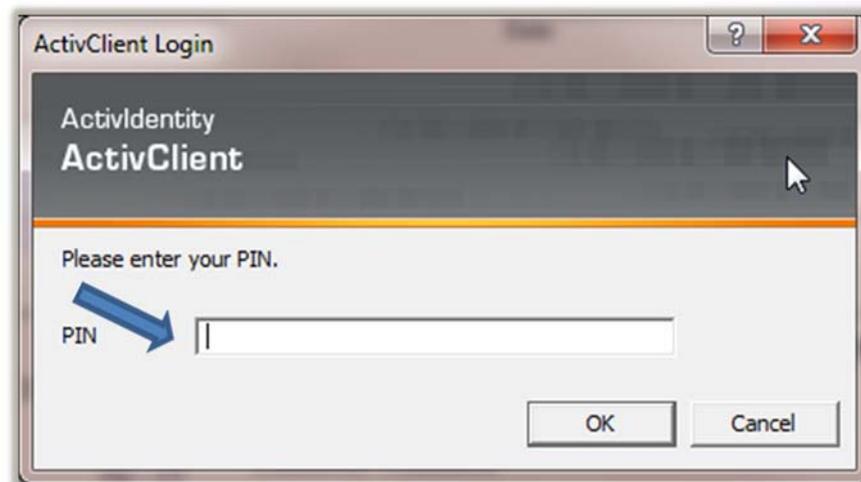
Discuss evaluation with employee and obtain signature confirming discussion. Signature of employee does not constitute agreement with CCAS appraisal.

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



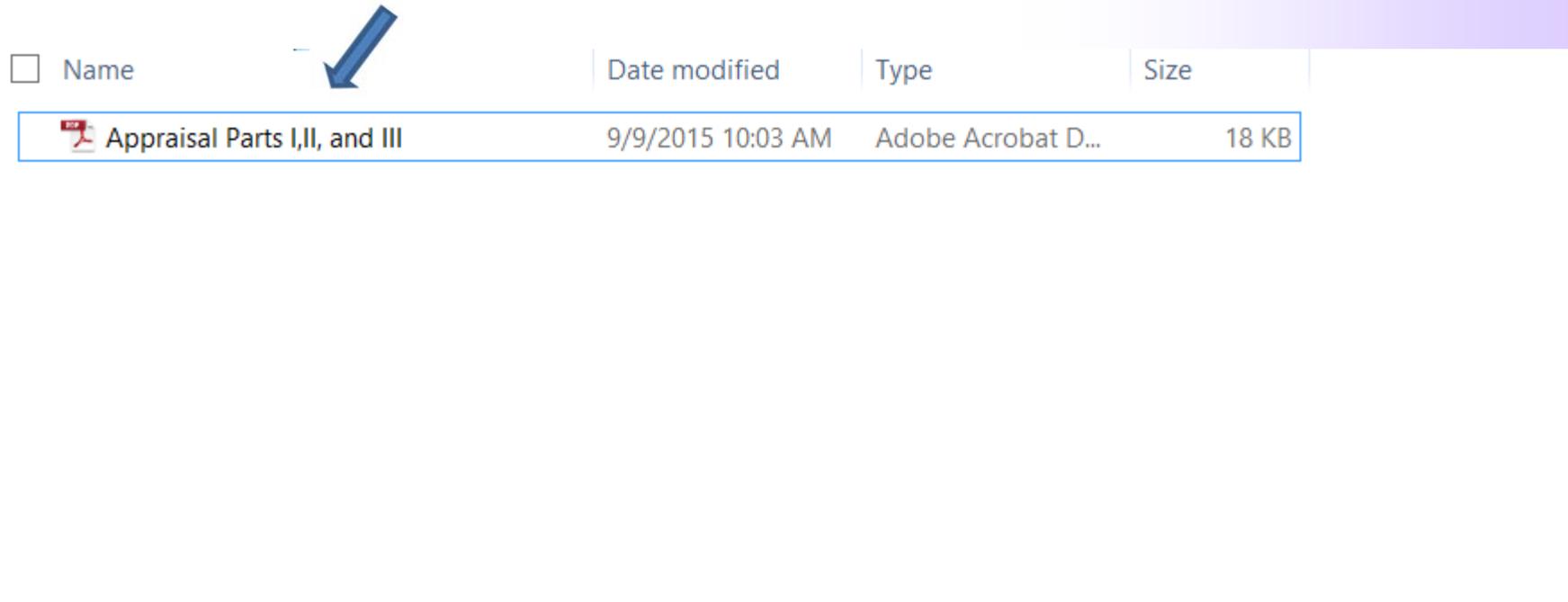
Use Adobe Pro to Sign the Appraisal

- 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
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

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

AutoNOA Process

- 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 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)

- 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

Other reports available to Pay Pool Administrators

- Appraisal Form Parts I, II, and III – Single Employees (and All Employees) generates one or all parts of the Appraisal for a specified employee or all employees for a specified supervisor.
- CAS2Net Status Report & Excel Spreadsheet shows all statuses for all employees in the pay pool.
- Contribution Planning Status shows status only for Contribution Planning.
- Mid-Point Review – Single Employee (and All Employees) generates the Mid-Point Review Form.
- Closeout Assessment – Single Employee (and All Employees) generates the Closeout Assessment Form.
- Appraisal Status Report shows status only for Appraisals.
- 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.

- Do you have any additional questions?

THANK YOU