CAS2Net 2.0
Administrator Training
Session
28 Mar 19 @ 1400
29 Mar 19 @ 1000

Conference line 28 Mar 19:
Dial: +1 (786) 535-3211
Access Code: 175-694-189

Prepared by:
Irene Rincon (RGG) &
Jerry Lee (MPF)

Conference line 29 Mar 19:
United States: +1 (571) 317-3122
Access Code: 969-264-813
Agenda

- Audience: Administrators

- Objective: Better Understanding of CAS2Net 2.0 Home Menu and Administrator Functions in Trusted Agent, Reports and Pay Pool Notices

- Home Menu
  - Welcome: Notifications/Dashboards
  - FAQs
  - Contacts

- Administrator Menu
  - Trusted Agent
  - Reports – Employee Data Report
  - Pay Pool Notices

- Admins Prep for Mid-Points
Home Menu Overview
Index: Notifications, Points of Contacts, & Dashboards
Home Menu

Home Menu On Every Users Acct
User Account Accesses determines the number of Panels available. In this example there are 6 different Panels.
Dashboards provides status of: (based on your role)

- Contribution Plan
- Midpoint Assessment
- Closeout Assessment
- Annual Assessment

As a supervisor (1 or 2) - overview view of all assigned employees status

As Manager or Administrator - overview view of Group, Pay Pool, or Sub-Panel Level
Index – Supervisor 1 Dashboard

Click on Pie Slice for Employee Detail

Employee Detail (Click on Name to Open File)
Index - Supervisor 2 Dashboard

Contribution Plan, Midpoint Assessment, Closeout Assessment, Additional Feedback, and Annual Assessment

Supervisor 2 Dashboard

Click on Pie Slice for Employee Detail

Employee Detail (Click on Name to Open File)
Index – Manager Dashboard

Click on Pie Slice for Employee Detail

Employee Detail (Click on Name to Open File)
Index – Administrator Dashboard

Click on Pie Slice for Employee Detail

Employee Detail (Click on Name to Open File)
Home Menu Overview
FAQs
Home > FAQs

CAS2Net 2.0

Your Session will expire in 13:30 minutes.

Frequently Asked Questions (FAQs)

Select /Click

FAQs

Select /Click

Select a Topic

AcqDemo and CAS2Net 2.0

Introduction

What are the desired results for AcqDemo?

What is CAS2Net 2.0 and how do I familiarize myself with it?

Where did AcqDemo come from, when did it start?

Show 100 entries

Administrator FAQs/Job-Aids

Contribution-Based Compensation and Appraisal System (CCAS)

Employee FAQs/Job-Aids

Super User FAQs/Job-Aids

Showing 1 to 3 of 3 entries

Supervisor FAQs/Job-Aids
FAQs Topics

- Topics organized by role assignment
- Following main topics on all FAQS:
  - AcqDemo & CAS2Net 2.0 Introduction
  - Contribution-Based Compensation and Appraisal System (CCAS)
  - Employee FAQs/Job-Aids
What is CAS2Net 2.0 and how do I familiarize myself with the system?
What is CAS2Net 2.0 and how do I familiarize myself with the system?

CAS2Net 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. The attached job-aid provides an introduction and overview of functions in CAS2Net system.

Attachment
For more information, see the attached file: CAS2Net_Intro&Overview.pdf
What is CAS2Net 2.0 and how do I familiarize myself with the system?

CAS2Net 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. The attached job-aid provides an introduction and overview of functions in CAS2Net system.

For more information, see the attached file [CAS2Net Intro&Overview.pdf](http://cas2net.army.mil/CAS2Net_Intro&Overview.pdf)
Home Menu Overview
About
About CAS2Net 2.0

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.
Home Menu Overview
Contacts
## Contacts

- **Index POC**
  - Supervisor
  - Sub-Panel Manager
  - Pay Pool Manager

- **POC on Home Menu**
  - Component/Organization

- **Altess ServiceNow**
  - 1-800-981-3234
  - usarmy.radford.peo-eis.other.service-desk@mail.mil

### Component/Address

<table>
<thead>
<tr>
<th>Component</th>
<th>POC</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key Demo Program Management Office</td>
<td><a href="mailto:acqDemos.Country@hilc.mil">acqDemos.Country@hilc.mil</a></td>
<td></td>
</tr>
<tr>
<td>All-Forces AFMC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All-Forces - all other</td>
<td>Aiken Singfield</td>
<td><a href="mailto:aiken.p.singfield@navy.mil">aiken.p.singfield@navy.mil</a></td>
</tr>
<tr>
<td></td>
<td>Patricia Leckey</td>
<td><a href="mailto:patricia.leckey@navy.mil">patricia.leckey@navy.mil</a></td>
</tr>
<tr>
<td></td>
<td>Howard Freder</td>
<td><a href="mailto:howard.freder@navy.mil">howard.freder@navy.mil</a></td>
</tr>
<tr>
<td>Navy</td>
<td>Sandy Green</td>
<td><a href="mailto:sandy.green@navy.mil">sandy.green@navy.mil</a></td>
</tr>
<tr>
<td>Navy Sep</td>
<td>Charles Gubic</td>
<td><a href="mailto:charles.gubic@navy.mil">charles.gubic@navy.mil</a></td>
</tr>
<tr>
<td>Navy NAVSEA</td>
<td>Pamela Verding</td>
<td><a href="mailto:pamela.verding@navy.mil">pamela.verding@navy.mil</a></td>
</tr>
<tr>
<td>Navy NAVNIR</td>
<td>Niki Irish</td>
<td><a href="mailto:niki.irish@navy.mil">niki.irish@navy.mil</a></td>
</tr>
<tr>
<td>Navy NAVAir</td>
<td>Niki Solomon</td>
<td><a href="mailto:niki.solomon@navy.mil">niki.solomon@navy.mil</a></td>
</tr>
<tr>
<td>Navy NAVCO</td>
<td>Rebecca Stapp</td>
<td><a href="mailto:rebecca.stapp@navy.mil">rebecca.stapp@navy.mil</a></td>
</tr>
<tr>
<td>Navy OCA-CM</td>
<td>Maurice Ward</td>
<td><a href="mailto:maurice.ward@navy.mil">maurice.ward@navy.mil</a></td>
</tr>
<tr>
<td>Navy AOSA</td>
<td>Donna Knisz</td>
<td><a href="mailto:donnaknisz@navy.mil">donnaknisz@navy.mil</a></td>
</tr>
<tr>
<td>Navy SEP</td>
<td>Pratha Iliam</td>
<td><a href="mailto:pratha.iliam@navy.mil">pratha.iliam@navy.mil</a></td>
</tr>
<tr>
<td>JEMC-RACO/SYSCOM</td>
<td>Sherrice White</td>
<td><a href="mailto:sherrice.white@acq.osd.mil">sherrice.white@acq.osd.mil</a></td>
</tr>
<tr>
<td>JEMC-RCTESA</td>
<td>Karen Kelly</td>
<td><a href="mailto:karen.kelly@acq.osd.mil">karen.kelly@acq.osd.mil</a></td>
</tr>
<tr>
<td>JSOC/Weapon</td>
<td>Susan Hart</td>
<td><a href="mailto:susan.hart@acq.osd.mil">susan.hart@acq.osd.mil</a></td>
</tr>
<tr>
<td>JSOC/Com</td>
<td>Matt Morgan</td>
<td><a href="mailto:matt.morgan@acq.osd.mil">matt.morgan@acq.osd.mil</a></td>
</tr>
<tr>
<td>AETV/AVCON/COM</td>
<td>Angela Winters</td>
<td><a href="mailto:angela.winters@acq.osd.mil">angela.winters@acq.osd.mil</a></td>
</tr>
<tr>
<td>1st Edition-DPA</td>
<td>Darrell Eubanks</td>
<td><a href="mailto:darrell.eubanks@acq.osd.mil">darrell.eubanks@acq.osd.mil</a></td>
</tr>
<tr>
<td>1st Edition-DMOA</td>
<td>Darrell Cantrell</td>
<td><a href="mailto:darrell.cantrell@acq.osd.mil">darrell.cantrell@acq.osd.mil</a></td>
</tr>
<tr>
<td>1st Edition-DMBC</td>
<td>Emily Wright</td>
<td><a href="mailto:emily.wright@acq.osd.mil">emily.wright@acq.osd.mil</a></td>
</tr>
<tr>
<td>1st Edition-DSO/C</td>
<td>Charlie Federer</td>
<td><a href="mailto:charlie.federer@acq.osd.mil">charlie.federer@acq.osd.mil</a></td>
</tr>
<tr>
<td>1st Edition-DSO/K</td>
<td>Brady Adams</td>
<td><a href="mailto:brady.adams@acq.osd.mil">brady.adams@acq.osd.mil</a></td>
</tr>
<tr>
<td>1st Edition-DSO/K</td>
<td>Samir Jose</td>
<td><a href="mailto:samir.jose@acq.osd.mil">samir.jose@acq.osd.mil</a></td>
</tr>
<tr>
<td>1st Edition-DSO/K</td>
<td>饺子 Greger</td>
<td><a href="mailto:greger.jose@acq.osd.mil">greger.jose@acq.osd.mil</a></td>
</tr>
<tr>
<td>1st Edition-DSO/K</td>
<td>Leita Zemmer</td>
<td><a href="mailto:leita.zemmer@acq.osd.mil">leita.zemmer@acq.osd.mil</a></td>
</tr>
<tr>
<td>1st Edition-DSO/K</td>
<td>Geoff Odom</td>
<td><a href="mailto:geoff.odom@acq.osd.mil">geoff.odom@acq.osd.mil</a></td>
</tr>
<tr>
<td>1st Edition-DSO/K</td>
<td>Felicia Smith</td>
<td><a href="mailto:felicia.smith@acq.osd.mil">felicia.smith@acq.osd.mil</a></td>
</tr>
</tbody>
</table>

http://acqdemo.hci.mil
Contacts

Your first point of contact should be your supervisor or pay pool administrator.

Component/Organization Contact Information

For technical assistance contact PD ALITESS Service Desk (1-800-981-3234)

<table>
<thead>
<tr>
<th>Component</th>
<th>POC</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>AcqDemo Program Management Office</td>
<td></td>
<td><a href="mailto:AcqDemo.Contact@hci.mil">AcqDemo.Contact@hci.mil</a></td>
</tr>
<tr>
<td>Air Force AFMC</td>
<td></td>
<td><a href="mailto:HQAFMCA1.A1KA.AcqDemoHelpMailbox@us.af.mil">HQAFMCA1.A1KA.AcqDemoHelpMailbox@us.af.mil</a></td>
</tr>
<tr>
<td>Air Force - all other</td>
<td>Alison Stogsdill</td>
<td><a href="mailto:alison.p.stogsdill.civ@mail.mil">alison.p.stogsdill.civ@mail.mil</a></td>
</tr>
<tr>
<td></td>
<td>Patricia Lindsay</td>
<td><a href="mailto:patricia.a.lindsey2.civ@mail.mil">patricia.a.lindsey2.civ@mail.mil</a></td>
</tr>
<tr>
<td></td>
<td>Hazel Frazier</td>
<td><a href="mailto:hazel.e.frazier.civ@mail.mil">hazel.e.frazier.civ@mail.mil</a></td>
</tr>
<tr>
<td></td>
<td>Sandy Brock</td>
<td><a href="mailto:sandra.j.brock.civ@mail.mil">sandra.j.brock.civ@mail.mil</a></td>
</tr>
<tr>
<td></td>
<td>Charley Gulac</td>
<td><a href="mailto:Charley.c.gulac.civ@mail.mil">Charley.c.gulac.civ@mail.mil</a></td>
</tr>
</tbody>
</table>

Contacts list is available on all users Home Menu
Administrator Menu Overview
Trusted Agent
Reports – Employee Data Report
Pay Pool Notices
Administrator Menu > Trusted Agent

- Define: User who is granted Supervisor role in order to perform the supervisory task in absence of a supervisor

- When/Why would I use this?
  - When a Supervisor is or will be unavailable to perform the Supervisor function, due to mission requirements, in CAS2Net.

- Who assigns this role?
  - Administrator or Super User can assign this role
Trusted Agent

Must have this role in your Menu
Trusted Agent

- Two Panels:
  - Organization Level
    - User Drop-down Menu to select PayPool for that Supervisor
  - Trusted Agents
    - Select “Add Trusted Agent” to assign role of Trusted agent
Add a Trusted Agent

Use Drop Down menus to find User (supervisor) whose roles require Trusted Agent

Once roles have been assigned, Select “Save” Button
Trusted Agent Added to List

The Trusted Agents screen shows that a Trusted Agent, Lead has been added to the list. The organization level is NAVAIR - Test Only - NAVAIR-Test Only.
Delete a Trusted Agent

To Delete Role Assignment, Select the Supervisory Role that needs to be modified.

Select /Click

[Image of a webpage showing a table with User and Trusted Agent columns. The selected row is highlighted with the text: Supervisor, Lead and TrustedAgent, Lead.]
Delete a Trusted Agent

Select Delete to delete the role assignment

Confirm by selecting “Delete” again.
Trusted Agent Removed

Trusted Agents list is no longer populated
Administrator Menu Overview
Reports – Employee Data Report
Admin > Reports

Select /Click
Admin > Reports

- Fiscal Year Based Reports
  - Reports captured based on fiscal data
  - Report buttons populate based on Approved/Released Assessments

- Current Setting Reports
  - Reports based on current data
Reports > Appraisal Status

- Appraisal Status
### Reports > Appraisal Status

- **20 Column Spreadsheet**
- **Provides Status on:**
  - Contribution Plans
  - MidPoint Assessment
  - Closeout
  - Annual Assessments
- **Statuses:**
  - Approved
  - Draft
  - Not Started
  - Submitted

### Midpoint/Annuals

Counts the # of characters in each factor field

<table>
<thead>
<tr>
<th>Employee Id</th>
<th>Last Name</th>
<th>First Name</th>
<th>Office Symbol</th>
<th>Supervisor</th>
<th>Sub-Panel</th>
<th>Sub-Panel Manager</th>
<th>Paypool</th>
<th>Paypool Manager</th>
<th>AcqDemo Start Date</th>
<th>Contribution Plan Status</th>
<th>Midpoint Status</th>
<th>Midpoint - Job Achievement and/or Innovation</th>
<th>Midpoint - Communication and/or Teamwork</th>
<th>Midpoint - Mission Support</th>
<th>Closeout Status</th>
<th>Annual Status</th>
<th>Annual - Job Achievement and/or Innovation</th>
<th>Annual - Communication and/or Teamwork</th>
<th>Annual - Mission Support</th>
</tr>
</thead>
</table>
Current Settings Reports

• Five Type of Current Reports
  • Employee Data
    • Field selection Report
  • Employee Roster
    • Snapshot Report on Employees
      • Presumptive Status, Retain Pay, Career Path, Broadband Level, Occ Series, Salary, Locality, HRSO code, Prev OCS, Start Date
  • Supervisor Roster
    • List of employees and their Supervisor 1, Supervisor2, PayPool Manager, and Sub-Panel Manager Names
  • Organization Roster
    • List Group, PayPool, Sub-Panel CAS2Net IDs
  • Organization Role Roster
    • List user role assignment: Manager, 2nd Manager, Administrator, and SuperUser
Employee Data Report

- Select Employee Data Button
  - Report default includes all employee
  - Option check box for “Only Demo Employee”

- Select fields to populate report
  - Default includes Pay Pool and Employee Name
  - Check Box for all fields
# Employee Data Report

## Field Options

1. Pay Pool
2. Employee Name
3. Pay Pool Manager
4. Sub-Panel Manager
5. 1st Level Supervisor
6. 2nd Level Supervisor
7. CAS2Net ID#
8. EDIPI
9. Email Address
10. AcqDemo Start Date
11. Start Date in Organization
12. Home Organization
13. Office Symbol
14. Retained Pay Status
15. Presumptive Status
16. HRSO Code
17. Career Path
18. Broadband
19. Occ Series
20. Acquisition Career Field (Current Only)
21. Certification Level Required (Current Only)
22. Certification Level Completed (Current Only)
23. Locality
24. Base Salary
25. Control Point Salary
26. Previous OCS
27. EOCS Lower
28. Expected OCS
29. EOCS Upper
30. Categorical Factor Scores
31. Final Factor Scores
32. Current OCS
33. PAQL Raw Avg Rating
34. Performance Rating of Record
35. PAQL Factor Scores
36. Wildcard 1
37. Wildcard 2
38. Wildcard 3
39. Wildcard 4
40. Wildcard 5
41. Wildcard 6
42. Wildcard 7
43. Wildcard 8

---

[http://acqdemo.hci.mil](http://acqdemo.hci.mil)
Employee Data Report

- Example
  - Selected check box for “Only Demo Employee”
  - Pay Pool
  - Employee Name
  - 1st Level Supervisor
  - AcqDemo Start Date
  - Home Organization
  - Office Symbol
Employee Data Report

• Select Pay Pools
  – Option to Select
    • All
    • One
    • Multiple

Select Pay Pool(s)

Select Pay Pool(s)/Sub-Panel(s) □ Check All (None checked will run for all pay pools)

- □ GDIT2 - GDIT2
- □ NAVAIR - Test Only - NAVAIR-Test Only
- □ PP99999 - PM Widget
- □ RCCTO - RCCTO
- □ rue pay pool - RPP
- □ xyz - my paypool

Cancel  Continue

Downloading...

Please wait for download to begin!

Cancel
## Employee Data Report

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Pool</td>
<td>Employee Name</td>
<td>1st Level Supervisor</td>
<td>AcqDemo Start Date</td>
<td>Home Organization</td>
<td>Office Symbol</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>xyz</td>
<td></td>
<td></td>
<td>xyz</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>xyz</td>
<td></td>
<td></td>
<td>xyz</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>xyz</td>
<td></td>
<td></td>
<td>xyz</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>xyz</td>
<td></td>
<td></td>
<td>xyz</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>xyz</td>
<td></td>
<td></td>
<td>xyz</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>xyz</td>
<td></td>
<td></td>
<td>xyz</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>xyz</td>
<td></td>
<td></td>
<td>xyz</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>xyz</td>
<td></td>
<td></td>
<td>xyz</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>xyz</td>
<td></td>
<td></td>
<td>xyz</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>xyz</td>
<td></td>
<td></td>
<td>xyz</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>xyz</td>
<td></td>
<td></td>
<td>xyz</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>xyz</td>
<td></td>
<td></td>
<td>xyz</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>xyz</td>
<td></td>
<td></td>
<td>xyz</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>xyz</td>
<td></td>
<td></td>
<td>xyz</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>xyz</td>
<td></td>
<td></td>
<td>xyz</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>xyz</td>
<td></td>
<td></td>
<td>xyz</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>xyz</td>
<td></td>
<td></td>
<td>xyz</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>xyz</td>
<td></td>
<td></td>
<td>xyz</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>rue pay pool</td>
<td></td>
<td></td>
<td>5/1/2018</td>
<td>rue pay pool</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>xyz</td>
<td></td>
<td></td>
<td>xyz</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>xyz</td>
<td></td>
<td></td>
<td>xyz</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>xyz</td>
<td></td>
<td></td>
<td>xyz</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

http://acqdemo.hci.mil
Administrator Menu Overview
Pay Pool Notice
Admin> Pay Pool Notices

Select /Click
### List Pay Pool Notices

<table>
<thead>
<tr>
<th>Date</th>
<th>Pay Pool</th>
<th>Description</th>
<th>Notice</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018-06-25 11:01:21</td>
<td>AMC/LH, 1110</td>
<td>test</td>
<td>test.txt</td>
</tr>
<tr>
<td>2018-06-27 15:53:17</td>
<td>1001</td>
<td>idcc</td>
<td>JRP IDOC CHECKLIST.docx</td>
</tr>
<tr>
<td>2018-07-25 06:08:31</td>
<td>1001</td>
<td>AcqDemo</td>
<td>AcqDemo.xlsx</td>
</tr>
<tr>
<td>2018-08-08 15:54:33</td>
<td>1001</td>
<td>CMS Test 1</td>
<td>CMS 2018 dev30.xdsn</td>
</tr>
<tr>
<td>2018-08-08 15:54:54</td>
<td>1001</td>
<td>CMS Test 2</td>
<td>ppAMCLH_to_CMS_7_25_2018.csv</td>
</tr>
<tr>
<td>2018-08-08 15:55:09</td>
<td>1001</td>
<td>CMS Test 3</td>
<td>ppAMCLH_to_Sub-Panel_Chris_Babbitt_7_6_2018.csv</td>
</tr>
<tr>
<td>2018-03-06 14:00:12</td>
<td>1001, 1012, 1017</td>
<td>CMS Test 4</td>
<td>Sub-Panel Meeting 2018 dev17.pdf</td>
</tr>
</tbody>
</table>

Showing 1 to 7 of 7 entries
Archive Pay Pool Notices

Pay Pool Notices

- Date: 2018-06-25 11:01:21, Pay Pool: AMC/LH, 1110, Description: test, Notice: test.txt
- Date: 2018-06-27 15:53:17, Pay Pool: 1001, Description: idoc, Notice: JRP IDOC CHECKLIST.docx

Archive Pay Pool Notice

Select Pay Pool(s)
- Check All (None checked will run for all pay pools)
- 1001 - ASAALT

Archive
# Archive Pay Pool Notices

## List Pay Pool Notices

### Pay Pool Notices

<table>
<thead>
<tr>
<th>Date</th>
<th>Pay Pool</th>
<th>Description</th>
<th>Notice</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018-06-27 15:53:17</td>
<td>1001</td>
<td>idoc</td>
<td>JRP IDOC CHECKLIST.docx</td>
</tr>
<tr>
<td>2018-07-25 06:08:31</td>
<td>1001</td>
<td>AcqDemo</td>
<td>AcqDemo.xlsx</td>
</tr>
<tr>
<td>2018-08-08 15:54:33</td>
<td>1001</td>
<td>CMS Test 1</td>
<td>CMS 2018 dev30.xlsx</td>
</tr>
<tr>
<td>2018-08-08 15:54:54</td>
<td>1001</td>
<td>CMS Test 2</td>
<td>ppAMCLH_to/cms_7_25_2018.csv</td>
</tr>
<tr>
<td>2018-08-08 15:55:09</td>
<td>1001</td>
<td>CMS Test 3</td>
<td>ppAMCLH_to_Sub-Panel_Chris_Babbitt_7_6_2018.csv</td>
</tr>
<tr>
<td>2019-03-06 14:00:12</td>
<td>1001, 1012, 1017</td>
<td>CMS Test 4</td>
<td>Sub-Panel Meeting 2018 dev17.pdf</td>
</tr>
</tbody>
</table>
Administrator Prep for Mid-Points

- Appraisal Status Reports
- Dashboards
Administrator Training Sessions

March 28, 2019 @ 2:00 pm
March 29, 2019 @ 10:00 am

TOPICS

• Home Menu
  • Welcome: Notifications/Dashboards
  • FAQs
  • Contacts

• Administrator Menu
  • Trusted Agent
  • Reports – Employee Data Report
  • Pay Pool Notices

• Admins Prep for Mid-Points
Administrator Training Sessions

April 9, 2019 @ 1000
April 9, 2019 @ 1400

April 25, 2019 @ 1000
April 25, 2019 @ 1400

Topics:

• Administrator Menu
  – User Management
    • Assigned – Bulk Change
    • Bulk Update – Review Spreadsheet
  – Update History Due to Grievance
  – eDocuments

• TBD – Administrator Inputs

• Send topics to AcqDemo.Contact@hci.mil
Open Discussion

QUESTIONS
AcqDemo Program Support

Additional Resources

- CAS2Net 2.0 Users Guide
- Website eLearning:
  - CAS2Net 2.0 for Employees and Supervisors
  - CAS2Net 2.0 for Administrators
- Job Aid for Employee, Supervisor 1 and 2 (Contribution Plan, Midpoint Assessment, and Annual Assessment)
- Focus Session Slides
- Electronic Contact Info:
  - Altess ServiceNow Service Desk 24/7/365
  - 1-800-981-3234
  - usarmy.radford.peo-eis.other.service-desk@mail.mil