

# CAS2Net and CCAS Open Forum

## TEAMS Meeting Information:

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1. Copy and paste the web link in your web browser, Microsoft Edge recommended.
  - a. Be sure you are **NOT** logged in through your TEAMS or Microsoft Office account when accessing through the web browser.

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_Mzk3ZDK5NzktOGNINi00NGExLWE2MjUtNjhNWEyYjNkYzc4%40thread.v2/0?context=%7b%22Tid%22%3a%221c21be44-2435-49bf-bc1f-cba317187058%22%2c%22Oid%22%3a%220dd077bc-6b42-48c9-8070-12c9a1adf173%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_Mzk3ZDK5NzktOGNINi00NGExLWE2MjUtNjhNWEyYjNkYzc4%40thread.v2/0?context=%7b%22Tid%22%3a%221c21be44-2435-49bf-bc1f-cba317187058%22%2c%22Oid%22%3a%220dd077bc-6b42-48c9-8070-12c9a1adf173%22%7d)

When the “Open Microsoft Teams” dialogue box opens, click Cancel.

2. Select Continue on this Browser.
3. Continue with audio and video options, then enter your name.
4. Click Join now.

**Or call in (audio only) 571-403-9146 Phone Conference ID: 288 095 778#**

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1. Clear your web browsers cache:  
<https://support.google.com/accounts/answer/32050?hl=en&co=GENIE.Platform%3DDesktop>
2. Try using a different web browser.
3. If unable to log in through a web browser, use the TEAMS dial-in number to follow along with the session.

# CAS2Net and CCAS Open Forum

Thursday

6 April 2023

1:00 PM Eastern Time

## Topics:

**Accelerated Compensation for Developmental Positions  
and Communicating with AcqDemo Program Office on  
CAS2Net and CCAS Issues**

*The Open Forum Slide Presentation is posted to Pay Pool Notices and What's New.*

# Accelerated Compensation for Developmental Positions

## References:

1. **Federal Register / Vol. 82, No. 216 / November 9, 2017 / Notices, II. Personnel System Interventions, C. Pay Administration, 11. Accelerated Compensation for Developmental Positions (Page 52127)**
2. **DOD AcqDemo Operating Guide / June 15, 2022 / Chapter 6, Contribution –Based Compensation and Appraisal System, 6.20 Accelerated Compensation for Developmental Positions (ACDP) (Starting at page 272)**
3. **CAS2Net 2.0 User Guide, ACDP (Starting at page 191)**
4. **Business Rules**

# CAS2Net Reports for ACDP

**Home ... Index ... ACDP Dashboard**

**Fiscal Year Based Reports**

- **Appraisal Status**

**Current Settings Reports**

- **Employee Data**
- **Quarterly ACDP Report**
- **User Roles**

# Monitoring ACDP Dashboard



- As the Administrator or Superuser, in Home ... Index

Welcome to CAS2Net 2.0

- Scroll down to the Administrator ACDP Dashboard to view list of ACDP profiles ... Days Left, Status, Name, Assessment Number, Supervisor 1, and Email address

Administrator ACDP Dashboard

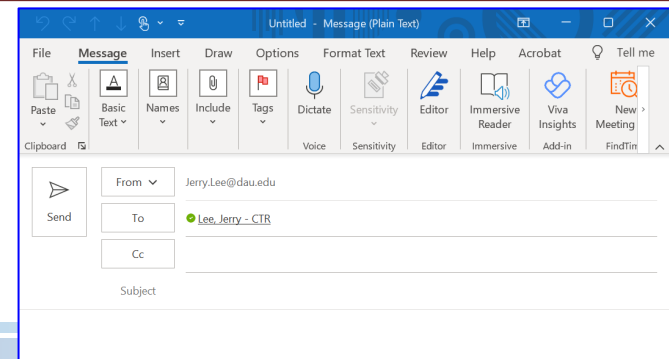
Show  entries Search:

Days Left	Status	Name	Assessment Number	Supervisor 1	Email
194	Draft	EMPLOYEE, ACDP 2	6	LEE, JERRY	<a href="mailto:JERRY.LEE@DAU.EDU">JERRY.LEE@DAU.EDU</a>
344	Draft	EMPLOYEE, ACDP	4	SUPERVISOR, ACDP	<a href="mailto:JERRY.LEE@DAU.EDU">JERRY.LEE@DAU.EDU</a>

Showing 1 to 2 of 2 entries Previous **1** Next

- Selecting the email
- Will open a blank email

JERRY.LEE@DAU.EDU



# Monitoring ACDP - Reports with ACDP Data

- Fiscal Year Based Reports
  - Select Appraisal Status
- Select Appraisal Status Options
- Select ACDP Assessments

Fiscal Year Based Reports

Appraisal Status

ACDP Assessments

Select Appraisal Status Options x

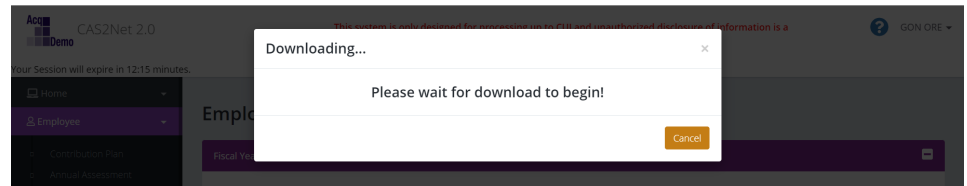
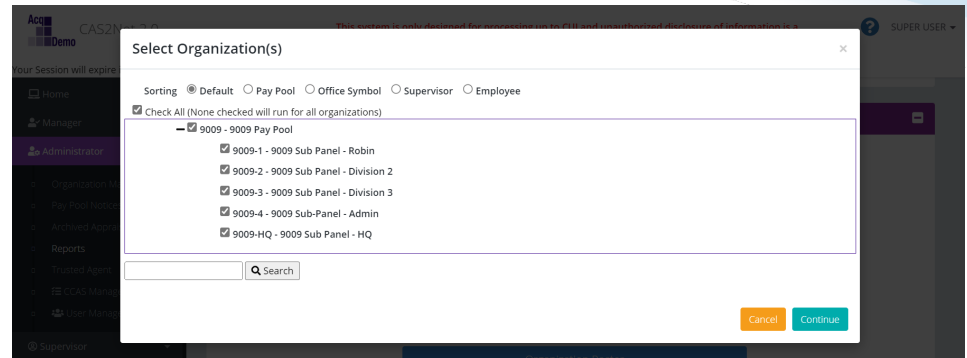
Select Fields to Include  Check All

<input checked="" type="checkbox"/> Employee Id	<input checked="" type="checkbox"/> EDIPI
<input checked="" type="checkbox"/> Employee Name	<input type="checkbox"/> Email
<input type="checkbox"/> Office Symbol	<input type="checkbox"/> Career Path
<input type="checkbox"/> Broadband Level	<input type="checkbox"/> Occupational Series
<input type="checkbox"/> Supervisor 1	<input type="checkbox"/> Supervisor 1 Email
<input type="checkbox"/> Supervisor 2	<input type="checkbox"/> Supervisor 2 Email
<input type="checkbox"/> Supervisor 3	<input type="checkbox"/> Sub-Panel Manager
<input type="checkbox"/> Supervisor 4	<input type="checkbox"/> Pay Pool Manager
<input type="checkbox"/> Supervisor 5	<input type="checkbox"/> Organization Start Date
<input type="checkbox"/> Supervisor 6	<input type="checkbox"/> Contribution Plan Status
<input type="checkbox"/> Supervisor 7	<input type="checkbox"/> Midpoint Status
<input type="checkbox"/> Supervisor 8	<input type="checkbox"/> Midpoint Supervisor Factor Char Counts
<input type="checkbox"/> Supervisor 9	<input type="checkbox"/> Midpoint Emp Target Date
<input type="checkbox"/> Supervisor 10	<input type="checkbox"/> Annual Status
<input type="checkbox"/> Supervisor 11	<input type="checkbox"/> Annual Supervisor Factor Char Counts
<input type="checkbox"/> Supervisor 12	<input type="checkbox"/> Annual Employee Sign Date
<input type="checkbox"/> Supervisor 13	<input type="checkbox"/> Annual Sup Target Date
<input type="checkbox"/> Supervisor 14	<input type="checkbox"/> Closeout Date Communicated
<input type="checkbox"/> Supervisor 15	<input type="checkbox"/> ACDP Assessments

- Select Continue

# Monitoring ACDP - Reports with ACDP Data

- Select Organization(s)
- Select Continue
- Downloaded Fiscal Year Based Reports ... Appraisal Status ... Filter Column D "Is ACDP" to Yes



	A	B	C	D	E	F	G	H	I	J	K	L
	Employee		Employee		Assessment		Percentage	Dollar				ACDP Date
1	Id	EDIPI	e Name	Is ACDP	Number	Salary	Increase	Increase	Start Date	End Date	Status	Communicate
5	232662	9999999014	EMPLOYEE	Yes	4				3/1/2023	9/1/2023	Draft	
6	232664	9999999915	EMPLOYEE	Yes	5	73118	10	7312	10/3/2022	4/3/2023	Released	4/2/2023
	M	N	O	P	Q	R	S	T	U	V	W	
	ACDP											
	Employee	Assessment		Percentage	Dollar	Start	End		ACDP Date	ACDP	Next	
	Sign Date	Number2	Salary2	Increase2	Increase	Date2	Date2	Status2	Communicate	Sign Date2	Projected	
		3	52065	8	4165	#####	#####	Released	12/23/2022			
												10/3/2023

# Monitoring ACDP - Reports with ACDP Data

Current Settings Reports

Employee Data

- **Current Settings Reports**
  - **Select Employee Data**

- **Select Data Options**

<input type="checkbox"/> Guest Rater	<input type="checkbox"/> Mandatory Objectives	<input checked="" type="checkbox"/> Is ACDP
<input checked="" type="checkbox"/> ACDP Start Date	<input checked="" type="checkbox"/> ACDP Target Career Path	<input checked="" type="checkbox"/> ACDP Max Broadband Level
<input checked="" type="checkbox"/> ACDP Target Occupational Series	<input checked="" type="checkbox"/> ACDP Developmental Program	<input checked="" type="checkbox"/> ACDP Associated PRD Numbers
<input checked="" type="checkbox"/> ACDP PRD Number	<input checked="" type="checkbox"/> ACDP Approving Official	<input type="checkbox"/> Is Team Lead

Select Employee Data Options

Include Only Demo Employees (otherwise, all users)

Select Fields to Include  Check All

<input checked="" type="checkbox"/> Pay Pool	<input checked="" type="checkbox"/> Employee Name	<input type="checkbox"/> Employee Phone
<input type="checkbox"/> CAS2Net ID#	<input type="checkbox"/> EDIPI	<input type="checkbox"/> Title
<input type="checkbox"/> Email Address	<input type="checkbox"/> Can Be Supervisor	<input type="checkbox"/> Pay Pool Manager
<input type="checkbox"/> Sub-Panel Manager	<input type="checkbox"/> 1st Level Supervisor	<input type="checkbox"/> 1st Level Supervisor EDIPI
<input type="checkbox"/> 1st Level Supervisor Email	<input type="checkbox"/> 1st Level Supervisor Organization	<input type="checkbox"/> 1st Level Supervisor Organization Id
		<input type="checkbox"/> 2nd Level Supervisor Email
		<input type="checkbox"/> Functional Reviewer
		<input type="checkbox"/> AcqDemo Start Date
		<input type="checkbox"/> DCPDS Position Start Date
		<input type="checkbox"/> Home Organization
		<input type="checkbox"/> Presumptive Status
		<input type="checkbox"/> Career Path
		<input type="checkbox"/> Can Be ACDP Approver
		<input type="checkbox"/> Acquisition Career Field
		<input type="checkbox"/> Locality Code
		<input type="checkbox"/> Control Point Salary
		<input type="checkbox"/> Expected OCS
		<input type="checkbox"/> Mandatory Objectives
		<input type="checkbox"/> ACDP Target Career Path
		<input type="checkbox"/> ACDP Developmental Program
		<input type="checkbox"/> ACDP Associated PRD Numbers
		<input type="checkbox"/> Is Team Lead
		<input type="checkbox"/> Differential Date
		<input type="checkbox"/> Wildcard 1
		<input type="checkbox"/> Wildcard 2
		<input type="checkbox"/> Wildcard 3
		<input type="checkbox"/> Wildcard 4
		<input type="checkbox"/> Wildcard 5
		<input type="checkbox"/> Wildcard 6
		<input type="checkbox"/> Wildcard 7
		<input type="checkbox"/> Wildcard 8
		<input type="checkbox"/> Post Cycle Activity
		<input type="checkbox"/> Can Access CAS2Net
		<input type="checkbox"/> Can Impersonate Restricted Users
		<input type="checkbox"/> Midpoint Target Date
<input type="checkbox"/> ACDP PRD Number	<input type="checkbox"/> ACDP Approving Official	
<input type="checkbox"/> Differential Percent	<input type="checkbox"/> Differential Situation	
<input type="checkbox"/> Wildcard 1	<input type="checkbox"/> Wildcard 2	
<input type="checkbox"/> Wildcard 4	<input type="checkbox"/> Wildcard 5	
<input type="checkbox"/> Wildcard 7	<input type="checkbox"/> Wildcard 8	
<input type="checkbox"/> Previous Cycle Data	<input type="checkbox"/> Is Demo Employee	
<input type="checkbox"/> Is Regional Pay Manager	<input type="checkbox"/> Is System Owner	
<input type="checkbox"/> Can Edit History	<input type="checkbox"/> Is BUE	

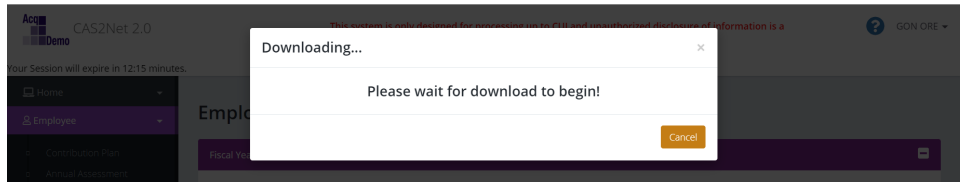
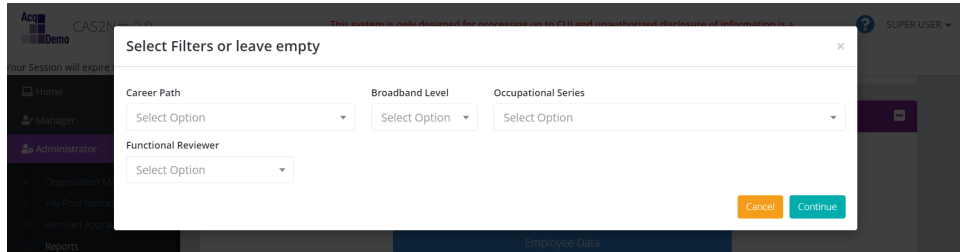
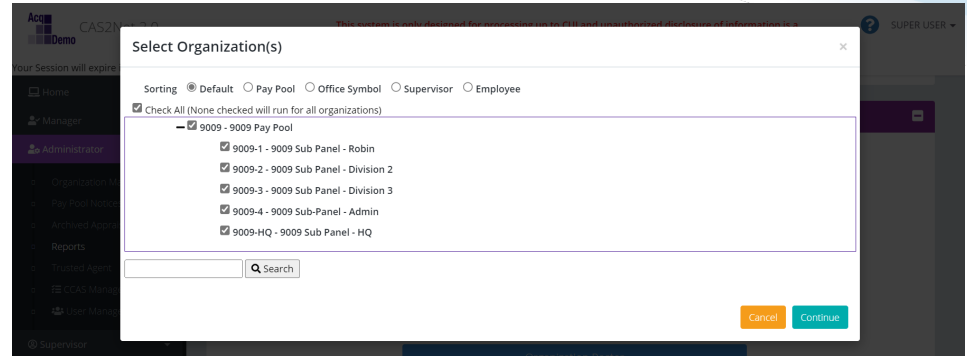
Cancel Continue

- **Select Continue**



# Monitoring ACDP - Reports with ACDP Data

- Select Organization(s)
- Select Filter or Leave Empty ... Select Continue
- Downloaded Current Settings Report ... Employee Data ... Filter Column F "Is ACDP" to Yes



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Pay Poc	Last Name	First Name	Middle Name	Suffix	Is ACDP	ACDP Start Date	ACDP Target Career Path	ACDP Max Broadband Level	ACDP Target Occupational Series	ACDP Developmental Program	ACDP Associated PRD Numbers	ACDP PRD Number	ACDP Approving Official
1														
5	9009	EMPLOYEE	ACDP			Yes	10/13/2019	NH	III	1102	Career Ladder			
6	9009	EMPLOYEE	ACDP 2			Yes	9/13/2020	NH	III	343	Career Ladder			LEE, JERRY

# Current Year Based Reports ... Employee Data

As of 04-04-2023 at 13:30

ACDP Assessment Status	DA	DON	DAF	MDA	DHA	DMEA	DCMA	PMO
Draft	42	69	15	26	10			4
Not Started								
Submitted to Supervisor 1	10	11	4	2		2		
Pending Supervisor 2 Approval								
Approved	6	1		2	1	9	2	
Approval Finalized	10	6	1	2				
Approved – Returned								
Released	2	9	1	8	1			1
Blank	53	42	7	3	8		3	
Total (375)	123	140	28	43	20	11	5	5

# Monitoring ACDP - Reports with ACDP Data

- In Current Settings Reports **Current Settings Reports**
- Is the Quarterly ACDP Report **Quarterly ACDP Report**
- Select the Fiscal Year then select the quarter

Select Options ×

Fiscal Year

2023

2023

2022

2021

2020

2019

Quarter

Select Option

Quarter 1

Quarter 2

Quarter 3

Quarter 4

# Monitoring ACDP - Reports with ACDP Data

- Current Settings Reports – Quarterly ACDP Reports
  - Only for status: Approved Finalized and Released
  - Name
  - Pay Pool
  - Percent Increase
  - Locality
  - Start Date
  - End Date

**FY2022 4<sup>th</sup> Qtr.**

First Last Name	Middle Name	Pay Pool	Status	Increase	Locality	Start Date	End Date
		1222	Approval Finalized	10	31.53	1/13/2022	7/13/2022
		2101	Approval Finalized	0	31.53	3/30/2022	9/30/2022
		5403	Approval Finalized	10	17.39	4/1/2022	9/30/2022
		2290	Approval Finalized	10	17.01	2/28/2022	8/28/2022
		5100	Approval Finalized	10	20.45	3/11/2022	9/11/2022
		2104	Released	6	31.53	3/13/2022	9/10/2022

**FY2023 1<sup>st</sup> Qtr.**

Last Name	First Name	Middle Name	Pay Poo	Status	Increas	Locality	Start Date	End Date
			2101	Approval Finalized	0	31.53	4/2/2022	10/2/2022
			1243	Approval Finalized	10	31.53	6/30/2022	12/30/2022
			2250	Approval Finalized	10	16.5	6/21/2022	12/21/2022
			2110	Approval Finalized	6	31.53	6/19/2022	12/19/2022
			9009	Released	8	16.5	10/3/2022	12/23/2022
			2104	Released	10	31.53	7/3/2022	12/31/2022

**FY2023 2nd Qtr.**

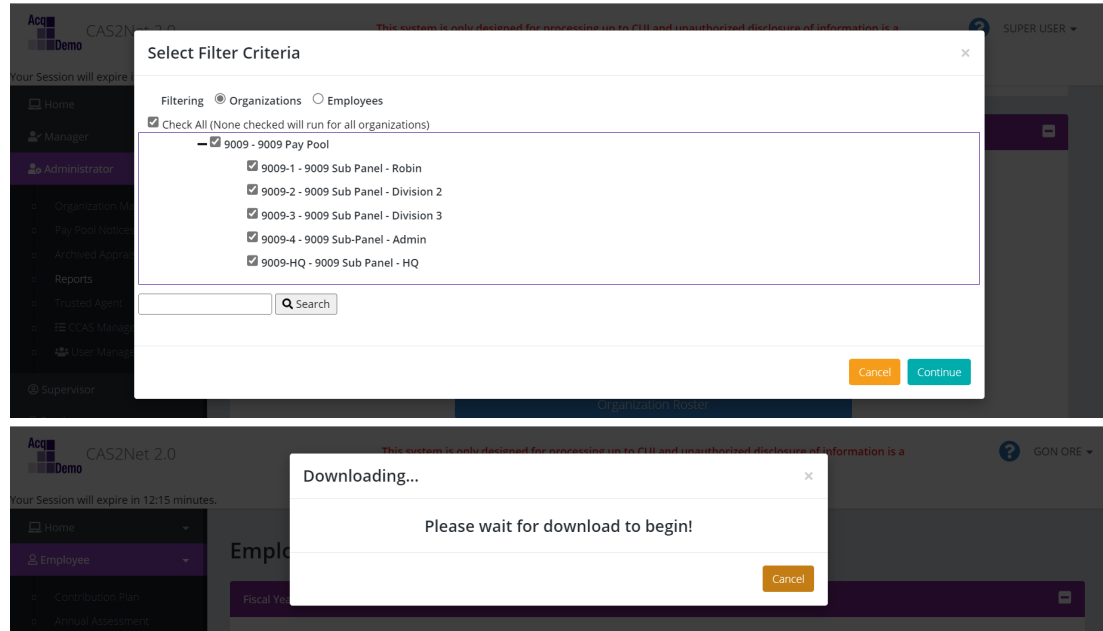
First Last Name	Middle Name	PayPool	Status	Increase	Locality	Start Date	End Date
		1246	Approval Finalized	0	32.49	10/11/2022	1/29/2023
		2250	Approval Finalized	10	16.2	8/29/2022	2/28/2023
		5103	Approval Finalized	10	20.45	8/15/2022	2/15/2023
		1245	Approval Finalized	10	31.53	7/9/2022	1/8/2023
		5104	Released	10	19.11	10/1/2022	3/15/2023
		5103	Released	10	20.96	10/3/2022	1/19/2023
		2104	Released	7	32.49	10/1/2022	3/10/2023
		2106	Released	10	32.49	9/10/2022	3/14/2023
		4302	Released	8	19.1	7/20/2022	1/18/2023

# Monitoring ACDP - Reports with ACDP Data

- Current Settings Reports
  - Select User Roles
- Select Filter Criteria
- Select Continue
- Open downloaded User Roles report, Column K is ACDP Approver

Current Settings Reports

User Roles



	A	B	C	D	E	F	G	H
1	Last Name	First Name	Middle Name	Org Code	Demo Employee	Supervisor	Team Lead	Regional Pay Manager
2	MANAGER	PAY POOL		9009	No	Yes	No	No
3	USER	SUPER		9009-1	Yes	Yes	No	No
4	STRATOR	ADM						
5	ICE	PIGE						
	I	J	K	L	M			
	Functional Reviewer	ACDP Employee	ACDP Approver	Guest Rater	Roles			
	No	No	Yes	No	AcqDemo - Primary Manager			
	No	No	No	No	9009- Superuser, 9009-4- Primary Manager			
	No	No	Yes	No	9009- Admin			

# User Profiles – Setting Up for ACDP

**AcqDemo Operating Guide**

**Chapter 6.20.3 Responsibilities**

**f) ACDP is supported by CAS2Net modules for employees, supervisors 1 and 2, as assigned, and ACDP approving officials, and managed by the pay pool administrators. For details see the CAS2Net User Guide at <https://acqdemo.hci.mil/training.html#cas2netUG>**

**Getting started, setting up the User Profiles**

- 1. ACDP Approver**
- 2. ACDP Supervisor**
- 3. ACDP Employee**

# ACDP Approver

# User Profile – ACDP Approver

- **AcqDemo Operating Guide**

Chapter 6.20.3 Responsibilities

d) **Pay Pool Managers or Designated ACDP Approver.** Utilize the program consistent with the criteria and guidance issued by their personnel policy board or equivalent board. **Review and approve an employee’s ACDP Assessment. Establish and approve amounts of individual ACDP basic pay increases.**

- **Who will be the ACDP Approver? CAS2Net User Profile default setting is set at “No” for “ACDP Approver is Pay Pool Manager,” requiring a selection.**

User Profile - EMPLOYEE, ACDP (ID #232662)

Accelerated Compensation for Developmental Positions

ACDP Start Date 10-13-2019	Developmental Program Career Ladder	Associated PRDs Associated PRD Numbers	Current PRD Number PRD Number
Target Career Path NH - Business Management and Te...	Max Broadband Level III	Target Occupational Series 1102 - CONTRACTING	
Next Projected ACDP Start Date	ACDP Approver is Pay Pool Manager No Yes	ACDP Approving Officer Select Option	



# User Profile – ACDP Approver

- If the ACDP Approver is other than the pay pool manager, then the Designated ACDP Approver must be identified in that User Profile.

## User Profile - STRATOR, ADMIN (ID #232647)

General User Information Impersonate User

Can Access CAS2Net 2.0 No Yes	Is Demo Employee No Yes	Is ACDP User No Yes	Is Regional Manager No Yes
Is System Owner No Yes	Can Impersonate Restricted Users No Yes	Can Edit User History No Yes	<b>Can Be ACDP Approver</b> No Yes
Can Be Team Lead No Yes	Can Be Supervisor No Yes	Can Be Functional Reviewer No Yes	Can Be Guest Rater No Yes
Opt In Notification No Yes			

Change To

## User Profile - STRATOR, ADMIN (ID #232647)

General User Information Impersonate User

Can Access CAS2Net 2.0 No Yes	Is Demo Employee No Yes	Is ACDP User No Yes	Is Regional Manager No Yes
Is System Owner No Yes	Can Impersonate Restricted Users No Yes	Can Edit User History No Yes	<b>Can Be ACDP Approver</b> No Yes
Can Be Team Lead No Yes	Can Be Supervisor No Yes	Can Be Functional Reviewer No Yes	Can Be Guest Rater No Yes
Opt In Notification No Yes			

# User Profile – ACDP Approver

- User Profile’s “Can Be ACDP Approver” if set at “Yes.”

User Profile - STRATOR, ADMIN (ID #232647)

General User Information Impersonate User ⓘ

Can Access CAS2Net 2.0 <input type="radio"/> No <input checked="" type="radio"/> Yes	Is Demo Employee <input type="radio"/> No <input checked="" type="radio"/> Yes	Is ACDP User <input type="radio"/> No <input type="radio"/> Yes	Is Regional Manager <input type="radio"/> No <input type="radio"/> Yes
Is System Owner <input type="radio"/> No <input type="radio"/> Yes	Can Impersonate Restricted Users <input type="radio"/> No <input type="radio"/> Yes	Can Edit User History <input type="radio"/> No <input type="radio"/> Yes	<b>Can Be ACDP Approver</b> <input type="radio"/> No <input checked="" type="radio"/> Yes
Can Be Team Lead <input type="radio"/> No <input type="radio"/> Yes	Can Be Supervisor <input type="radio"/> No <input type="radio"/> Yes	Can Be Functional Reviewer <input type="radio"/> No <input type="radio"/> Yes	Can Be Guest Rater <input type="radio"/> No <input type="radio"/> Yes
Opt In Notification <input type="radio"/> No <input type="radio"/> Yes			

- That User Profile will be in the pick list ... more on this later

ACDP Approving Officer

Select Option ▲

**Select from pick list**

ACDP Approving Officer

Select Option ▲

stra

**STRATOR, ADMIN**

# ACDP Supervisor

# User Profile – ACDP Supervisor

- Supervisor User Profile’s “Can Be Supervisor” must be set at “Yes.”

User Profile - SUPERVISOR, ACDP (ID #232652)

General User Information Impersonate User ⓘ

Can Access CAS2Net 2.0 <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	Is Demo Employee <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	Is ACDP User <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	Is Regional Manager <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
Is System Owner <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	Can Impersonate Restricted Users <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	Can Edit User History <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	Can Be ACDP Approver <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
Can Be Team Lead <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	<b>Can Be Supervisor</b> <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	Can Be Functional Reviewer <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	Can Be Guest Rater <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
Opt In Notification <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			

## Chapter 6.20.3 Responsibilities

e) Rating Official or Immediate Supervisor. These individuals will establish and approve the CCAS Contribution Plan to include ACDP contribution, performance, and development criteria, objectives, and plans for an employee’s ACDP assessment. May recommend an ACDP basic pay increase to an employee’s basic pay commensurate with fully successful completion of training and higher level, more complex work based on an employee’s Contribution Plan and ACDP goals, objectives, expectations, and quality of performance for an ACDP Assessment and/or CCAS appraisal cycle.

# ACDP Employee



**6.20.4.a) Employees occupying DAWIA-coded positions and those in non-AWF positions requiring 51% or more of time in direct support of acquisition positions in an acquisition functional area classified to Broadband Levels I, II, and III of the Business Management and Technical Management Professional Career Path who are approved for participation in formal training programs, internships, or other developmental capacities may be eligible for ACDPs. These developmental programs must lead to the attainment of job-related competencies enabling the employee to demonstrate successful or better growth in complexity of work, value of contributions, quality of performance and completion of training that warrant an advancement toward the targeted position or compensation level (i.e., broadband level, position, control point/maximum OCS, or basic pay range within a broadband level).**

# User Profile – ACDP Employee

- ACDP User Profile must have “Is ACDP User” set at “Yes”

## User Profile - EMPLOYEE, ACDP (ID #232662)

General User Information

Impersonate User  

Can Access CAS2Net 2.0

No Yes

Is Demo Employee

No Yes

Is ACDP User

No Yes

Is Regional Manager

No Yes

Is System Owner

No Yes

Can Impersonate Restricted Users

No Yes

Can Edit User History

No Yes

Can Be ACDP Approver

No Yes

Can Be Team Lead

No Yes

Can Be Supervisor

No Yes

Can Be Functional Reviewer

No Yes

Can Be Guest Rater

No Yes

Opt In Notification

No Yes

- Will activate the panel for ACDP

Accelerated Compensation for Developmental Positions 

# User Profile – ACDP Employee

- User Profile

User Profile - EMPLOYEE, ACDP (ID #232662)

- Organization Information

Organization Information Refresh Contribution Plan ⓘ Transfer User ⓘ User Change History ⓘ Supervisor 1 History ⓘ Organization History ⓘ ☰

- Supervisor 1 – select supervisor from pick list (check box  Matrix for matrix supervisors)

Supervisor 1 <input type="checkbox"/> Matrix	Supervisor 2 <input type="checkbox"/> Matrix	Functional Reviewer <input type="checkbox"/> Matrix	Guest Rater <input type="checkbox"/> Matrix
SUPERVISOR, ACDP x ▾	Select Option ▾	Select Option ▾	Select Option ▾

# User Profile – ACDP Employee

- User Profile

User Profile - EMPLOYEE, ACDP (ID #232662)

- Panel for Accelerated Compensation for Developmental Positions

Accelerated Compensation for Developmental Positions

- Fill in the data fields **1** to **7**

<b>1</b> ACDP Start Date 10-13-2019	<b>2</b> Developmental Program Career Ladder	<b>3</b> Associated PRDs Associated PRD Numbers	<b>4</b> Current PRD Number PRD Number
<b>5</b> Target Career Path NH - Business Management and Te...	<b>6</b> Max Broadband Level III	<b>7</b> Target Occupational Series 1102 - CONTRACTING	
<b>8</b> Next Projected ACDP Start Date	ACDP Approver is Pay Pool Manager No Yes	<b>9</b> ACDP Approving Officer Select Option	



# User Profile – ACDP Employee

- **Option** to set the “Next Projected ACDP Start Date”

## User Profile - EMPLOYEE, ACDP (ID #232662)

Accelerated Compensation for Developmental Positions

ACDP Start Date 10-13-2019	Developmental Program Career Ladder	Associated PRDs Associated PRD Numbers	Current PRD Number PRD Number
Target Career Path NH - Business Management and Te...	Max Broadband Level III	Target Occupational Series 1102 - CONTRACTING	
Next Projected ACDP Start Date	ACDP Approver is Pay Pool Manager No Yes	ACDP Approving Officer Select Option	

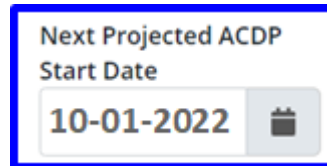
8

- If a date is entered in “Next Projected ACDP Start Date,” for example 10-01-2022 ...

Next Projected ACDP Start Date

10-01-2022

## User Profile – ACDP Employee



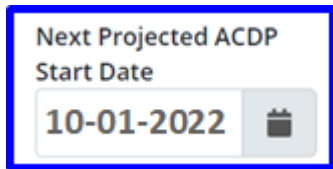
Next Projected ACDP  
Start Date  
10-01-2022

**ACDP – NOTIFICATIONS** when there is a date set in the date field  
**“Next Projected ACDP Start Date”**

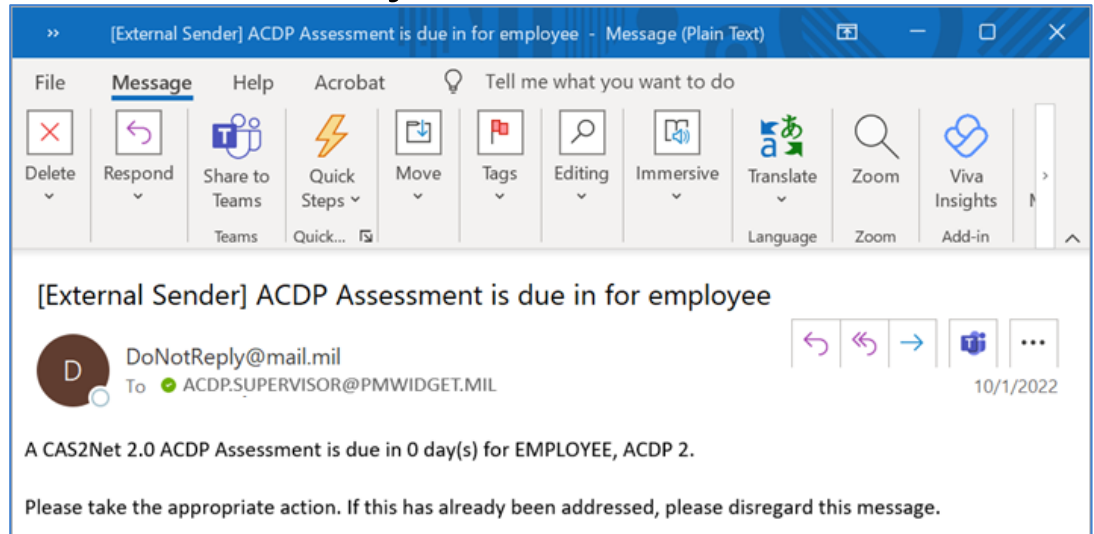
An email notification is sent to the assigned supervisor(s) when the ACDP employee is overdue for the *next scheduled start* of the ACDP assessment. CAS2Net compares the “Next Projected ACDP Start Date” to the current date to send reminder beginning on the projected start date (is the 0-day mark) then everyday until the assessment is started, or when the start date is removed from the user profile.

# User Profile – ACDP Employee

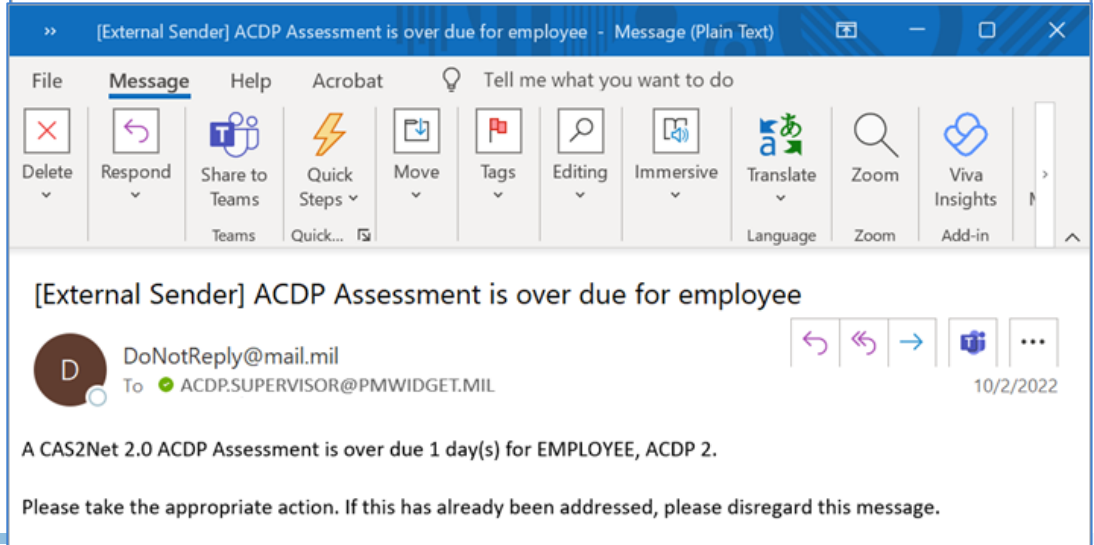
- Example - Set 10-01-2022 as the “Next Projected ACDP Start Date”



- On 10-01-2022, CAS2Net emails a reminder “is due in 0 day(s)”

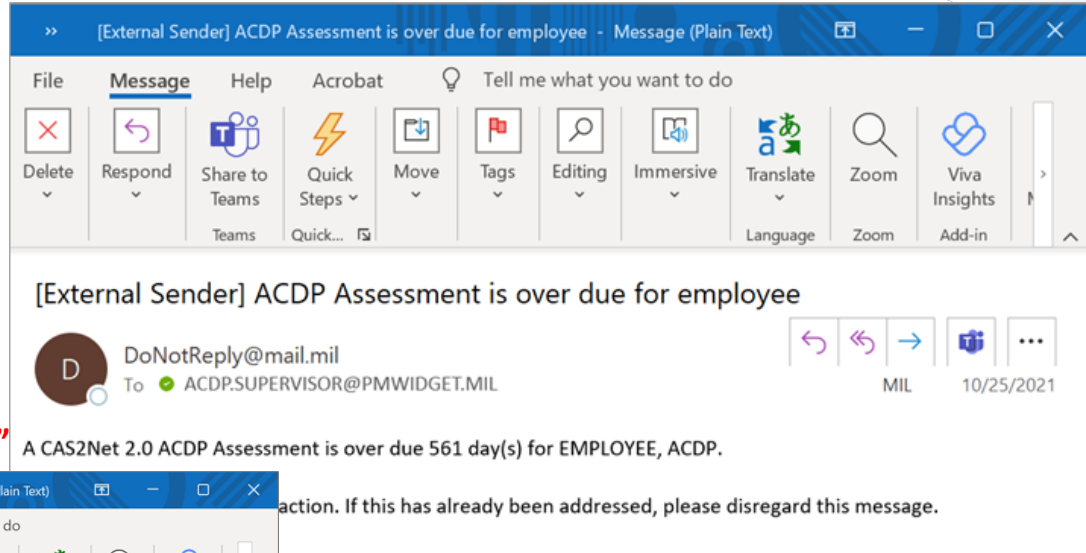


- On 10-02-2022, CAS2Net emails an overdue email “is over due 1 day(s)”

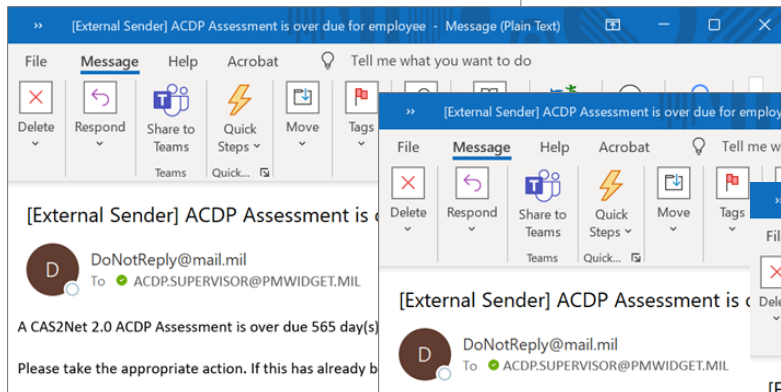


# User Profile – ACDP Employee

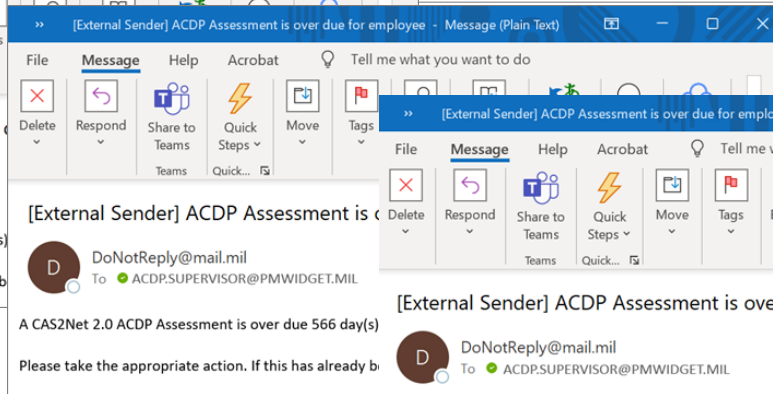
- CAS2Net will email the supervisor with an overdue email every day, except on weekends and holidays



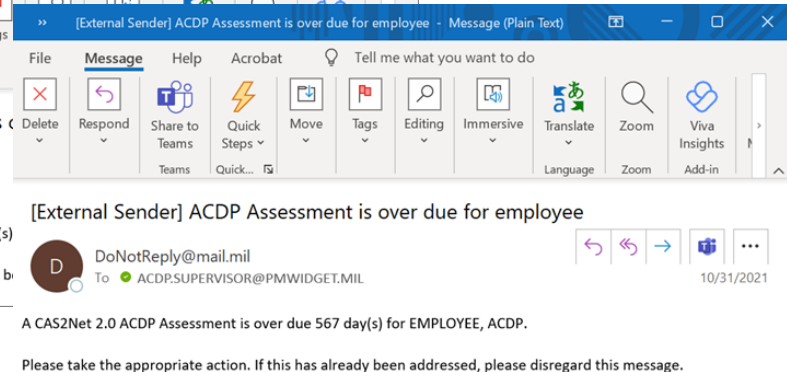
**“overdue 561 day(s)”**



**“overdue 565 day(s)”**



**“overdue 566 day(s)”**



**“overdue 567 day(s)”**

# User Profile – ACDP Employee

- Default setting for “ACDP Approver is Pay Pool Manager” is “No”

Accelerated Compensation for Developmental Positions

ACDP Start Date: 10-13-2019

Developmental Program: Career Ladder

Associated PRDs: Associated PRD Numbers

Current PRD Number: PRD Number

Target Career Path: NH - Business Management and Technical Man...

Max Broadband Level: III

Target Occupational Series: 1102 - CONTRACTING

Next Projected ACDP Start Date: [Calendar Icon]

ACDP Approver is Pay Pool Manager: **No**  Yes  **9**

ACDP Approving Officer: Select Option

- If left as “No” will require selecting someone other than the Pay Pool Manager as the ACDP Approver (may be different in each user profile)

ACDP Start Date: 10-13-2019

Developmental Program: Career Ladder

Associated PRDs: Associated PRD Numbers

Current PRD Number: PRD Number

Target Career Path: NH - Business Management and Te...

Max Broadband Level: III

Target Occupational Series: 1102 - CONTRACTING

Next Projected ACDP Start Date: [Calendar Icon]

ACDP Approver is Pay Pool Manager: **No**  Yes

ACDP Approving Officer: Select Option

strat

STRATOR, ADMIN

# User Profile – ACDP Approver

- If the Pay Pool Manager is the “ACDP Approver is Pay Pool Manager” then change

ACDP Approver is Pay Pool Manager **to** ACDP Approver is Pay Pool Manager

No  Yes  No  Yes

Accelerated Compensation for Developmental Positions

ACDP Start Date: 10-13-2019

Developmental Program: Career Ladder

Associated PRDs: Associated PRD Numbers

Current PRD Number: PRD Number

Target Career Path: NH - Business Management and Te...

Max Broadband Level: III

Target Occupational Series: 1102 - CONTRACTING

Next Projected ACDP Start Date:

ACDP Approver is Pay Pool Manager:  Yes

History Post-Cycle Activity Archive Cancel Save

- Finally, select “Save”  to save ACDP Approver, Next Projected ACDP Start Date, Target Occupational Series, Max Broadband Level, Target Career Path, Current PRD Number, Associated PRDs, Developmental Program, ACDP Start Date, Supervisor 1, and Is ACDP User

# ACDP Reports

## ACDP – NOTIFICATIONS

An email notification is sent to the assigned supervisor(s) and administrator(s) / superuser(s) when an ACDP employee is nearing the next scheduled ACDP assessment due date. The system compares the next ACDP assessment due date to the current date to send reminder email notifications at the 90, 60, 30, and 0 day mark. In addition, whenever there is a change in status.

ACDP Assessment Status	Email To		
	Employee	Supervisor(s)	Administrator
Draft	✓	✓	✓
Not Started	✓	✓	✓
Submitted to Supervisor 1		✓	✓
Pending Supervisor 2 Approval		✓	✓
Approved			✓
Approval Finalized		✓	✓
Approved – Returned		✓	✓
Released	✓	✓	✓

# Questions on Setting Up User Profiles for ACDP?

## ACDP Assessment Issues



# ACDP Assessment Issues

When the Administrator updated the User Profile “Is ACDP User” to “Yes”  
 User Profile has the Panel Accelerated Compensation for Developmental Positions

Fiscal Year	Assessment Number	Basic Pay	Percentage Increase	Dollar Increase	Start Date	End Date	Generate
2023	1		%	\$0			Generate PDF

**FY2022      #1      Blank \$      Blank %      \$0      04-10-2022      10-10-2022**

ACDP Status is “Draft”

ACDP Assessment for TON WASHING (Draft)

**General Information**

Fiscal Year: 2023

Supervisor Level 1: LEE, JERRY      Supervisor Level 2:      Sub-Panel Manager: CALI, FORNIA      Pay Pool Manager: DISTRICT, OF COLUMBIA

Broadband Level: II      Occupational Series: 0028 - ENVIRONMENTAL PROTECTION SPECIALIST      Career Path: NH - Business Management and Technical Management Professional      Expected OCS and Range: 21 - 25 - 28

**Contribution Planning**

Assessment Number: 1

From Date: [Calendar Icon]

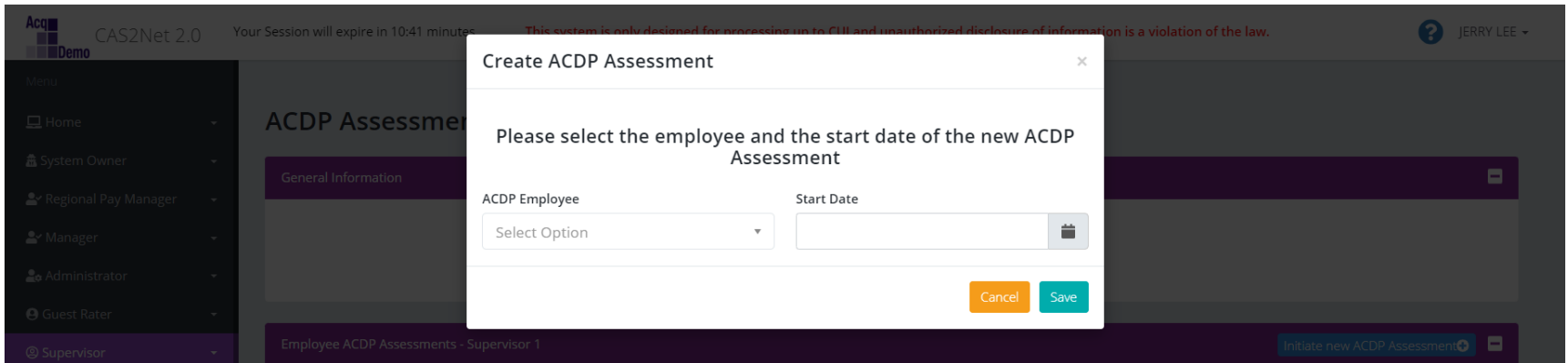
Contribution Plan Effective Date: 10-01-2022

Contribution Plan(s) For Fiscal Year:  
 Contribution Plan - Effective 10-01-2022 - Approved - Communicated on 10-10-2022

Cancel Save Submit to Supervisor 1

# ACDP Assessment Issues

- If the supervisor goes to their ACDP Assessments Module and “Initiate new ACDP Assessment” **Initiate new ACDP Assessment+** ... pop-up to select employee and start date of new ACDP Assessment



**That is within the six-month window, e.g., 04-10-2022**  
**This will creates another assessment as #2**

Fiscal Year	Assessment Number	Basic Pay	Percentage Increase	Dollar Increase	Start Date	End Date	Generate
2023	1		%	\$0			<a href="#">Generate PDF</a>
2022	2		%	\$0	04-10-2022	10-10-2022	<a href="#">Generate PDF</a>

# ACDP Assessment Issues

If ACDP Employee opens Assessment 1 and enters 04-10-2022

Contribution Planning

Assessment Number: 1

From Date: 04-10-2022

Contribution Plan Effective Date: 04-10-2022

CAS2Net updates Fiscal Year to 2022

General Information

Fiscal Year: 2022

Supervisor Level 1: LEE, JERRY

Supervisor Level 2:

Sub-Panel Manager: CALL, FORNIA

Pay Pool Manager: DISTRICT, OF COLUMBIA

Broadband Level: II

Occupational Series: 0028 - ENVIRONMENTAL PROTECTION SPECIALIST

Career Path: NH - Business Management and Technical Management Professional

Expected OCS and Range: 29 - 33 - 36

User Profile would now have **three** assessments

Fiscal Year	Assessment Number	Basic Pay	Percentage Increase	Dollar Increase	Start Date	End Date	Generate
2023	3		%	\$0			Generate PDF
2022	2		%	\$0	04-10-2022	10-10-2022	Generate PDF
2022	1		%	\$0	04-10-2022	10-10-2022	Generate PDF

# ACDP Assessment Issues

Can the Administrator delete the other assessments?

Fiscal Year	Assessment Number	Basic Pay	Percentage Increase	Dollar Increase	Start Date	End Date	Generate
2022	1		%	\$0	04-10-2022	10-10-2022	<a href="#">Generate PDF</a>

**FY2022      #1      Blank \$      Blank %      \$0      04-10-2022      10-10-2022**

Fiscal Year	Assessment Number	Basic Pay	Percentage Increase	Dollar Increase	Start Date	End Date	Generate
2023	1		%	\$0			<a href="#">Generate PDF</a>
2022	2		%	\$0	04-10-2022	10-10-2022	<a href="#">Generate PDF</a>

**FY2023      #1      Blank \$      Blank %      \$0**

**FY2022      #2      Blank \$      Blank %      \$0      04-10-2022      10-10-2022**

Fiscal Year	Assessment Number	Basic Pay	Percentage Increase	Dollar Increase	Start Date	End Date	Generate
2023	3		%	\$0			<a href="#">Generate PDF</a>
2022	2		%	\$0	04-10-2022	10-10-2022	<a href="#">Generate PDF</a>
2022	1		%	\$0	04-10-2022	10-10-2022	<a href="#">Generate PDF</a>

**FY2023      #3      Blank \$      Blank %      \$0**

**FY2022      #2      Blank \$      Blank %      \$0      04-10-2022      10-10-2022**

**FY2022      #1      Blank \$      Blank %      \$0      04-10-2022      10-10-2022**

# ACDP Assessment Issues

Fiscal Year	Assessment Number	Basic Pay	Percentage Increase	Dollar Increase	Start Date	End Date	Generate
2023	3		%	\$0			<a href="#">Generate PDF</a>
2022	2		%	\$0	04-10-2022	10-10-2022	<a href="#">Generate PDF</a>
2022	1		%	\$0	04-10-2022	10-10-2022	<a href="#">Generate PDF</a>

- Administrator ... CCAS Management ... ACDP Assessments ... Fiscal Year

General Information ☰

Fiscal Year

2023 ▼

... Select Employee and ACDP Assessment status must be Draft

Employee ACDP Assessments - Administrator ☰

☰

Show  entries Search:

Status <input type="text" value=""/>	Name <input type="text" value="washin"/>	Email <input type="text" value=""/>	Supervisor 1 <input type="text" value=""/>	Supervisor 2 <input type="text" value=""/>	Date Communicated <input type="text" value=""/>
Draft	WASHING, TON	JERRY.LEE@DAU.EDU	JERRY LEE		

# ACDP Assessment Issues

- Note status is “Draft” ... Fiscal Year “2023” ... Assessment Number 3
- Select “Delete”

ACDP Assessment for TON WASHING (Draft)

General Information

Fiscal Year: 2023

Supervisor Level 1: LEE, JERRY  
 Supervisor Level 2:  
 Sub-Panel Manager: CALL, FORNIA  
 Pay Pool Manager: DISTRICT, OF COLUMBIA

Broadband Level: II  
 Occupational Series: 0028 - ENVIRONMENTAL PROTECTION SPECIALIST  
 Career Path: NH - Business Management and Technical Management Professional  
 Expected OCS and Range: 21 - 25 - 28

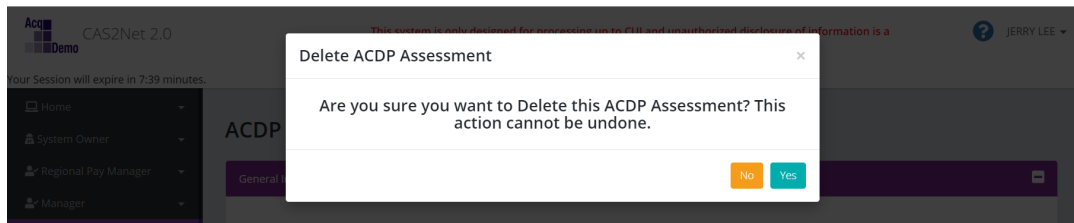
Contribution Planning

Assessment Number: 3

Contribution Plan Effective Date:

**Delete** Cancel

- Pop-up asking “Are you sure you want to Delete this ACDP Assessment? This action cannot be undone.” Select “Yes”



# ACDP Assessment Issues

- CAS2Net returns to Fiscal Year
- Status is “Not Started”

ACDP Assessments

General Information

Fiscal Year: 2023

Employee ACDP Assessments - Administrator

Show 25 entries Search:

Status	Name	Email	Supervisor 1	Supervisor 2	Date Communicated
Not Started	WASHING, TON	JERRY.LEE@DAU.EDU	JERRY LEE		

- User Profile updated
- To remove Assessment 2

Accelerated Compensation for Developmental Positions

Fiscal Year	Assessment Number	Basic Pay	Percentage Increase	Dollar Increase	Start Date	End Date	Generate
2022	2		%	\$0	04-10-2022	10-10-2022	<a href="#">Generate PDF</a>
2022	1		%	\$0	04-10-2022	10-10-2022	<a href="#">Generate PDF</a>

# ACDP Assessment Issues

- Administrator ... CCAS Management ... ACDP Assessments ... Fiscal Year 2022

General Information

Fiscal Year

2022

... Select Employee and ACDP Assessment status must be Draft

Employee ACDP Assessments - Administrator

Show 25 entries

Search:

Status	Name	Email	Supervisor 1	Supervisor 2	Date Communicated
Draft	WASHING, TON	JERRY.LEE@DAU.EDU	JERRY LEE		

... Open assessment ... Assessment Number 2

Contribution Planning

Assessment Number

2

Contribution Plan Effective Date:

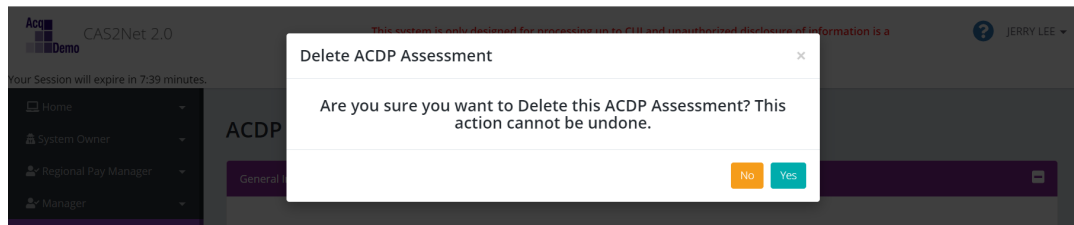
Delete Cancel



# ACDP Assessment Issues

... Select "Delete"

... Pop-up asking "Are you sure you want to Delete this ACDP Assessment? This action cannot be undone." Select "Yes"



- Go to User Profile ... Accelerated Compensation for Developmental Positions ... only one assessment

Fiscal Year	Assessment Number	Basic Pay	Percentage Increase	Dollar Increase	Start Date	End Date	Generate
2022	1		%	\$0	04-10-2022	10-10-2022	<input type="button" value="Generate PDF"/>

# ACDP Assessment Issues

For the first ACDP assessment, the correct process is for the ACDP Employee to enter the From Date

Contribution Planning

Assessment Number  
1

From Date  
04-10-2022

Contribution Plan Effective Date:  
04-10-2022

User Profile would have one assessment

Fiscal Year	Assessment Number	Basic Pay	Percentage Increase	Dollar Increase	Start Date	End Date	Generate
2022	1		%	\$0	04-10-2022	10-10-2022	Generate PDF

# When Can an Administrator Delete an Assessment?

Administrators can delete the ACDP when the status is either Draft, Submitted to Supervisor 1, or Pending Supervisor 2 Approval

ACDP Assessment Status	Refresh ACDP Assessment	Cancel (Revert View)	Delete	Return for Changes	Modify
<b>Draft</b> (When User Profile has "Is ACDP User" changed to "Yes" and next assessment)		✓	✓		
<b>Not Started</b> (Upon deletion of a draft ACDP, ACDP Submitted to Supervisor 1 or ACDP Pending Supervisor 2 Approval)					
<b>Submitted to Supervisor 1</b> (Employee to Supervisor)		✓	✓		
<b>Pending Supervisor 2 Approval</b>		✓	✓		
<b>Approved</b> (Supervisor's Assessment and Recommended Percent Increase)	✓	✓			
<b>Approval Finalized</b> (by Manager / ACDP Approving Official)	✓	✓			
<b>Released</b> (by Supervisor to Employee)		✓		✓	✓

# ACDP Issue – Can't See Assessment and/or Incorrect Basic Pay

- Employee reported “can see Assessment 6 but not 5”
- Supervisor reported “can see Assessment 6 but not 5”
- Administrator checks and confirms seeing 6 but not 5
- Administrator opens User Profile ... 6 was initiated, 5 has a basic pay that less than Assessment 4, and 2’s basic pay less than 1

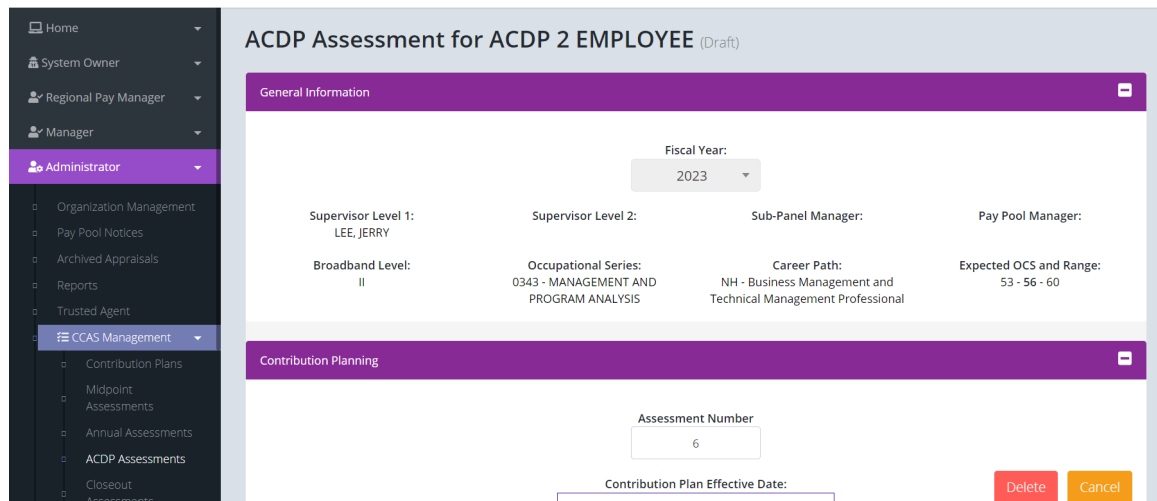
## User Profile - EMPLOYEE, ACDP 2 (ID #232664)


Accelerated Compensation for Developmental Positions

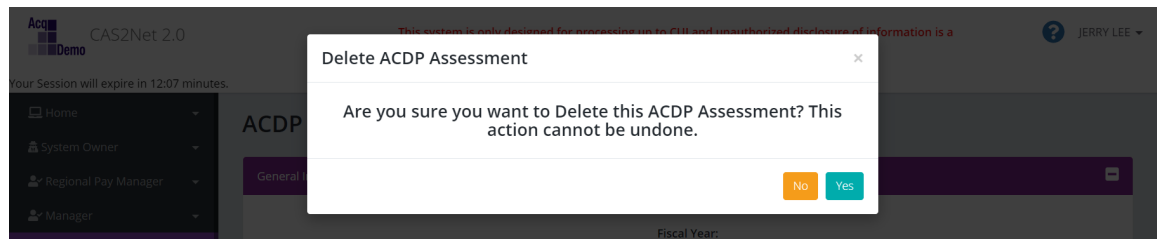
Fiscal Year	Assessment Number	Basic Pay	Percentage Increase	Dollar Increase	Start Date	End Date	Generate
2023	6		%	\$0	03-01-2023	09-01-2023	Generate PDF
2023	5	\$58,048	10 %	\$5,805	10-03-2022	04-03-2023	Generate PDF
2022	4	\$63,853	10 %	\$6,385	04-02-2022	10-02-2022	Generate PDF
2022	3	\$50,692	10 %	\$5,069	10-01-2021	04-01-2022	Generate PDF
2021	2	\$46,084	10 %	\$4,608	04-01-2021	09-30-2021	Generate PDF
2020	1	\$49,723	10 %	\$4,972	09-28-2020	03-28-2021	Generate PDF

# ACDP Issue – Can’t See Assessment

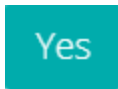
Administrator in CCAS Management opens #6, status is “Draft”



Select “Delete”  ... pop-up ... “Are you sure you want to delete this ACQP Assessment? This action cannot be undone.”




Select “Yes”



# ACDP Issue – Basic Pay

- Administrator opens User Profile ... 6 deleted, **5 has a basic pay that less than Assessment 4**, and 2's basic pay less than 1

## User Profile - EMPLOYEE, ACDP 2 (ID #232664)

Fiscal Year	Assessment Number	Basic Pay	Percentage Increase	Dollar Increase	Start Date	End Date	Generate
2023	5 	\$58,048	10%	\$5,805	10-03-2022	04-03-2023	<a href="#">Generate PDF</a>
2022	4	\$63,853	10%	\$6,385	04-02-2022	10-02-2022	<a href="#">Generate PDF</a>
2022	3	\$50,692	10%	\$5,069	10-01-2021	04-01-2022	<a href="#">Generate PDF</a>
2021	2	\$46,084	10%	\$4,608	04-01-2021	09-30-2021	<a href="#">Generate PDF</a>
2021	1	\$49,723	10%	\$4,972	09-28-2020	03-28-2021	<a href="#">Generate PDF</a>

- Check User Profile ... Salary Information

# ACDP Issue – Basic Pay

On 10-02-2022, Assessment 4 had \$63,853 + \$6,385 (= \$70,238)

Fiscal Year	Assessment Number	Basic Pay	Percentage Increase	Dollar Increase	Start Date	End Date	Generate
2023	5	\$58,048	10%	\$5,805	10-03-2022	04-03-2023	<a href="#">Generate PDF</a>
2022	4	\$63,853	10% <sup>1</sup>	\$6,385	04-02-2022	10-02-2022	<a href="#">Generate PDF</a>

On 04-02-2023 reviewed User Profile ... Salary Information ... Basic Pay is \$63,853

Salary Information -

Presumptive Status Retained Pay Status

Basic Pay

Locality

Locality Rate


Control Point OCS

**Make correction to \$73,118 (\$63,853 + \$6,385 = \$70,238 + \$2,880 (2023 GPI at 4.1% and \$0 CRI)**

Salary Information -

Presumptive Status Retained Pay Status

Basic Pay

Locality

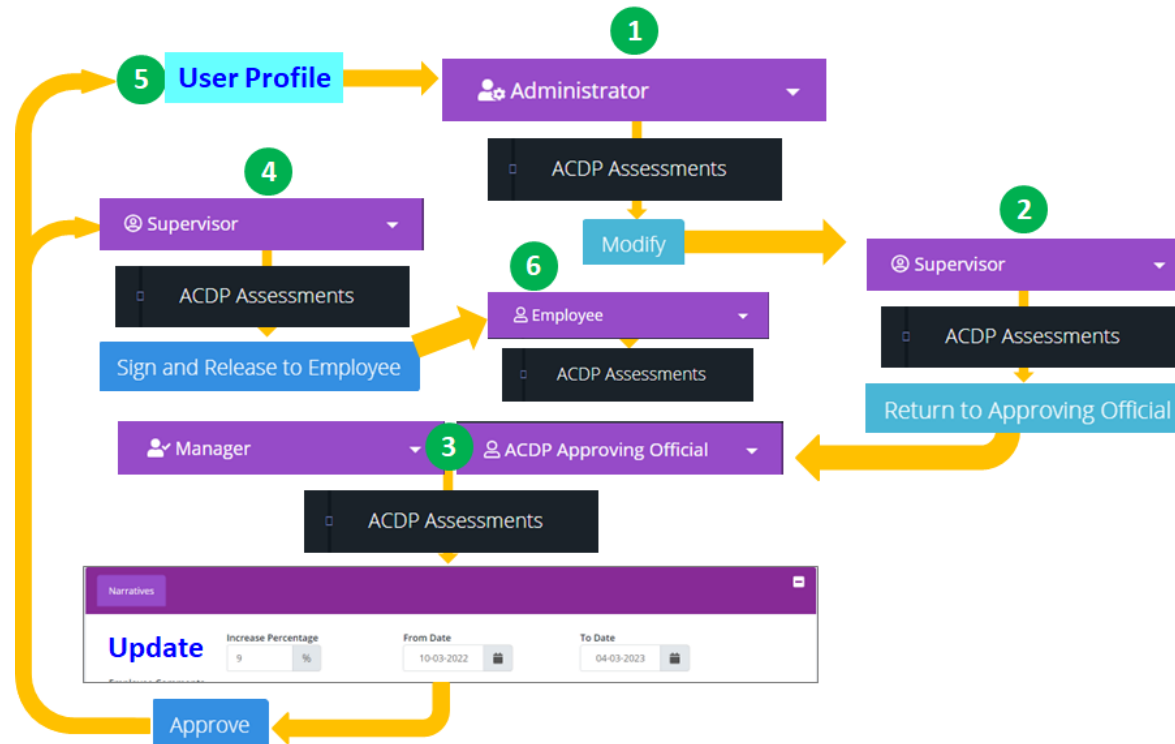
Locality Rate


Control Point OCS

# ACDP Issue – Basic Pay

Fiscal Year	Assessment Number	Basic Pay	Percentage Increase	Dollar Increase	Start Date	End Date	Generate
2023	5	\$58,048	10%	\$5,805	10-03-2022	04-03-2023	Generate PDF
2022	4	\$63,853	10% <sup>1</sup>	\$6,385	04-02-2022	10-02-2022	Generate PDF

## To correct Assessment 5





# ACDP Status – Released

## 1 Refresh ACDP Assessment

For ACDP assessments in the **Released** status, you can refresh the employees' assessment to reflect updates made to the users' profile that are displayed in the **General Information** panel.

ACDP Assessment for ACDP 2 EMPLOYEE (Released)

**General Information**

Fiscal Year: Select Option

Supervisor Level 1: LEE, JERRY      Supervisor Level 2:      Sub-Panel Manager:      Pay Pool Manager:

Broadband Level: II      Occupational Series: 0343 - MANAGEMENT AND PROGRAM ANALYSIS      Career Path: NH - Business Management and Technical Management Professional      Expected OCS and Range: 48 - 51 - 55

**Contribution Planning** Refresh ACDP Assessment

Assessment Number: 4

Contribution Plan Effective Date: 10-01-2021

Cancel    Return for Changes    Modify

## 2 Return for Changes

Administrator can “Return for Changes” an ACDP assessment back to the employee if additional information or modifications are needed after finalizing and approval by the Manager/ACDP Approving Official.

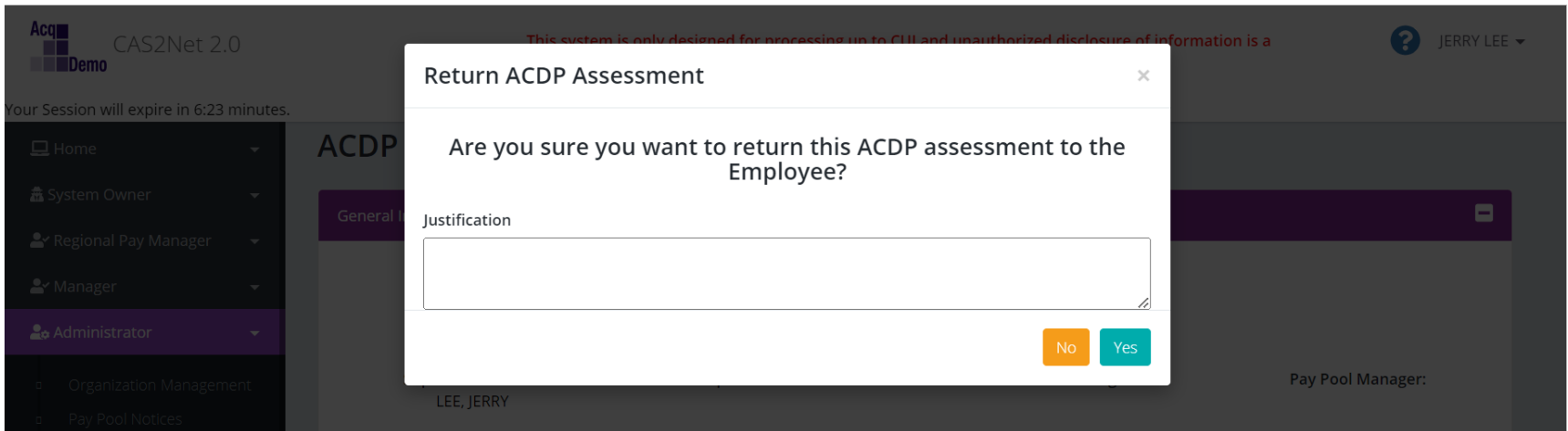
## 3 Modify

Administrator can “Modify” an ACDP assessment back to the supervisor if additional information or modifications are needed after finalizing and approval by the Manager/ACDP Approving Official.

# ACDP Status – Released ... Return for Changes

## Return for Changes

Administrator can “Return for Changes” an ACDP assessment back to the employee if additional information or modifications are needed after finalizing and approval by the Manager/ACDP Approving Official.



## Pop-up ... Return ACDP Assessment

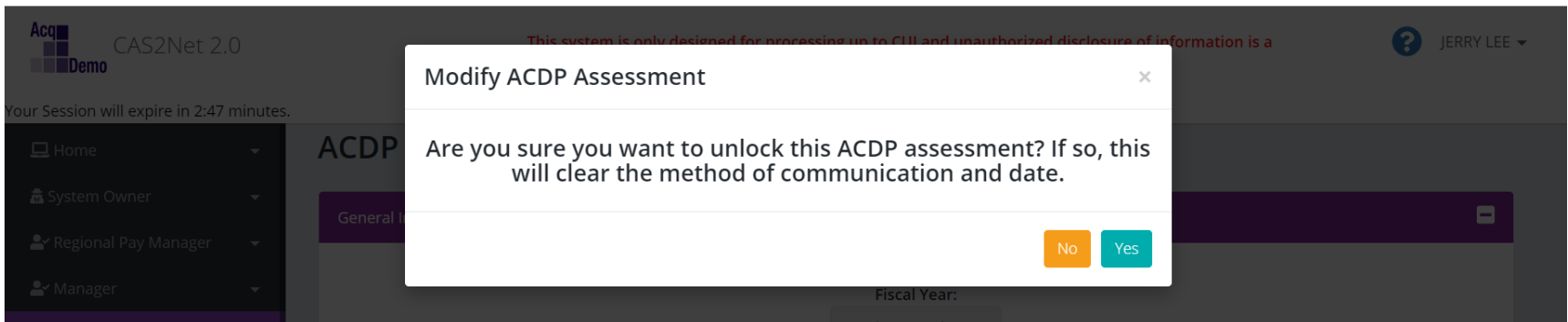
Are you sure you want to unlock this ACDP assessment to the Employee?

- Enter Justification on what the Employee needs to do
- Select “Yes”  ... CAS2Net generated email to the Employee and Administrator

# ACDP Status – Released ... Modify

Modify

Administrator can “Modify” an ACDP assessment back to the supervisor if additional information or modifications are needed after finalizing and approved by the Manager/ACDP Approving Official.



Pop-up ... Modify ACDP Assessment

Are you sure you want to unlock this ACDP assessment? If so, this will clear the method of communication and date.

Select “Yes”  ... CAS2Net generated email to Supervisor and Administrator

# ACDP Status – Released ... Modify ... Supervisor

Supervisor opens ACDP assessment, sees four action buttons



Contribution Planning

Assessment Number: 5

Contribution Plan Effective Date: 10-01-2022

Contribution Plan(s) For Fiscal Year: Contribution Plan - Effective 10-01-2022 - Approved - Communicated on 10-18-2022

Cancel Save Return to Approving Official Sign and Release to Employee

Data fields: Method(s) of Communication, Date Communicated, and ACDP IDP Date ... unlocked

Narratives Supervisor 1 Approval

Method(s) of Communication

- Face To Face
- Tele-Conference
- Video Conference
- Email
- Other

Date Communicated

ACDP IDP Date

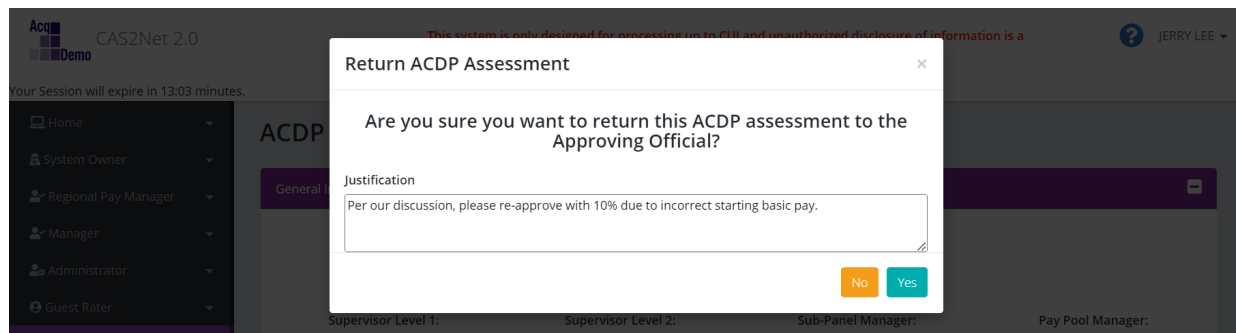
# ACDP Status – Released ... Modify ... Supervisor

Supervisor must select “Return to Approving Official”

Return to Approving Official

Pop-up ... Return ACDP Assessment

Are you sure you want to return this ACDP assessment to the Approving Official?



Supervisor should enter a justification requesting what the Manager / ACDP Approving Official needs to do, i.e., re-approve, change “Increase Percentage,” change “From Date’, or change “To Date”

Select “Yes”  ... CAS2Net generated email to Manager/ACDP Approving Official and Administrator

# ACDP Status – Released ... Modify ... Approving Official

Manager/ACDP Approving Official opens ACDP and sees four action buttons



Editable data fields for Increase Percentage, From Date, and To Date

Narratives
☰

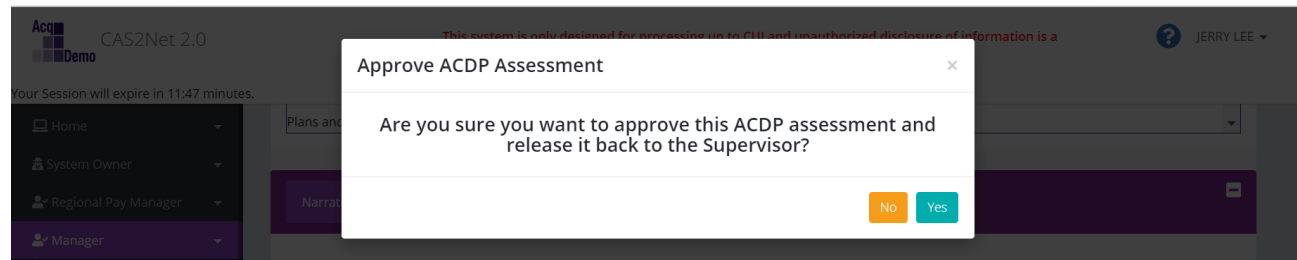
Increase Percentage

From Date

To Date

Select “Approve” Approve ... pop-up ... Approve ACDP Assessment

Are you sure you want to approve this ACDP assessment and release it back to the Supervisor?



Select “Yes” Yes ... CAS2Net generated email to Supervisor and Administrator

# ACDP Issue – Basic Pay

- Administrator opens User Profile

Fiscal Year	Assessment Number	Basic Pay	Percentage Increase	Dollar Increase	Start Date	End Date	Generate
2023	5	\$73,118 ✓	10 %	\$7,312	10-03-2022	04-03-2023	<a href="#">Generate PDF</a>
2022	4	\$63,853	10 %	\$6,385	04-02-2022	10-02-2022	<a href="#">Generate PDF</a>
2022	3	\$50,692	10 %	\$5,069	10-01-2021	04-01-2022	<a href="#">Generate PDF</a>
2021	2	\$46,084	10 %	\$4,608	04-01-2021	09-30-2021	<a href="#">Generate PDF</a>
2020	1	\$49,723	10 %	\$4,972	09-28-2020	03-28-2021	<a href="#">Generate PDF</a>

- Assessment 5 with corrected Basic Pay and ACDP pay increase recalculated
- Administrator, Employee, and Supervisor see Assessment #5

# ACDP Status – Released ... Modify ... Supervisor

Supervisor opens ACDP Assessment, sees four action buttons and approved Increased Percentage

Increase Percentage	From Date	To Date
10 %	10-03-2022	04-03-2023

Supervisor completes Supervisor 1 Approval with Method(s) of Communication, Date Communicated, and ACDP IDP Date

Method(s) of Communication

- Face To Face
- Tele-Conference
- Video Conference
- Email
- Other

Date Communicated:

ACDP IDP Date:

Method(s) of Communication

- Face To Face
- Tele-Conference
- Video Conference
- Email
- Other

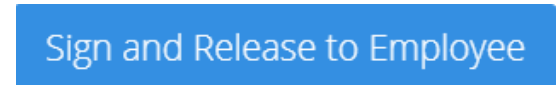
Date Communicated: 04-02-2023

ACDP IDP Date: 10-01-2022

Select "Save"



Select "Sign and Release to Employee"



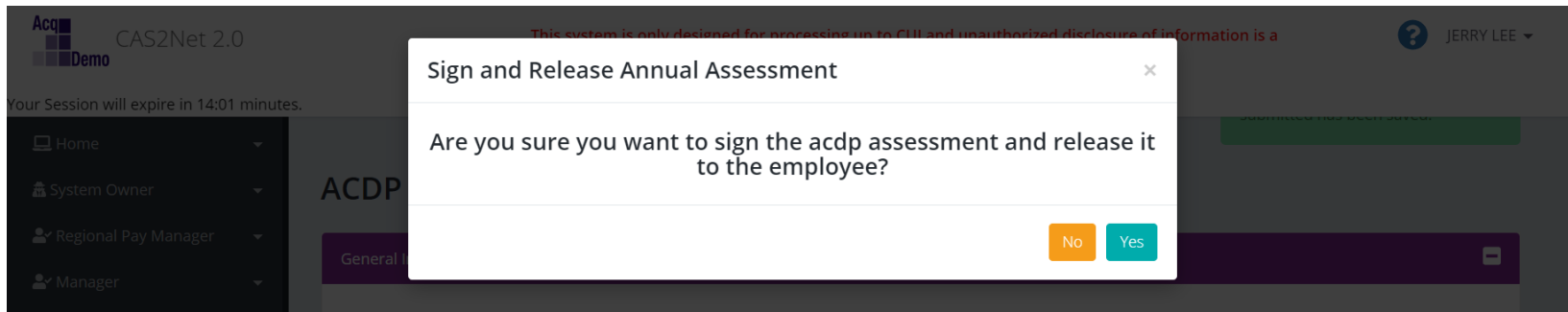
... pop-up



# ACDP Status – Released ... Modify ... Supervisor

## Pop-up ... Sign and Release Annual Assessment

Are you sure you want to sign and release the acdp assessment and release it to the employee?



Select "Yes"  
Administrator

Yes

... CAS2Net generated email to Employee and

# ACDP Status – When Can You Not Update?

- When the status is either Approved Finalized or Approved
- Administrators cannot update the ACDP Assessment Number, Basic Pay, Percentage Increase, Start Date, and/or End Date

Fiscal Year	Assessment Number	Basic Pay	Percentage Increase	Dollar Increase	Start Date	End Date	Generate
2023	5	\$73,118	10 %	\$7,312	10-03-2022	04-03-2023	<a href="#">Generate PDF</a>
2022	4	\$63,853	10 %	\$6,385	04-02-2022	10-02-2022	<a href="#">Generate PDF</a>
2022	3	\$50,692	10 %	\$5,069	10-01-2021	04-01-2022	<a href="#">Generate PDF</a>
2021	2	\$46,084	10 %	\$4,608	04-01-2021	09-30-2021	<a href="#">Generate PDF</a>
2020	1	\$49,723	10 %	\$4,972	09-28-2020	03-28-2021	<a href="#">Generate PDF</a>



- Administrators must email [AcqDemo.Contact@dau.edu](mailto:AcqDemo.Contact@dau.edu) with user's name, CAS2Net ID, assessment number(s) and change(s) to include current data and revise data

# ACDP Issues

Administrator emailed “I’m working with the ACDP Employee to submit her ACDP self-assessment, but it appears she has submitted it into the 2023 period. When I look at her CAS2Net profile, under the ACDP section there are now three rows listed. There really should be just one row.

“Can you (or the ALTESS folks) help to clear out the two wrong assessment periods, and move the employee’s self-assessment into the 2022 row? That row should also reflect an Assessment Number of ‘1’. Currently it is listed as ‘3’.”

Fiscal Year	Assessment Number	Basic Pay	Percentage Increase	Dollar Increase	Start Date	End Date	Generate
2023	3		%	\$0			<a href="#">Generate PDF</a>
2022	2		%	\$0	04-10-2022	10-10-2022	<a href="#">Generate PDF</a>
2022	1		%	\$0	04-10-2022	10-10-2022	<a href="#">Generate PDF</a>

**Question: What should the Administrator do?**

**Answer:**

- A. Email [AcqDemo.Contact@dau.edu](mailto:AcqDemo.Contact@dau.edu)
- B. Email [AcqDemo.Contact@dau.edu](mailto:AcqDemo.Contact@dau.edu) if status is Draft or Submitted to Supervisor
- C. Email [AcqDemo.Contact@dau.edu](mailto:AcqDemo.Contact@dau.edu) if status is Approved or Approval Finalized
- D. Delete If status is Draft or Submitted to Supervisor 1

# ACDP Issues

Administrator emailed "... pay pool now has a deputy and the pay pool manager is assigning that responsibility (ACDP Approver) to the deputy."

Question:

What should the Administrator do?

Answer:

- A. Email [AcqDemo.Contact@dau.edu](mailto:AcqDemo.Contact@dau.edu)
- B. Go to the deputy's User Profile to update "Can be ACDP Approver" from "No" to "Yes," then "Save"
- C. Go to the employee's User Profile, open the panel ACDP, change the data field "ACDP Approver is Pay Pool Manager" from "Yes" to "No," then "Save"
- D. Go to the employee's User Profile, open the panel ACDP, change the data field "ACDP Approver is Pay Pool Manager" from "Yes" to "No," select the approver, then "Save"
- E. B then D

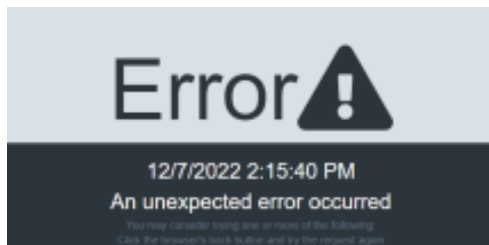
# Questions? Other ACDP Assessment Issues?

# Communicating with AcqDemo Program Office on CAS2Net and CCAS Issues

[AcqDemo.Contact@dau.edu](mailto:AcqDemo.Contact@dau.edu)

# Communicating with PMO on CAS2Net and CCAS Issues

- For user issues, please provide the name, CAS2Net ID, issue, attachment (if any), and, as applicable, a screenshot in the email.
- For system issues, such as, cannot access CAS2Net, a screenshot of the error message would pinpoint time and issue.



## Server Error in '/' Application.

### Runtime Error

**Description:** An application error occurred on the server. The current custom error

**Details:** To enable the details of this specific error message to be viewable on remot

```
<!-- Web.Config Configuration File -->

<configuration>
  <system.web>
    <customErrors mode="Off"/>
  </system.web>
</configuration>
```

**Notes:** The current error page you are seeing can be replaced by a custom error page

```
<!-- Web.Config Configuration File -->

<configuration>
  <system.web>
    <customErrors mode="RemoteOnly" defaultRedir
  </system.web>
</configuration>
```

```
https://cas2net.army.mil/
Service Unavailable
HTTP Error 503. The service is unavailable.
```

# 2023 Open Forum Schedule

- ✓ 05 January, 1pm – 2:30pm ET: Pay Transactions and Turning CAS2Net Data Base
- ✓ 02 February, 1pm – 2:30pm ET: CCAS Grievance and Archived/Transfer
- ✓ 02 March, 1pm – 2:30pm ET: Assigning Mandatory Objectives, Midpoint Assessment/Review, Additional Feedback, and Closeout Assessment
- ✓ 06 April, 1pm – 2:30pm ET: **ACDP Assessments** and Communicating with AcqDemo Program Office on CAS2Net and CCAS Issues
- **04 May, 1pm – 2:30pm ET: Reports – FY-based Reports & Current Settings Reports**
- 01 June, 1pm – 2:30pm ET: Macro Free ~~Sub-Panel Spreadsheet and~~ Compensation Management Spreadsheet (CMS) Introduction
- 06 July, 1pm – 2:30pm ET: Creating Sub-Organization Levels and Assigning Sub-Panel Managers, and User Role Assignments **and/or CAS2Net Performance Test**
- 03 August, 1pm – 2:30pm ET: CCAS Spreadsheet Test Schedule (Offline Sub-Panel Meeting Spreadsheet, Offline CMS, Macro Free versions, and CAS2Net Online versions)
- 07 September, 1pm – 2:30pm ET: Post Cycle Modules (Appraisal Status, Offline Interface, Previous Cycle Data, Sub-Panel Meeting and CMS Online)
- 14 September, 1pm – 2:30pm ET: Transfer, Archive and Post Cycle Activities
- 21 September, 1pm-2:30pm ET: CAS2Net Sub-Panel Meeting and CMS Online
- 28 September, 1pm-2:30pm ET: Macro Free Sub Panel Spreadsheet and Macro Free CMS
- 05 October, 1pm-2:30pm ET: Discrepancy Reports
- 12 October, 1pm-2:30pm ET: Lock/Unlock Supervisor 1, Sub-Pay Pool and Pay Pool
- 19 October, 1pm-2:30pm ET: Pay Pool Analysis Tool (PAT)
- 02 November, 1pm-2:30pm ET: Initial and Final Upload
- 16 November, 1pm-2:30pm ET: Not Final Reports and Data Complete Reports
- 07 December, 1pm-2:30pm ET: Grievance/Grievance Window



# Open Forum Questions?

[Jerry.lee@dau.edu](mailto:Jerry.lee@dau.edu)

*Coming Soon* [Erin.Murray@dau.edu](mailto:Erin.Murray@dau.edu)

[AcqDemo.Contact@dau.edu](mailto:AcqDemo.Contact@dau.edu)

For user issues, please provide the name, CAS2Net ID, issue, attachment (if any), and, as applicable, a screenshot in the email.

For system issues, such as, cannot access CAS2Net, a screenshot of the error message would pinpoint time and issue.