

# Contribution-based Compensation and Appraisal System (CCAS)

## Job Aid - Contribution Plan

Mid-Point  
Closeout  
Annual

***Employee***

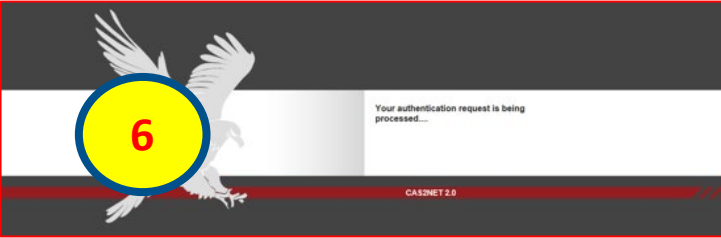
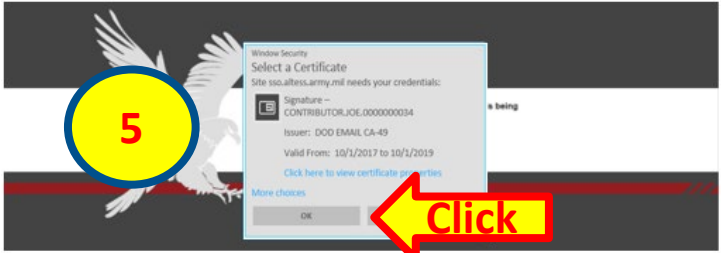
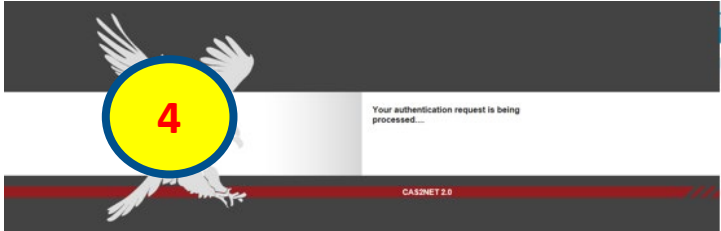
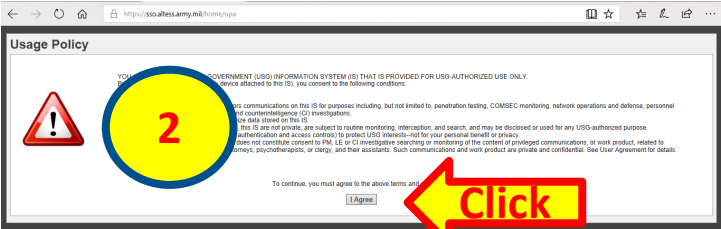
*The following slides may be slightly different when you access CAS2Net due to continuing refinement of CAS2Net.*

## Purpose

**This job aid is a guide on the work flow for the CCAS Contribution Plan in CAS2Net.**

# CAS2Net Login

1 Use <https://cas2net.army.mil> and Save to Favorites



# Contribution Plan - Employee

The screenshot displays the CAS2Net 2.0 user interface. On the left is a dark navigation menu with a 'Menu' header. The 'Home' option is highlighted in purple. Below it are 'Index', 'FAQs', 'About', and 'Contact'. The 'Employee' option is expanded, showing a list of items: 'Contribution Plan', 'Annual Assessment', 'Additional Feedback', 'eDocuments', and 'Reports'. A red arrow with the word 'Click' points to the 'Contribution Plan' item. The main content area shows a 'Welcome to CAS2Net 2.0' header, followed by a purple 'Points of Contact' section. Below this is a table with columns for 'Supervisor 1', 'Email', and 'Phone Number'. The table contains one row with the following data:

Supervisor 1	Email	Phone Number
SUPERVISOR, SARA	<a href="mailto:JEROLD.LEE@HCI.MIL">JEROLD.LEE@HCI.MIL</a>	

At the bottom of the main content area, there is a green footer bar with the text: 'CAS2Net 2.0 - Powered by ALTESS', 'The information contained herein is covered by the Privacy Act of 1974', and 'For Official Use Only (FOUO)'.

# Contribution Plan - Employee

The screenshot displays the 'Contribution Plan for JOE' interface. On the left is a navigation menu with options: Home, Administrator, Employee, Contribution Plan, Midpoint Assessment, Annual Assessment, Additional Feedback, eDocuments, and Reports. The main content area shows two expandable panels: 'General Information' (labeled as Panel 1) and 'Contribution Planning' (labeled as Panel 2). At the bottom right, there are three action buttons: 'Cancel', 'Save', and 'Submit to Supervisor 1'. A session timer at the top indicates 'Your Session will expire in 14:43 minutes.' Annotations include a blue arrow pointing to the timer labeled 'Session Countdown Timer', a box explaining that clicking '+' expands a panel and '-' collapses it, and a box pointing to the action buttons labeled 'Action Buttons'.

# Contribution Plan - Employee

Menu

- Home
- Index
- FAQs
- About
- Contact
- Employee**
- Contribution Plan**
- Midpoint Assessment
- Annual Assessment
- Additional Feedback
- eDocuments
- Reports

### Contribution Plan for JOE CONTRIBUTOR (Draft)

General Information

Fiscal Year: 2019

Supervisor Level 1: SUPERVISOR, SAM

Supervisor Level 2:

Broadband Level: III

Occupational Series:

Sub-Panel Manager:

Career Path: NH - Business Management and Technical Management Professional

Pay Pool Manager:

Click + to Expand Panel

Contribution Planning

Cancel Save Submit to Supervisor 1

CAS2Net 2.0 - Powered by ALTESS The information contained herein is covered by the Privacy Act of 1974 For Official Use Only (FOUO)

# Contribution Plan - Employee

The screenshot shows a web application interface for creating a contribution plan. The title is "Contribution Plan for JOE CONTRIBUTOR (Draft)". The interface is divided into sections: "General Information", "Contribution Planning", and "Individual Objectives".

**General Information:**

- Fiscal Year: 2019
- Supervisor Level 1: SUPERVISOR, SAM
- Supervisor Level 2:
- Sub-Plan Manager:
- Pay Pool Manager:
- Broadband Level: III
- Occupational Series:
- Career Path: NH - Business Management and Technical Management Professional
- Expanded OCS and Manager: 60-100 - 170

**Contribution Planning:**

- Effective Date: 10-01-2018

**Individual Objectives:**

A text editor is visible with a character count of 0/6000. A callout box states: "6,000 Characters for Individual Objectives Can Paste 5,400 Characters from Word Doc".

**Callouts:**

- A blue callout box points to the "(Draft)" status: "Note Status is Draft".
- A yellow callout box points to the "Fiscal Year" dropdown: "Ensure Current Fiscal Year".
- A yellow callout box points to the "Individual Objectives" section: "Some Pay Pool Business Rules May Have Mandatory Objective(s) and/or Require Objectives for Each Factor. (If in Slide Show, click this box to go to Mandatory Objectives)".

**Navigation:**

- Left sidebar menu: Home, Index, FAQs, About, Contact, Employee, **Contribution Plan**, Midpoint Assessment, Annual Assessment, Additional Feedback, eDocuments, Reports.
- Bottom buttons: Cancel, Save, Submit to Supervisor 1.

# Writing Tool Kit

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

The screenshot shows the 'Contribution Planning' application window. At the top, there is a purple header bar with the title 'Contribution Planning' and a close button. Below the header, there is a date selection field labeled 'Effective Date:' with the value '10-01-2018' and a calendar icon. The main content area is titled 'Individual Objectives:'. A red-bordered toolbar is overlaid on the interface, containing various icons for editing and document management. A red arrow points from this toolbar to a larger, detailed view of the toolbar at the bottom of the image. This detailed view is divided into several sections, each with a callout box:

- Save/Preview/Print/**: A green-bordered box containing icons for saving, previewing, and printing.
- Cut/Copy/Paste/Paste as Plain Text/Paste from Word/**: A purple-bordered box containing icons for cutting, copying, pasting, and pasting as plain text.
- Undo/Redo/Find/Replace/Select All**: A black-bordered box containing icons for undo, redo, find, replace, and select all.
- Bold/Italic/Underline**: A blue-bordered box containing icons for bold, italic, and underline.
- Insert Remove Numbered List/Insert Remove Bulleted/**: A green-bordered box containing icons for inserting and removing numbered and bulleted lists.
- Decrease Indent/Increase Indent/**: A black-bordered box containing icons for decreasing and increasing text indent.
- Align Left/Center/Align Right/Justify/**: A purple-bordered box containing icons for left, center, right, and justified text alignment.
- Maximize/Show Blocks**: A brown-bordered box containing icons for maximizing the window and showing/hiding blocks.

At the bottom left of the application window, it says 'Auto Save Timeout: 300'. At the bottom right, it says 'Characters: 0/6000' and 'Count may differ from Microsoft Word'.



# Auto Save

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

Contribution Planning

Effective Date:  
10-01-2018

Individual Objectives:

Develop a computer program to track material storage and delivery of widget amplification parts.

**Auto Save is activated upon typing or pasting text**

Auto Save Timeout: 206

Contribution Planning

Effective Date:  
10-01-2018

Individual Objectives:

Develop a computer program to track material storage and delivery of widget amplification parts. Consolidate

**Auto Save after 300 seconds (5 minutes)**

Auto Save Timeout: Saved

Characters: 108/6000  
\*Character count may differ from Microsoft Word

Cancel Save Submit to Supervisor 1

Best Practice to Save Often

# Spell Check

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

Contribution Planning

Effective Date:  
10-01-2018

Individual Objectives:

Develop a computer program to track material storage and delivery of widget amplification parts. Consolidate

Auto Save Timeout: 73 Characters: 108/6000

\*Character count may differ from Microsoft Word

# Contribution Plan - Employee

Menu

- Home
- Index
- FAQs
- About
- Contact
- Employee
- Contribution Plan
- Midpoint Assessment
- Annual Assessment
- Additional Feedback
- eDocuments
- Reports

## Contribution Plan for JOE CONTRIBUTOR (Draft)

General Information

Fiscal Year: 2019			
Supervisor Level 1: SUPERVISOR, SAM	Supervisor Level 2:	Sub-Panel Manager:	Pay Pool Manager:
Broadband Level: III	Occupational Series:	Career Path: NH - Business Management and Technical Management Professional	Expected COPI and Manager: 60-100 - 00

Contribution Planning

Effective Date: 10-01-2018

Individual Objectives:

Develop a computer program to track material storage and delivery of weapon system parts from the Supply Department to the Operating Forces.

Coordinate with organization elements and contractors to resolve a classified e-mail problem.

As the Help Desk Assistant, assist over 300 Operating Forces customers monthly by providing accurate and timely responses to all questions and requests for assistance.

Volunteer to lead teaching six Microsoft Office classes and various administrative correspondence courses.

Establish contact with matrix activities, HQ, and other services and agencies to provide/maintain accurate information on the widget amplification program.

Provide improved budget procedures and guidance.

Characters: 714/6000

Auto Save Timeout: 284
\*Character count may differ from Microsoft Word

Cancel
Save
Submit to Supervisor 1

Enter Objectives

# Contribution Plan - Employee

Menu

- Home
- Index
- FAQs
- About
- Contact
- Employee**
- Contribution Plan**
- Midpoint Assessment
- Annual Assessment
- Additional Feedback
- eDocuments
- Reports

## Contribution Plan for JOE CONTRIBUTOR (Draft)

**General Information**

Fiscal Year: 2019

Supervisor Level 1: SUPERVISOR, SAM  
Supervisor Level 2:  
Sub-Panel Manager:  
Pay Pool Manager:

Broadband Level: III  
Occupational Series:  
Career Path: NH - Business Management and Technical Management Professional  
Expected COCI and Range: 62-100 - 05

**Contribution Planning**

Effective Date: 10-01-2018

**Individual Objectives:**

Develop a computer program to track material storage and delivery of weapon system parts from the Supply Department to the Operating Forces.

Coordinate with organization elements and contractors to resolve a classified e-mail problem.

As the Help Desk Assistant, assist over 300 Operating Forces customers monthly by providing accurate and timely responses to all questions and requests for assistance.

Volunteer to lead teaching six Microsoft Office classes and various administrative correspondence courses.

Establish contact with matrix activities, HQ, and other services and agencies to provide/maintain accurate information on the widget amplification program.

Provide improved budget procedures and guidance.

Characters: 714/6000

Auto Save Timeout: 284

\*Character count may differ from Microsoft Word

**Click Save** → Save Submit to Supervisor 1

# Contribution Plan - Employee

Menu

- Home
- Index
- FAQs
- About
- Contact
- Employee
- Contribution Plan
- Midpoint Assessment
- Annual Assessment
- Additional Feedback
- eDocuments
- Reports

## Contribution Plan for JOE CONTRIBUTOR (Draft)

General Information

Fiscal Year: 2019

Supervisor Level 1: SUPERVISOR, SAM	Supervisor Level 2:	Sub-Panel Manager:	Pay Pool Manager:
Broadband Level: III	Occupational Series:	Career Path: NH - Business Management and Technical Management Professional	Expected COPI and Manager: 20-100 - 00

Contribution Planning

Effective Date: 10-01-2018

**Individual Objectives:**

Develop a computer program to track material storage and delivery of weapon system parts from the Supply Department to the Operating Forces.

Coordinate with organization elements and contractors to resolve a classified e-mail problem.

As the Help Desk Assistant, assist over 300 Operating Forces customers monthly by providing accurate and timely responses to all questions and requests for assistance.

Volunteer to lead teaching six Microsoft Office classes and various administrative correspondence courses.

Establish contact with matrix activities, HQ, and other services and agencies to provide/maintain accurate information on the widget amplification program.

Provide improved budget procedures and guidance.

Characters: 714/6000

Auto Save Timeout: 284

Click Submit to Supervisor 1
Submit to Supervisor 1

# Contribution Plan - Employee

The screenshot displays the CAS2Net 2.0 interface. At the top, it shows 'CAS2Net 2.0' and 'Your Session will expire in 13:03 minutes'. The user is identified as 'JOE CONTRIBUTOR'. A sidebar on the left contains a menu with 'Employee' selected, and sub-items like 'Contribution Plan', 'Midpoint Assessment', 'Annual Assessment', 'Additional Feedback', 'eDocuments', and 'Reports'. The main content area is a rich text editor with the title 'Individual Objectives'. A modal dialog box is centered on the screen, titled 'Submit Contribution Plan', with the question 'Are you sure you want to submit this contribution plan for supervisor 1 approval?' and two buttons: 'No' (orange) and 'Yes' (teal). The background text in the editor includes: 'At the beginning of the appraisal cycle, the employee and supervisor discuss the mission of the organization during the appraisal cycle. This contribution planning meeting typically includes discussion of career path and broadband level, contribution factor descriptors and discriminators, expected contribution criteria, Expected OCS (EOCS) and expected categorical level, organizational mission, expected contribution results, Performance Appraisal Quality Level (PAQL)/quality of performance, and career development. The Contribution Planning module encourages collaboration between employees and supervisors to refine contribution and performance objectives. A written Contribution Plan containing an employee's goals, objectives, and expected contribution and performance should be developed collaboratively by the employee and the supervisor working together to have a clear understanding of what is needed for the employee to satisfactorily and effectively contribute to the organization's'. At the bottom of the editor, it shows 'Auto Save Timeout: 300' and 'Characters: 1045/6000'. A footer bar contains 'Cancel', 'Save', and 'Submit to Supervisor 1' buttons.

# Contribution Plan - Employee

The screenshot displays the CAS2Net 2.0 interface. At the top, it shows 'CAS2Net 2.0' and 'Your Session will expire in 13:03 minutes'. The user is identified as 'JOE CONTRIBUTOR'. A left-hand navigation menu includes 'Home', 'Employee', 'Contribution Plan', 'Midpoint Assessment', 'Annual Assessment', 'Additional Feedback', 'eDocuments', and 'Reports'. The main content area is a rich text editor for 'Individual Objectives', containing text about contribution planning and performance objectives. A modal dialog box titled 'Submit Contribution Plan' is centered on the screen, asking for confirmation to submit the plan for supervisor 1 approval. The 'Yes' button in the dialog is highlighted with a red square, and a red arrow points to it with the word 'Click' written in yellow. At the bottom of the editor, there are 'Cancel', 'Save', and 'Submit to Supervisor 1' buttons. The status bar at the bottom indicates 'Auto Save Timeout: 300' and 'Character count may differ from Microsoft Word'.

# Contribution Plan - Employee

Menu

- Home
- Index
- FAQs
- About
- Contact
- Employee**
- Contribution Plan**
- Midpoint Assessment
- Annual Assessment
- Additional Feedback
- eDocuments
- Reports

### Contribution Plan for JOE CONTRIBUTOR (Submitted)

**General Information**

Fiscal Year: 2019

Supervisor Level 1: SUPERVISOR, SAM	Supervisor Level 2:	Sub-Panel Manager:	Pay Pool Manager:
Broadband Level: III	Occupational Series:	Career Path: NH - Business Management and Technical Management Professional	Expected OCS and Manager: 000 - 000 - 000

**Contribution Planning**

Effective Date: 10-01-2018

**Individual Objectives:**

At the beginning of the annual appraisal period, an employee and supervisor plan how the employee will contribute to the mission of the organization during the appraisal cycle. This contribution planning meeting typically includes discussion of career path and broadband level, contribution factor descriptors and discriminators, expected contribution criteria, Expected OCS (EOCS) and expected categorical level, organizational mission, expected contribution results, Performance Appraisal Quality Level (PAQL)/quality of performance, and career development.

The Contribution Planning module encourages collaboration between employees and supervisors to refine contribution and performance objectives.

A written Contribution Plan containing an employee's goals, objectives, and expected contribution and performance should be developed collaboratively by the employee and the supervisor working together to have a clear understanding of what is needed for the employee to satisfactorily and effectively contribute to the organization's mission.

**Note:** This record is read-only because it has been submitted to the supervisor 1 for approval.

Cancel

Note change from Draft to Submitted

Note



# Contribution Plan - Employee

Menu

- Home
- Index
- FAQs
- About
- Contact
- Employee**
- Contribution Plan**
- Midpoint Assessment
- Annual Assessment
- Additional Feedback
- eDocuments
- Reports

## Contribution Plan for JOE CONTRIBUTOR (Submitted)

**General Information**

Fiscal Year: 2019

Supervisor Level 1: SUPERVISOR, SAM  
Supervisor Level 2:  
Broadband Level: III  
Occupational Series:  
Sub-Panel Manager:  
Career Path: NH - Business Management and Tech Management Professional

**Contribution Planning**

Effective Date: 10-01-2018

**Individual Objectives:**

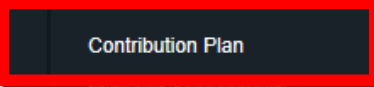
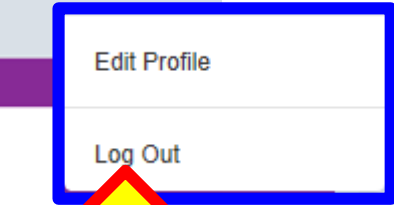
At the beginning of the annual appraisal period, an employee and supervisor plan how the employee will contribute to the mission of the organization during the appraisal cycle. This contribution planning meeting typically includes discussion of career path and broadband level, contribution factor descriptors and discriminators, expected contribution criteria, Expected OCS (EOCS) and expected categorical level, organizational mission, expected contribution results, Performance Appraisal Quality Level (PAQL)/quality of performance, and career development.

The Contribution Planning module encourages collaboration between employees and supervisors to refine contribution and performance objectives.

A written Contribution Plan containing an employee's goals, objectives, and expected contribution and performance should be developed collaboratively by the employee and the supervisor working together to have a clear understanding of what is needed for the employee to satisfactorily and effectively contribute to the organization's mission.

This record is read-only because it has been submitted to the supervisor 1 for approval.

Cancel



# Contribution Plan with Mandatory Objectives and by Three Factors

**Some Pay Pool Business Rules May Require Mandatory Objectives**

**Some Pay Pool Business Rules May Require Objectives for Each Factor**

# Contribution Plan by Three Factors - Employee

Menu

- Home
- Supervisor
- Employee**
- Contribution Plan**
- Midpoint Assessment
- Annual Assessment
- Additional Feedback
- eDocuments
- Reports

General Information

Fiscal Year: 2019

Supervisor Level 1: LUND, ILSA	Supervisor Level 2: BLAINE, RICK	Sub-Panel Manager: BLAINE, RICK	Pay Pool Manager: BLAINE, RICK
Broadband Level: III	Occupational Series:	Career Path: NH - Business Management and Technical Management Professional	Expected OCS and Range: 71 - 75 - 79

Contribution Plan

Effective Date: 10-01-2018

**Mandatory Objective**

**IDP, Certification and CLPs:**  
Reviews, discusses and updates the Individual Development Plan (IDP) with the supervisor at counseling milestones to include as a minimum: initial performance review, mid-point review and end of cycle review; and complete 80 continuous learning points (CLPs) within the 2-year cycle (goal is 40 CLPs yearly). If applicable, ensures that IDP includes the timeline for attainment of acquisition certification within the allotted grace period of assignment to the encumbered acquisition position and at the appropriate level (I, II, or III).

Job Achievement and/or Innovation    Communication and/or Teamwork    Mission Support

Factor Description

Individual Objectives

Rich text editor with toolbar (Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, etc.)

Auto Save Timeout: 172    Characters: 142/4000    \*Character count may differ from Microsoft Word

# Contribution Plan by Three Factors - Employee

Menu

- Home
- Supervisor
- Employee**
- Contribution Plan
- Midpoint Assessment

General Information

Contribution Planning

Effective Date: 10-01-2018

Mandatory Objectives:

IDP, Certification and CLPs:  
Reviews, discusses and updates the Individual Development Plan (IDP) with the supervisor at counseling milestones to include as a minimum: initial performance review, mid-point review and end of cycle review, and complete 80 continuous learning points (CLPs) within the 2-year cycle (goal is 40 CLPs yearly). If applicable, ensures that IDP includes the timeline for attainment of acquisition at the appropriate level (I, II, or III).

Job Achievement and/or Innovation | Communication and/or Teamwork | Mission Support

Factor Description

Individual Objectives

Characters: 142/4000

Cancel Save Submit to Supervisor 1

Click  
"Factor Descriptors"  
For  
Hot Link to  
Level Descriptors  
*See Next Slide*

Three Factor Tabs

# Contribution Plan by Three Factors - Employee Hot Link to Factor Level Descriptors

CAS2Net 2.0 Job Achievement and/c

https://cas2net.army.mil/Html/FactorDesc/FactorDesc\_1\_1.html

**CAREER PATH:** Business Management and Technical Management (NH)  
**FACTOR:** 1. Job Achievement and/or Innovation  
**FACTOR DESCRIPTION:** This factor captures qualifications, critical thinking, calculated risks, problem solving, leadership, supervision, and personal accountability aspects appropriate for the positions classified to the broadband levels of the NH career path

Expected Contribution Criteria	Classification Level and Appraisal Descriptors	Discriminators
<p>Produces desired results, in the needed timeframe, with the appropriate level of supervision through the use of appropriate knowledge, skills, abilities and understanding of the technical requirements of the job. Achieves, demonstrates and maintains the appropriate qualifications necessary to assume and execute key acquisition and/or support requirements.</p> <p>Demonstrates skilled critical thinking in identifying, analyzing and solving complex issues, as appropriate. Takes and displays personal accountability in leading, overseeing, guiding, and/or managing programs and projects within assigned areas of responsibility.</p> <p>Work is timely, efficient and of acceptable quality. Completed work meets project program objectives. Leadership and/or supervision effectively promotes commitment to organization goals. Flexibility, adaptability, and decisiveness are exercised appropriately.</p> <p>For Supervisors (as appropriate): Recruits, develops, motivates, and retains quality team members in accordance with EEO/AA and Merit System Principles. Takes timely/appropriate personnel actions, communicates mission and organizational goals; by example, creates a positive, safe, and challenging work environment; distributes work and empowers team members.</p>	<p><b>NH Level I</b> (Score Range 0-29)</p> <ul style="list-style-type: none"> <li>Proactively seeks opportunities to contribute to assigned tasks.</li> <li>Seeks and takes advantage of development opportunities. Takes initiative to pursue completion of qualification requirements.</li> <li>Effectively accepts feedback on assigned and accomplished work, and incorporates it to create a better end product.</li> <li>Resolves routine problems within established guidelines. Seeks assistance as required.</li> <li>Takes initiative in determining and implementing appropriate procedures.</li> <li>Conducts activities on a collective task; assists supervisor, or other appropriate personnel, as needed.</li> </ul>	<ul style="list-style-type: none"> <li>Leadership Role</li> <li>Mentoring/Employee Development</li> <li>Accountability</li> <li>Complexity/Difficulty</li> <li>Creativity</li> <li>Scope/Impact</li> </ul>
	<p><b>NH Level II</b> (Score Range 22-66)</p> <ul style="list-style-type: none"> <li>Actively contributes as a team member/leader; provides insight and recommends changes or solutions to problems.</li> <li>Identifies and pursues individual/team development opportunities. Achieves and maintains qualification and certification requirements.</li> <li>Proactively guides, coordinates, and consults with others to accomplish projects, assuming ownership of personal processes and products.</li> <li>Identifies, analyzes, and resolves complex/difficult problems.</li> <li>Adapts existing plans and techniques to accomplish complex projects/programs. Recommends improvements to the design or operation of systems, equipment, or processes.</li> <li>Plans and conducts functional technical activities for projects/programs.</li> </ul>	<ul style="list-style-type: none"> <li>Leadership Role</li> <li>Mentoring/Employee Development</li> <li>Accountability</li> <li>Complexity/Difficulty</li> <li>Creativity</li> <li>Scope/Impact</li> </ul>
	<p><b>NH Level III</b> (Score Range 61-83)</p> <ul style="list-style-type: none"> <li>Considered a functional/technical expert by others in the organization; is regularly sought out by others for advice and assistance.</li> <li>Pursues or creates certification, qualification, and/or developmental programs and opportunities for self and others.</li> <li>Guides, motivates, and oversees the activities of individuals and teams with focus on project/program issues. Assumes ownership of processes and products, as appropriate.</li> <li>Develops, integrates, and implements solutions to diverse, highly complex problems across multiple areas and disciplines.</li> <li>Develops plans and techniques to fit new situations to improve overall program and policies. Establishes precedents in application of problem-solving techniques to enhance existing processes.</li> <li>Defines, directs, or leads highly challenging projects/programs.</li> </ul>	<ul style="list-style-type: none"> <li>Leadership Role</li> <li>Mentoring/Employee Development</li> <li>Accountability</li> <li>Complexity/Difficulty</li> <li>Creativity</li> <li>Scope/Impact</li> </ul>
	<p><b>NH Level IV</b> (Score Range 79-100)</p> <ul style="list-style-type: none"> <li>Recognized as a technical functional authority within and outside of the organization.</li> <li>Fosters the development of others by providing guidance or sharing expertise. Directs assignments to encourage employee development and cross-functional growth to meet organizational needs. Pursues professional self-development.</li> <li>Leads, defines, manages, and integrates efforts of several groups or teams. Assumes and assigns ownership of processes and products, as appropriate.</li> <li>Assesses and provides strategic direction for resolution of mission-critical problems, policies, and procedures.</li> <li>Works with senior management to establish new fundamental concepts and criteria and stimulate the development of new policies, methodologies, and techniques. Converts strategic goals into programs or policies.</li> <li>Defines, establishes, and directs organizational focus on challenging and highly complex projects/programs.</li> </ul>	<ul style="list-style-type: none"> <li>Leadership Role</li> <li>Mentoring/Employee Development</li> <li>Accountability</li> <li>Complexity/Difficulty</li> <li>Creativity</li> <li>Scope/Impact</li> </ul>
	<p><b>VERY HIGH SCORE (Mid-level Descriptors)</b> (Three scores available—105, 110, or 115. Select only one score.)</p> <ul style="list-style-type: none"> <li>In addition to fully meeting the expected contribution criteria: <ul style="list-style-type: none"> <li>Contributed results substantially beyond what was expected in the face of extremely difficult obstacles; contributions were exemplary in quality, quantity, and/or impact to the stated expectations for the goals/objectives described in the contribution plan;</li> <li>Created novel and innovative business methods and processes that contributed substantially beyond expectations to accomplishment of current work and the mission of the organization</li> <li>Demonstrated the highest standards of professionalism establishing the model for others to follow. Accomplishments and outcomes were of such magnitude that they contributed to the extraordinary success of the organization in exceeding its mission goals and objectives for the year.</li> </ul> </li> </ul>	

# Contribution Plan by Three Factors - Employee

Menu

Home

Supervisor

Employee

Contribution Plan

Midpoint Assessment

Annual Assessment

Additional Feedback

eDocuments

Reports

General Information

Contribution Planning

Effective Date:

10-01-2018

**Mandatory Objectives:**

**IDP, Certification and CLPs:**  
 Reviews, discusses and updates the Individual Development Plan (IDP) with the supervisor at counseling milestones to include as a minimum: initial performance review, mid-point review and end of cycle review; and complete 80 continuous learning points (CLPs) within the 2-year cycle (goal is 40 CLPs yearly). If applicable, ensures that IDP includes the timeline for attainment of acquisition certification within the allotted grace period of assignment to the encumbered acquisition position and at the appropriate level (I, II, or III).

Job Achievement and/or Innovation

Communication and/or Teamwork

Mission Support

**Factor Description**

**Individual Objectives**

Develop a computer program to track material storage and delivery of weapon system parts from the Supply Department to the Operating Forces.

Characters: 142/4000

Auto Save Timeout: 172
\*Character count may differ from Microsoft Word

Cancel

Save

Submit to Supervisor 1

Type or Paste Text from Word Doc

# Contribution Plan by Three Factors - Employee

Menu

Home

Supervisor

**Employee**

**Contribution Plan**

Midpoint Assessment

Annual Assessment

Additional Feedback

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Reports

General Information

Contribution Planning

Effective Date:

10-01-2018

**Mandatory Objectives:**

**IDP, Certification and CLPs:**  
 Reviews, discusses and updates the Individual Development Plan (IDP) with the supervisor at counseling milestones to include as a minimum: initial performance review, mid-point review and end of cycle review; and complete 80 continuous learning points (CLPs) within the 2-year cycle (goal is 40 CLPs yearly). If applicable, ensures that IDP includes the timeline for attainment of acquisition certification within the allotted grace period of assignment to the encumbered acquisition position and at the appropriate level (I, II, or III).

Job Achievement and/or Innovation
Communication and/or Teamwork
Mission Support

Factor Description

**Individual Objectives**

Coordinate with organization elements and contractors to resolve a classified e-mail problem.

As the Help Desk Assistant, assist over 300 Operating Forces customers monthly by providing accurate and timely responses to all questions and requests for assistance.

Volunteer to lead teaching six Microsoft Office classes and various administrative correspondence courses.

Characters: 367/4000

Auto Save Timeout: 175
\*Character count may differ from Microsoft Word

Cancel
Save
Submit to Supervisor 1

Type or Paste Text from Word Doc

# Contribution Plan by Three Factors - Employee

Menu

Home

Supervisor

Employee

Contribution Plan

Midpoint Assessment

Annual Assessment

Additional Feedback

eDocuments

Reports

General Information

Contribution Planning

Effective Date:

10-01-2018

**Mandatory Objectives:**

**IDP, Certification and CLPs:**  
 Reviews, discusses and updates the Individual Development Plan (IDP) with the supervisor at counseling milestones to include as a minimum: initial performance review, mid-point review and end of cycle review; and complete 80 continuous learning points (CLPs) within the 2-year cycle (goal is 40 CLPs yearly). If applicable, ensures that IDP includes the timeline for attainment of acquisition certification within the allotted grace period of assignment to the encumbered acquisition position and at the appropriate level (I, II, or III).

Job Achievement and/or Innovation
Communication and/or Teamwork
Mission Support

Factor Description

**Individual Objectives**

Establish contact with matrix activities, HQ, and other services and agencies to provide/maintain accurate information on the widget amplification program.

Provide improved budget procedures and guidance.

Characters: 205/4000

Auto Save Timeout: 158

\*Character count may differ from Microsoft Word

Click
Cancel
Save
Submit to Supervisor 1

Type or  
Paste Text  
from  
Word Doc

Click



# Contribution Plan by Three Factors - Employee

**Menu**

- Home
- Supervisor
- Employee**
  - Contribution Plan**
  - Midpoint Assessment
  - Annual Assessment
  - Additional Feedback
  - eDocuments
  - Reports

**General Information**

**Contribution Planning**

Effective Date: 10-01-2018

**Mandatory Objectives:**

**IDP, Certification and CLPs:**  
Reviews, discusses and updates the Individual Development Plan (IDP) with the supervisor at counseling milestones to include as a minimum: initial performance review, mid-point review and end of cycle review; and complete 80 continuous learning points (CLPs) within the 2-year cycle (goal is 40 CLPs yearly). If applicable, ensures that IDP includes the timeline for attainment of acquisition certification within the allotted grace period of assignment to the encumbered acquisition position and at the appropriate level (I, II, or III).

**Job Achievement and/or Innovation** | **Communication and/or Teamwork** | **Mission Support**

**Factor Description**

**Individual Objectives**

Establish contact with matrix activities, HQ, and other services and agencies to provide/maintain accurate information on the widget amplification program.

Provide improved budget procedures and guidance.

Auto Save Timeout: 158

Characters: 205/4000

Character count may differ from Microsoft Word

**Submit to Supervisor 1**

Type or Paste Text from Word Doc

Once Completed Click Submit to Supervisor 1

# Contribution Plan by Three Factors - Employee

The screenshot displays the CAS2Net 2.0 web application interface. The top navigation bar includes the Acq Demo logo, the session title "CAS2Net 2.0", a session expiration timer "Your Session will expire in 13:36 minutes", and the user name "AHMED ADMINSTRATOR". A left-hand menu lists "Home", "Administrator", "Employee", "Contribution Plan", "Midpoint Assessment", and "Annual Assessment". The main content area shows a "Factor Description" section with "Individual Objectives" and a list of objectives, including "Establish contact" and "Provide improved budget procedures and guidance." A modal dialog box titled "Submit Contribution Plan" is overlaid on the screen, asking "Are you sure you want to submit this contribution plan for supervisor 1 approval?". A red arrow labeled "Click" points to the "Yes" button in the dialog.

# Contribution Plan by Three Factors - Employee

Menu

- Home
- Index
- FAQs
- About
- Contact

Employee

- Contribution Plan**
- Midpoint Assessment
- Annual Assessment
- Additional Feedback
- eDocuments
- Reports

Contribution Plan for AHMED ADMINSTRATOR (Submitted)

General Information

Contribution Planning

Effective Date:  
10-01-2018

**Mandatory Objectives:**

**IDP, Certification and CLPs:**  
Reviews, discusses and updates the Individual Development Plan (IDP) with the supervisor at counseling milestones to include as a minimum: initial performance review, mid-point review and end of cycle review; and complete 80 continuous learning points (CLPs) within the 2-year cycle (goal is 40 CLPs yearly). If applicable, ensures that IDP includes the timeline for attainment of acquisition certification within the allotted grace period of assignment to the encumbered acquisition position and at the appropriate level (I, II, or III).

Job Achievement and/or Innovation | Communication and/or Teamwork | Mission Support

Factor Description

**Individual Objectives**

Develop a computer program to track material storage and delivery of weapon system parts from the Supply Department to the Operating Forces.

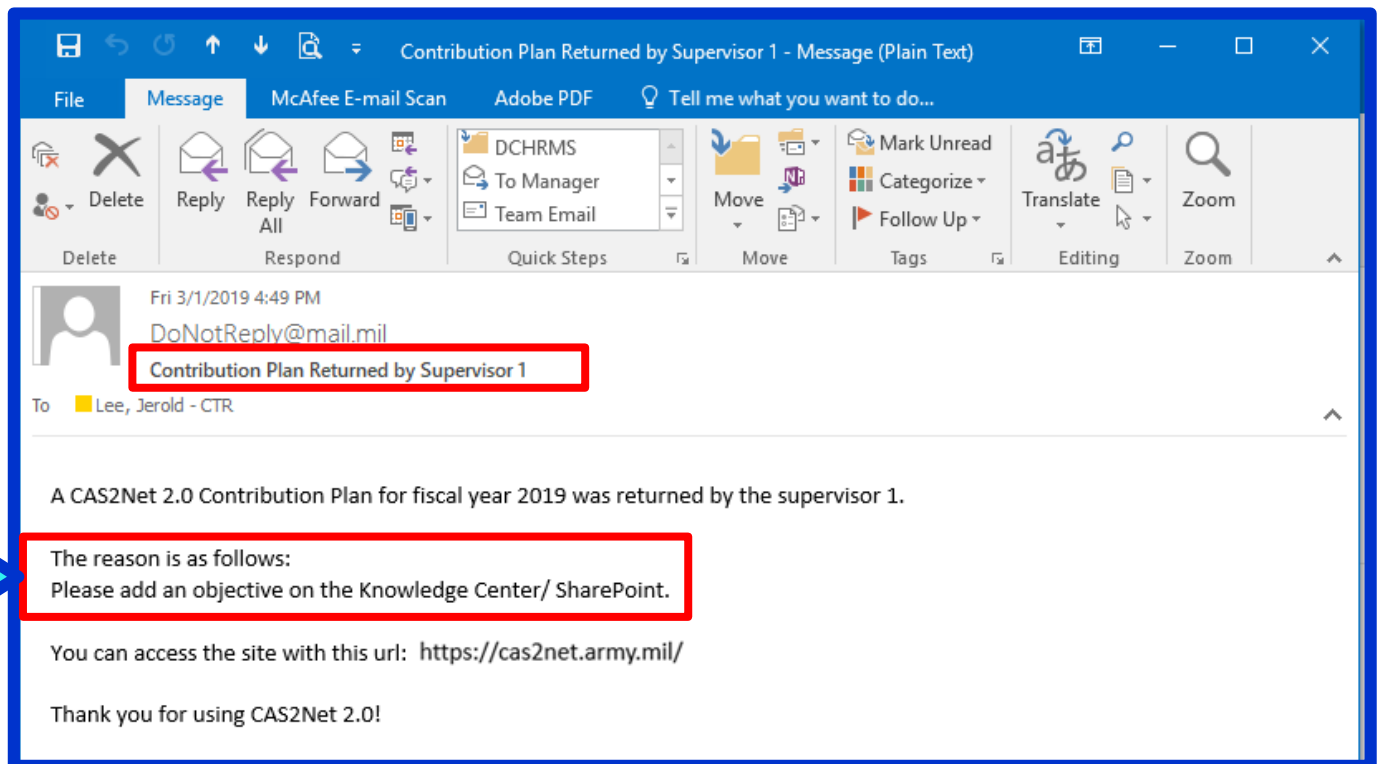
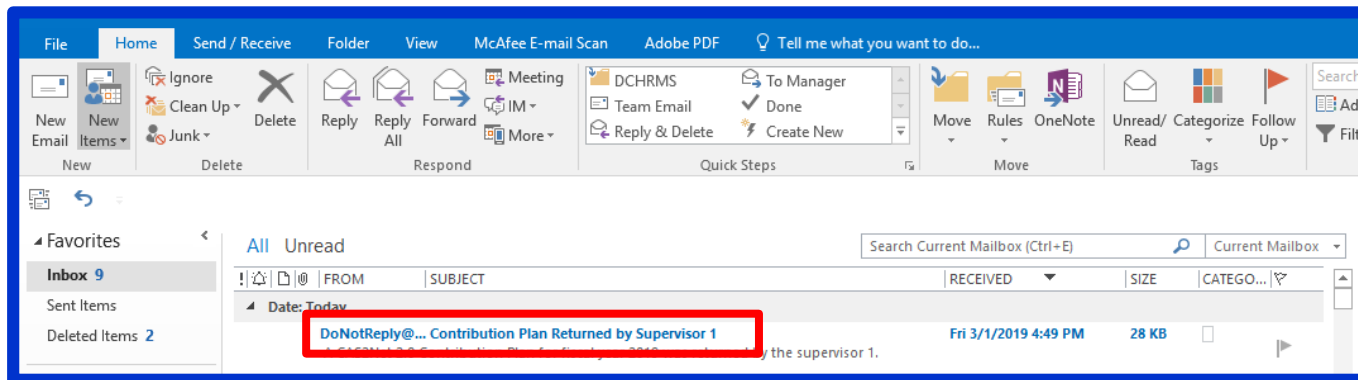
This record is read-only because it has been submitted to the supervisor 1 for approval.

Cancel

Note change from Draft to Submitted

Note

# Contribution Plan Returned – Email Notification



**Reason for Return to Employee**

# Contribution Plan Returned - Employee

Click 

Acq Demo CAS2Net 2.0 Your Session will expire in 14:28 minutes. JOE CONTRIBUTOR

Menu

- Home
- Employee
- Contribution Plan
- Midpoint Assessment
- Annual Assessment
- Additional Feedback
- eDocuments
- Reports

## Contribution Plan for JOE CONTRIBUTOR (Submitted)

General Information

Contribution Planning

Effective Date: 10-01-2018

Contribution Plan(s) For This Fiscal Year:

- Contribution Plan - Effective 10-01-2018 - Submitted (active)
- Contribution Plan - Effective 10-01-2018 - Approved 03-04-2019
- Contribution Plan - Effective 10-01-2018 - Approved 03-01-2019

Mandatory Objectives:

**IDP, Certification and CLPs:**  
 \*Reviews, discusses and updates the Individual Development Plan (IDP) with the supervisor at counseling milestones to include as a minimum: initial performance review, mid-point review and end of cycle review; and complete 80 continuous learning points (CLPs) within the 2-year cycle (goal is 40 CLPs yearly). If applicable, ensures that IDP includes the timeline for attainment of acquisition certification within the allotted grace period of assignment to the encumbered acquisition position and at the appropriate level (I, II, or III).\*

Individual Objectives:

**Improve Knowledge Management/SharePoint implementation and usage..**

- Coordinate with organization elements and contractors to resolve a classified e-mail problem.
- As the Help Desk Assistant, assist over 300 Operating Forces customers monthly by providing accurate and timely responses to all questions and requests for assistance.
- Volunteer to lead teaching six Microsoft Office classes and various administrative correspondence courses.
- Establish contact with matrix activities, HQ, and other services and agencies to provide/maintain accurate information on the widget amplification program.
- Provide improved budget procedures and guidance.

This record is read-only because it has been submitted to the supervisor 1 for approval.

Edit Profile

---

Log Out

Click To Logout

Employee updates and submits Contribution Plan to Supervisor 1

Improve Knowledge Management/SharePoint implementation and usage..

This record is read-only because it has been submitted to the supervisor 1 for approval.

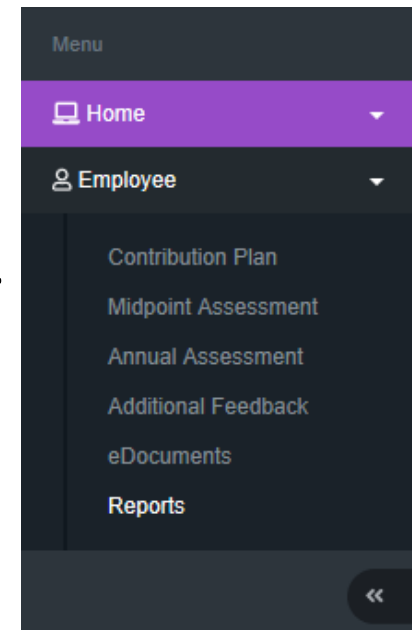
Plan Submitted to Supervisor 1 for Approval

## Contribution Plan – Email Notification

Once the supervisor has completed the review and discussion of the contribution plan with the employee, the supervisor documents this by entering the method and date of communication, and releases the approved plan to the employee. Method of communication could be face-to-face, tele-conference, video conference, email or other.

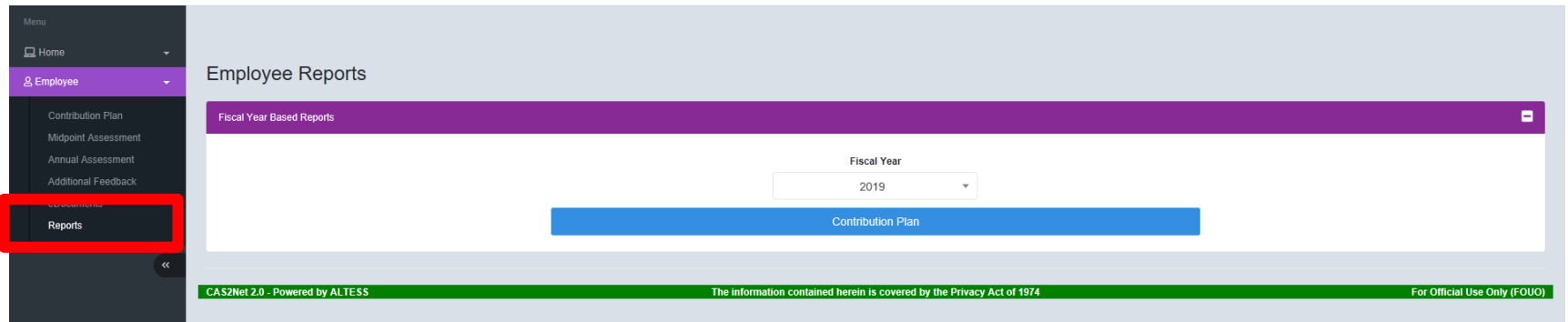
**An email notification will not be sent when the contribution plan is approved because of the documented review and discussion between the employee and the supervisor.**

With the release of the approved contribution plan, the employee can view and/or generate a file of the approved plan by going to Menu > Employee > Reports.

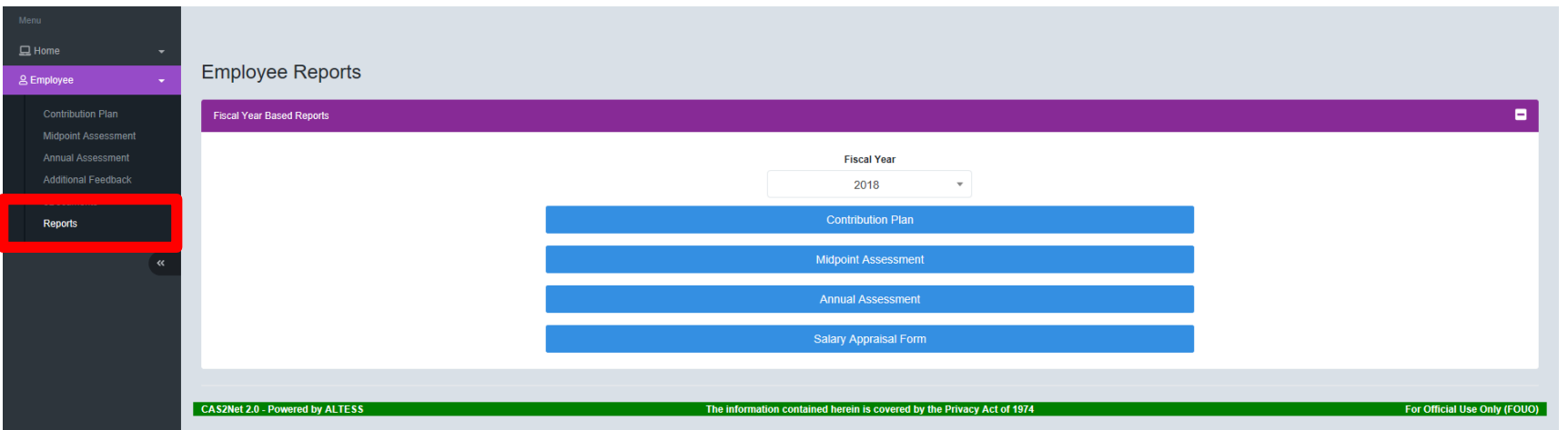


# Contribution Plan – Employee - Reports

The Reports Section is populated with the APPROVED Contribution Plans, Midpoint Assessments, Closeout Assessments, Additional Feedback, Annual Assessments and Salary Appraisal Forms. In this slide, 2019 only has the approved Contribution Plan



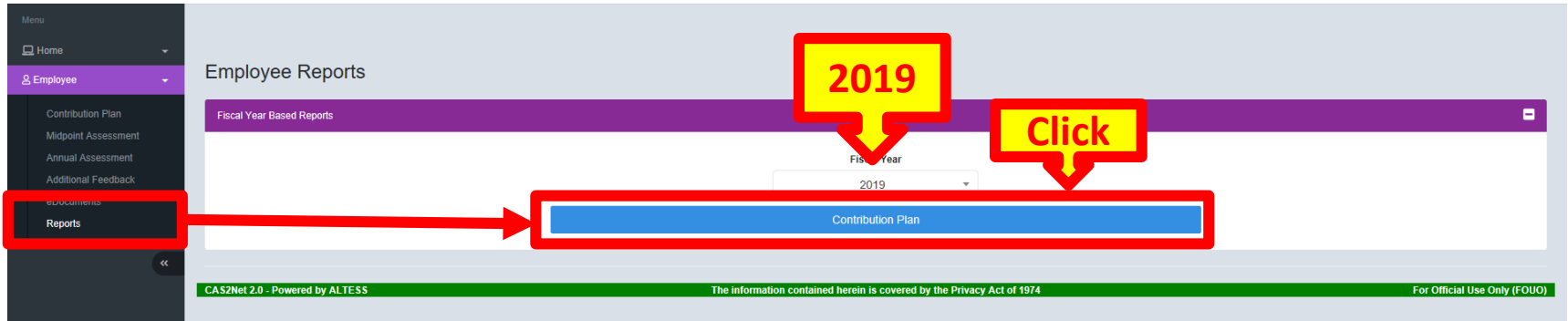
And 2018 has the APPROVED plans, assessments and the Salary Appraisal Forms.



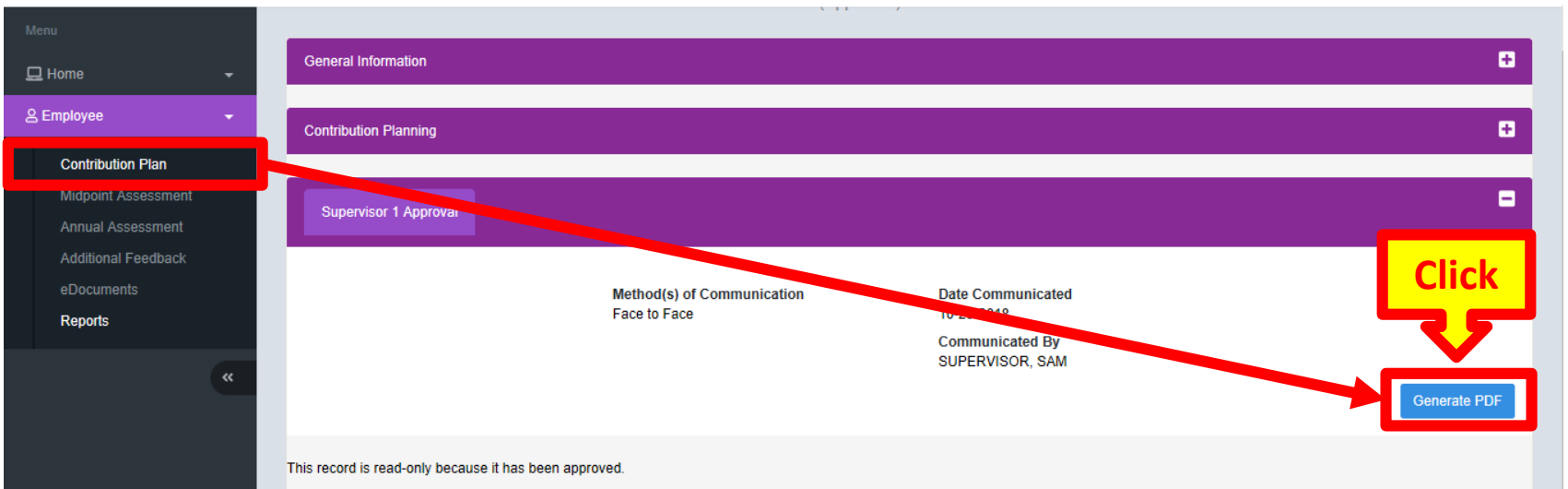
# Contribution Plan – Employee - Reports

Two Options to Generate Approved Contribution Plan Report

## 1. Menu > Employee > Reports

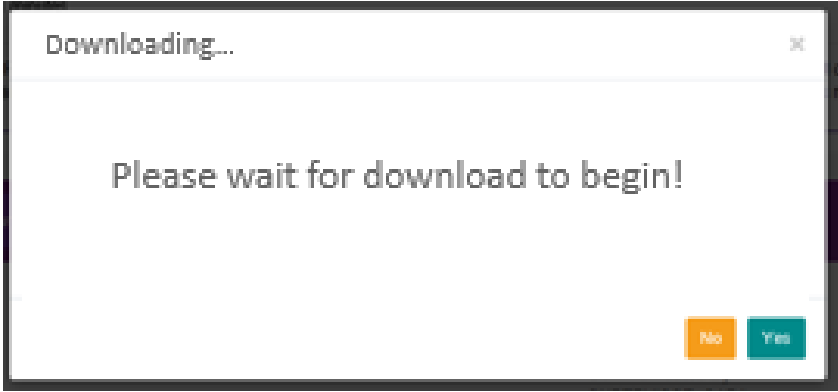


## 2. Menu > Employee > Contribution Plan > Click Generate PDF





# Contribution Plan – Generate Reports



# Contribution Plan – Generate Reports

Acq Demo CAS2Net 2.0 Your Session will expire in 13:15 minutes. JOE CONTRIBUTOR

Menu  
Home  
Employee  
Contribution Plan  
Midpoint Assessment  
Annual Assessment  
Additional Feedback  
eDocuments  
Reports

General Information  
Contribution Planning  
Supervisor 1 Approval

Method(s) of Communication	Date Communicated
Face to Face	10-25-2018
	Communicated By
	SUPERVISOR, SAM

Generate PDF

This record is read-only because it has been approved.

Cancel

Click

What do you want to do with ContributionPlan\_2019.pdf (3.5 KB)?  
From: cas2net-training.army.mil

Open Save ^ Cancel X

or Official Use Only (FOUO)

http://acqdemo.hci.mil/index.html

# Contribution Plan – Generated PDF

**2019 Contribution Planning for JOE CONTRIBUTOR**  
Effective 10-01-2018

<b>Broadband Level:</b> III	<b>Occupational Series:</b>	<b>Career Path:</b> NH - Business Management and Technical Management Professional	<b>Expected OCS:</b> D
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Supervisor Level 1: SUPERVISOR, SAM

<b>Method of Communication:</b> Face to Face	<b>Date Conducted:</b> 10-25-2018
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**Contribution Planning:**

**Individual Objectives**

At the beginning of the annual appraisal period, an employee and supervisor plan how the employee will contribute to the mission of the organization during the appraisal cycle. This contribution planning meeting typically includes discussion of career path and broadband level, contribution factor descriptors and discriminators, expected contribution criteria, Expected OCS (EOCS) and expected categorical level, organizational mission, expected contribution results, Performance Appraisal Quality Level (PAQL) quality of performance, and career development.

The Contribution Planning module encourages collaboration between employees and supervisors to refine contribution and performance objectives.

A written Contribution Plan containing an employee's goals, objectives, and expected contribution and performance should be developed collaboratively by the employee and the supervisor working together to have a clear understanding of what is needed for the employee to satisfactorily and effectively contribute to the organization's mission.

# - DO NOT DISTRIBUTE FOR OFFICIAL USE ONLY

# Contribution Plan – Log Out

Acq Demo CAS2Net 2.0 Your Session will expire in 14:27 minutes. JOE CONTRIBUTOR

Menu  
Home  
Employee  
Contribution Plan  
Midpoint Assessment  
Annual Assessment  
Additional Feedback  
eDocuments  
Reports

## Contribution Plan for JOE CONTRIBUTOR (Approved)

General Information

Contribution Planning

Supervisor 1 Approval

This record is read-only because it has been approved.

Cancel

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# CAS2Net

## Questions, Issues, Problems

Altess ServiceNow Service Desk

24/7/365

[usarmy.radford.peo-eis.other.service-desk@mail.mil](mailto:usarmy.radford.peo-eis.other.service-desk@mail.mil)

or

1-800-981-3234