

CAS2Net and CCAS Open Forum

Thursday

6 February 2025

1:00 PM Eastern Time

Topic: CAS2Net Grievance Process

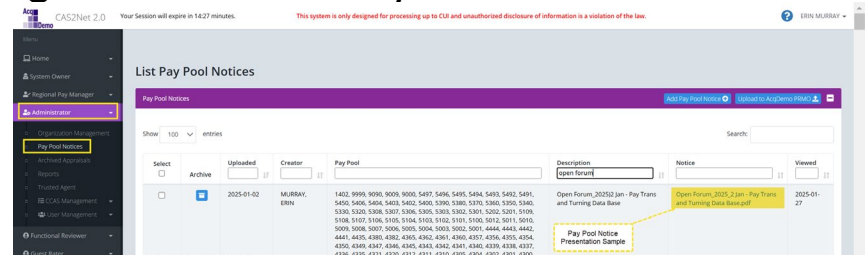
To join this Microsoft Teams Open Forum on your computer, mobile app or room device

Copy and paste the following to join the meeting

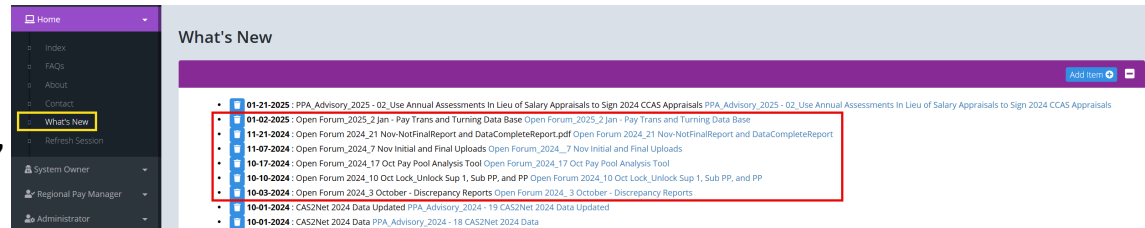
https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZTZiNTBkMWUtZTlkMS00ZThjLTIjZDEtN2Y5ZmNkYzFmNTA4%40thread.v2/0?context=%7b%22Tid%22%3a%221c21be44-2435-49bf-bc1f-cba317187058%22%2c%22Oid%22%3a%22ad5815de-5095-4600-8a86-0164be9d07a8%22%7d

Housekeeping Items

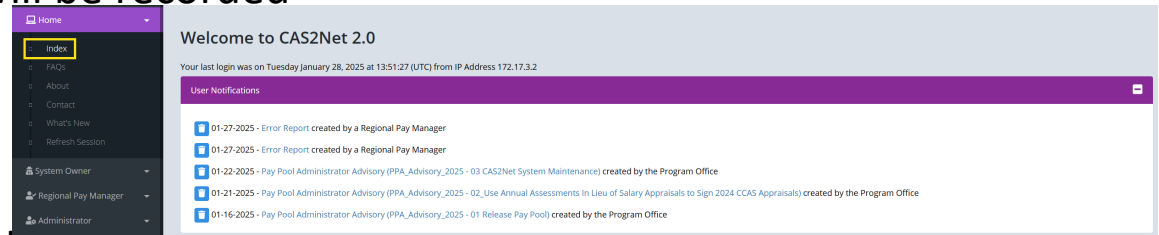
1. Presentations are sent in advance through the CAS2Net Pay Pool Notices
2. Posted to What's New
3. Available in User Notifications
4. Enter your email address in chat if you did not receive it



5. Please remember to “Mute” additional feedback.
6. All Open Forum Sessions will be recorded



7. Each recorded session will be posted to the AcqDemo website (including presentation slides) at <https://acqdemo.hci.mil/training.html#cas2netOpenForums>



Executive Order 14151

- In accordance with Executive Order 14151, “Ending Radical and Wasteful Government DEI Programs and Preferencing,” dated January 20, 2025, and DCPAS Message 2025022, Component Representatives must ensure that all necessary actions are taken to comply with this Executive Order.
- The Executive Order requires that Federal employment practices, including performance reviews, refrain from considering “Diversity, Equity, and Inclusion” (DEI) or “Diversity, Equity, Inclusion and Accessibility” (DEIA) factors, goals, policies, mandates, or requirements.
- Each participating organization must conduct a thorough review including, but not limited to business rules, contribution plans, mandatory objectives, self-assessments, supervisory-assessments, training materials, CAS2Net updates, and other relevant artifacts. This review must ensure that no language related to DEI or DEIA are referenced in any current or future materials.
- These actions need to be completed by February 7, 2025.

Many components have completed this review, but if you did not get the directive, do so now!

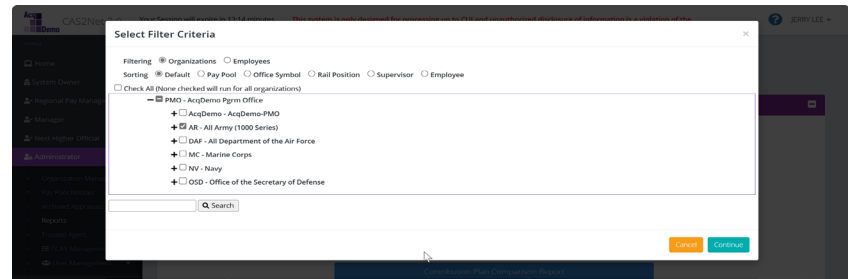
Executive Order 14151

We posted Pay Pool Notice 2025-5 on how to comply with the executive order, participating organizations should review

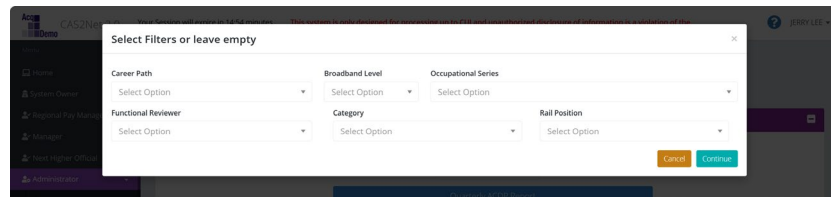
- CAS2Net > Fiscal Year Reports:
 - Contribution Plan
 - Midpoint Assessment
 - Annual Assessment
 - Closeout Assessment
 - ACDP Assessment
 - Released Additional Feedback
- Organization Management > Edit Organization Level
 - Mandatory Objectives Inherited from Higher Level Organizations
 - Mandatory Objectives for Current Organization

Executive Order 14151

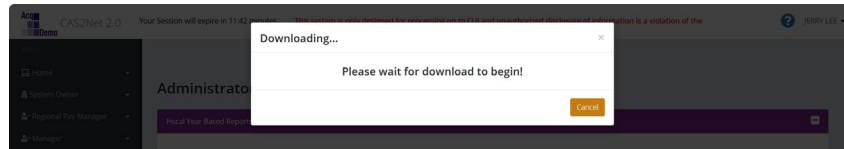
- For example, to review the 2025 contribution plans
 - Reports
 - Fiscal Year Reports > 2025
 - Contribution Plan
 - Select Organization /pay pool
 - Click Continue



- Click Continue

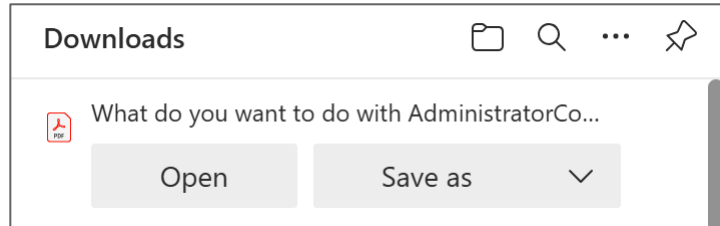


- Wait for download



Executive Order 14151

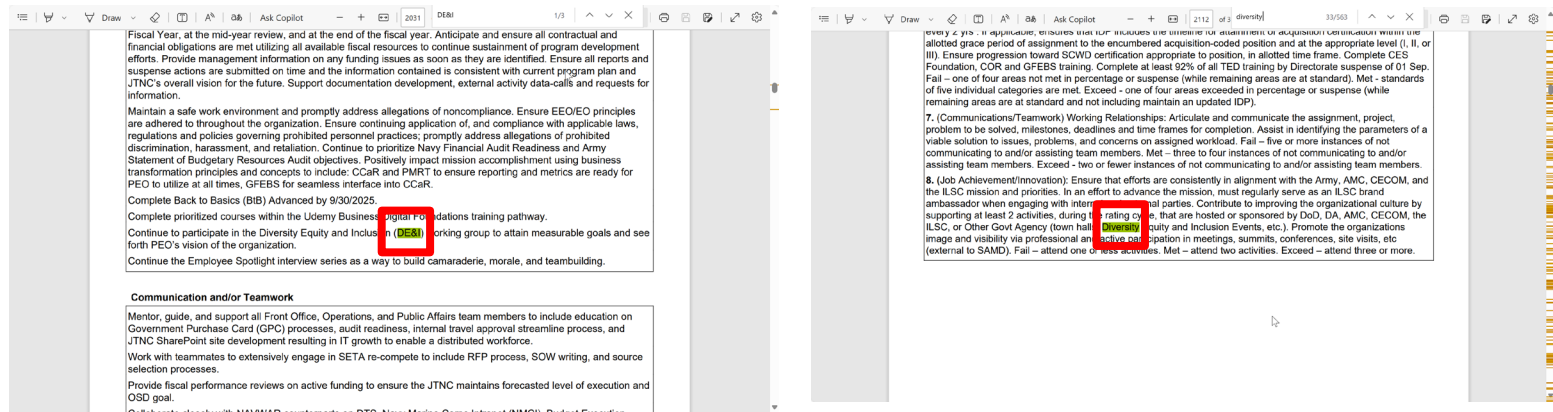
- Open file



- Use the Find function



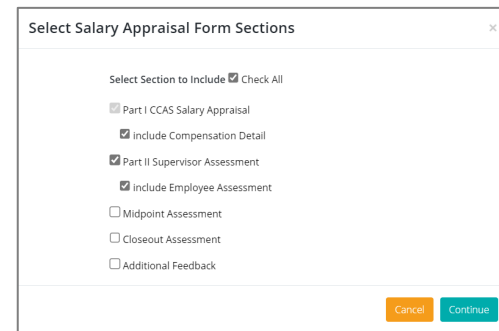
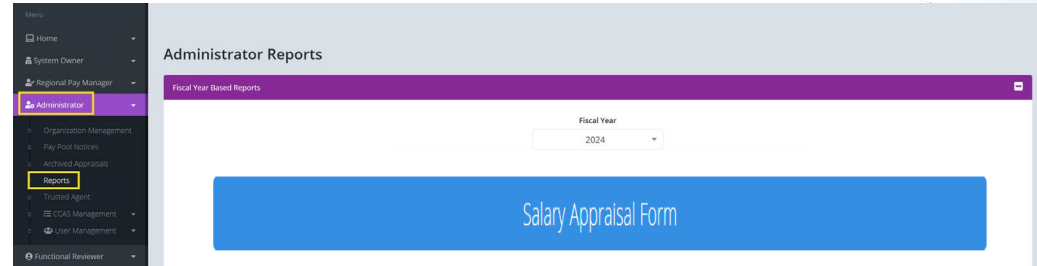
- DE&I diversity and diversity and equity and inclusion



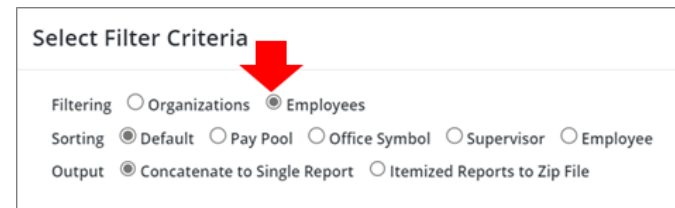
Retrieving Salary Appraisal Forms for Archived Users

Two options on archived users.

- 1st Option: For the Final version
- > Administrator
- > Reports > 2024
- > Salary Appraisal Form
- > Select Appraisal Form sections



> ... filter by Employee



> Make sure to check box Include Archived/Transfer



Retrieving Salary Appraisal Forms for Archived Users

2nd Option: For the "sign" version

- > Administrator
- > CCAS Management
- > Annual Assessments
- > Fiscal Year
- > Make sure to check the box Include Archived/Transfer
- > Search user

> Use Offline Signature to "sign".

Employee Annual Assessments

General Information

Fiscal Year: 2024

Employee Annual Assessments - Administrator Reset Data Table

Include Archived/Transfer

Show: 100 entries Search:

Status	Name	Email	Pay Pool	Supervisor 1	Supervisor 2
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Annual Assessment for SUPER USER (Submitted to Pay Pool)

General Information

Fiscal Year: 2024

Supervisor Level 1: ROBIN, AMERICAN	Supervisor Level 2:	Sub-Panel Manager:	Pay Pool Manager: MANAGER, PAY POOL
Broadband Level: III	Occupational Series: 0343 - MANAGEMENT AND PROGRAM ANALYSIS	Career Path: NH - Business Management and Technical Management Professional	Expected OCS and Range: 70 - 74 - 77

Current Contribution Plan Details Refresh Annual

Contribution Plan Effective Date: 10-01-2023

Mandatory Objectives

Testing:

Test Test Test

AWF Members Mandatory Objective:

JAW DoDI 5000.66, July 27, 2017, Change 3, March 25, 2022 AWF members must complete the necessary training and development requirements assigned in the development plans for their positions in order to perform required duties in a professional and competent manner. AWF members must engage in at least 80 hours of CL every 2 years (with a goal of engaging in 40 hours annually), commencing from the time the member enters an AWF position throughout his or her continuous tenure in the AWF.

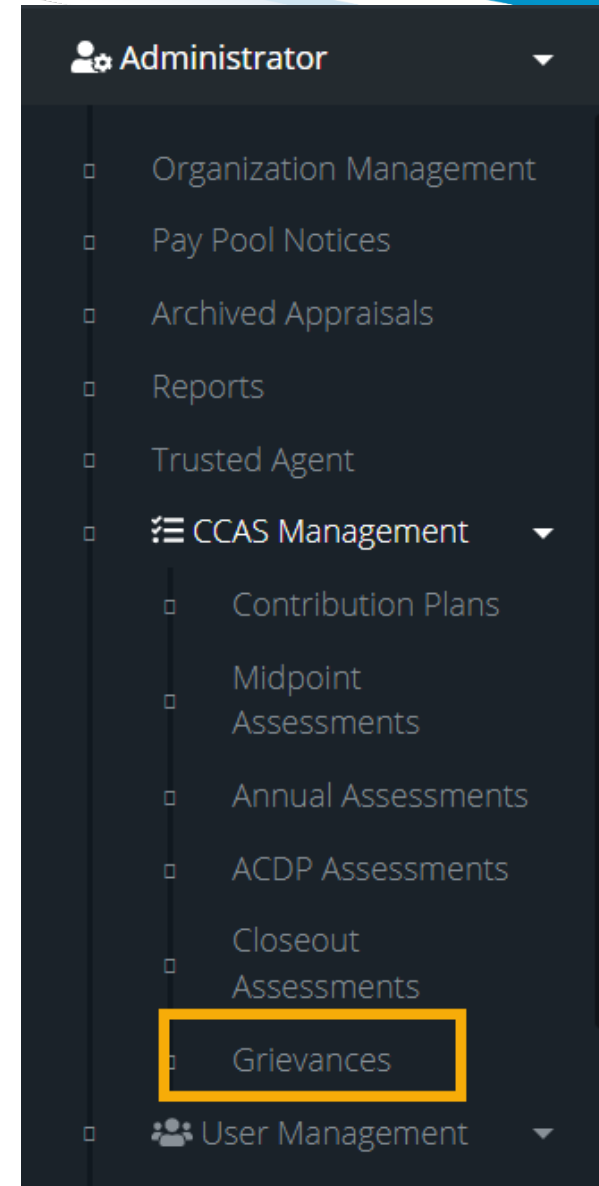
Supervisor of AWF Members Mandatory Objective:

Use Offline Signatures
Employee History
Cancel
Save

CAS2Net Grievance Module

CAS2Net Grievance Module

- To Access the Grievance Module, go to **Menu > Administrator > CCAS Management > Grievances**
- Administrator/Super Users facilitate, oversee, and administer the grievance process for their assigned organization(s).
 - You can review the grievance, return it to the employee or supervisor for modifications, and review and submit grievance to pay pool manager for decision
 - You cannot modify an employee grievance
- There are two ways to start a grievance:
 - (1) Employee – if a Grievance Window has been set, Employee initiates a grievance in the designated timeframe
 - (2) Administrator - employee informs the administrator that s/he wants to submit a grievance. The administrator then “initiates” the grievance option to the Employee CAS2Net menu



Organization Management Settings for CCAS Grievances

Organization Management

Set a Grievance Window

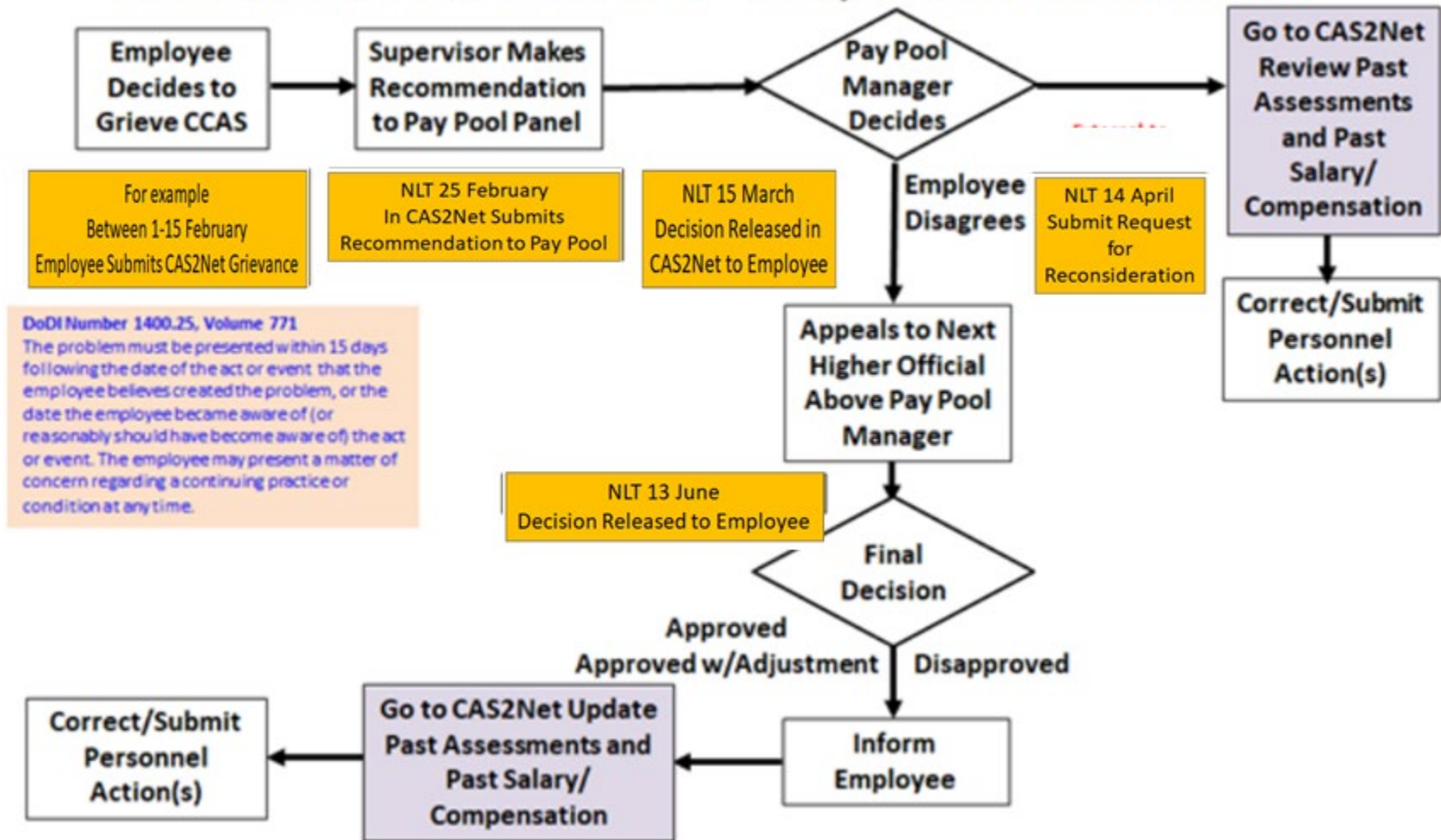
- IAW local business rules/process. The Grievance Window is the specified time frame (start date and end date, 15 calendar days) entered by the administrator to allow employees to initiate and submit grievances themselves.
- The grievance window only effects the employee's ability to initiate a grievance.
 - As the administrator, you will have the ability to “initiate” a grievance on the employee's behalf regardless if a Grievance Window is set or not
- To set a Grievance Window, go to **Administrator > Organization Management > Organization Details**

The screenshot displays the 'Edit Organization Level' interface. At the top right, the breadcrumb path is 'PMO > AcqDemo > 9000'. The main content area is divided into three sections: 'Organization', 'Organization Hierarchy', and 'Organization Details under AcqDemo - AcqDemo-PMO'. The 'Organization Details' section includes buttons for 'Show UIC/PAS', 'Refresh Contribution Plans', 'Move', 'Delete', and a menu icon. Below this, the 'Grievance Start Date' and 'Grievance End Date' fields are highlighted with a yellow border. The 'Grievance Start Date' is set to '02-03-2025' and the 'Grievance End Date' is set to '02-18-2025'. To the right of these fields are three toggle switches: 'Use Sub Panel for Grievance Manager' (set to 'No'), 'Use SPM for BUE Grievance' (set to 'No'), and 'Grievances recalculate Time Off Award' (set to 'Yes').

CAS2Net Grievance Process with a Grievance Window

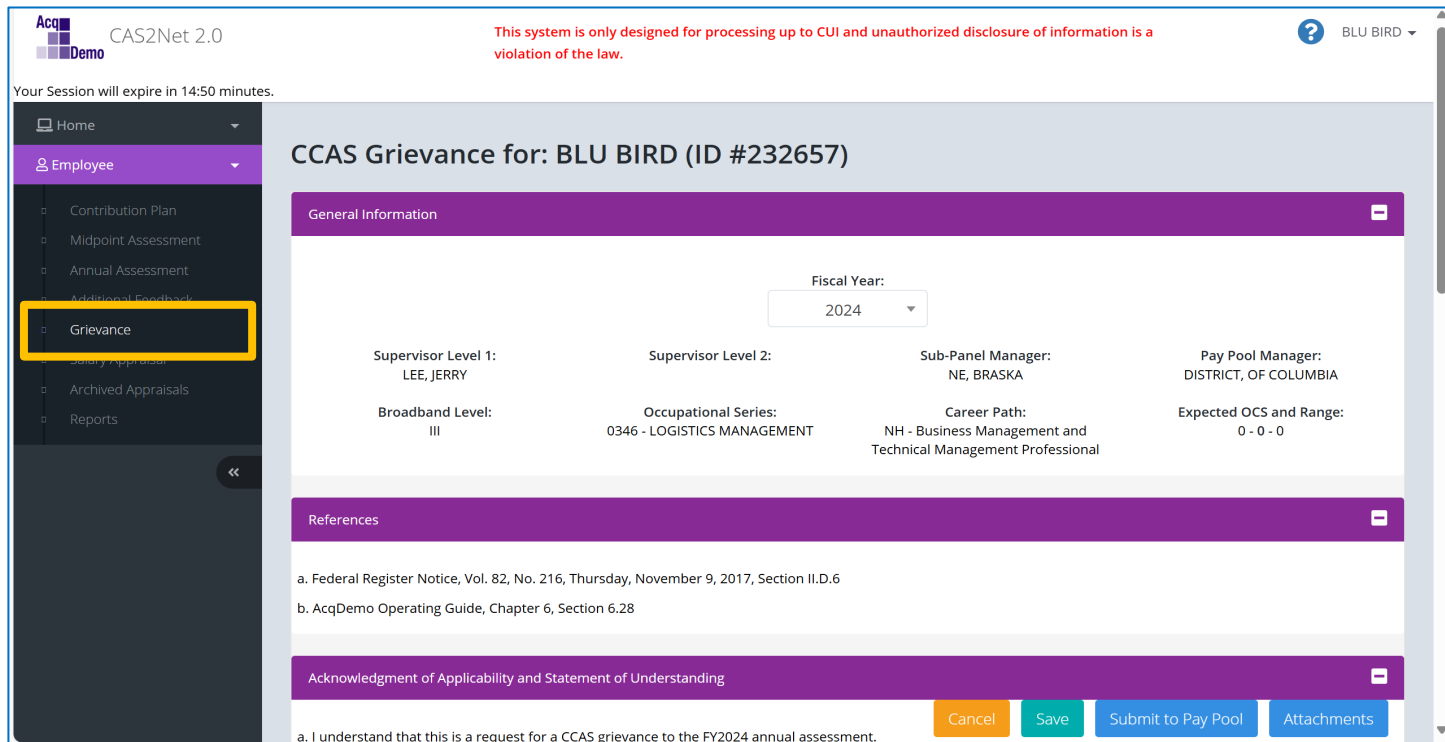
- CAS2Net Grievance Process with a Grievance Window

Administrative Grievance Process – Example with Grievance Window



CAS2Net Grievance Process – With a Grievance Window

- Once a Window has been established employees will have the Grievance module to submit a grievance within the designated timeframe.
- To initiate a grievance as the employee, go to **Menu > Employee > Grievance**
 - Select **Grievance**
 - Note: the employee will only have this option if a Grievance Window was set by the administrator



Acq Demo CAS2Net 2.0

This system is only designed for processing up to CUI and unauthorized disclosure of information is a violation of the law.

BLU BIRD

Your Session will expire in 14:50 minutes.

Home

Employee

Contribution Plan

Midpoint Assessment

Annual Assessment

Additional Feedback

Grievance

Salary Appraisal

Archived Appraisals

Reports

CCAS Grievance for: BLU BIRD (ID #232657)

General Information

Fiscal Year: 2024

Supervisor Level 1: LEE, JERRY

Supervisor Level 2:

Sub-Panel Manager: NE, BRASKA

Pay Pool Manager: DISTRICT, OF COLUMBIA

Broadband Level: III

Occupational Series: 0346 - LOGISTICS MANAGEMENT

Career Path: NH - Business Management and Technical Management Professional

Expected OCS and Range: 0 - 0 - 0

References

a. Federal Register Notice, Vol. 82, No. 216, Thursday, November 9, 2017, Section II.D.6

b. AcqDemo Operating Guide, Chapter 6, Section 6.28

Acknowledgment of Applicability and Statement of Understanding

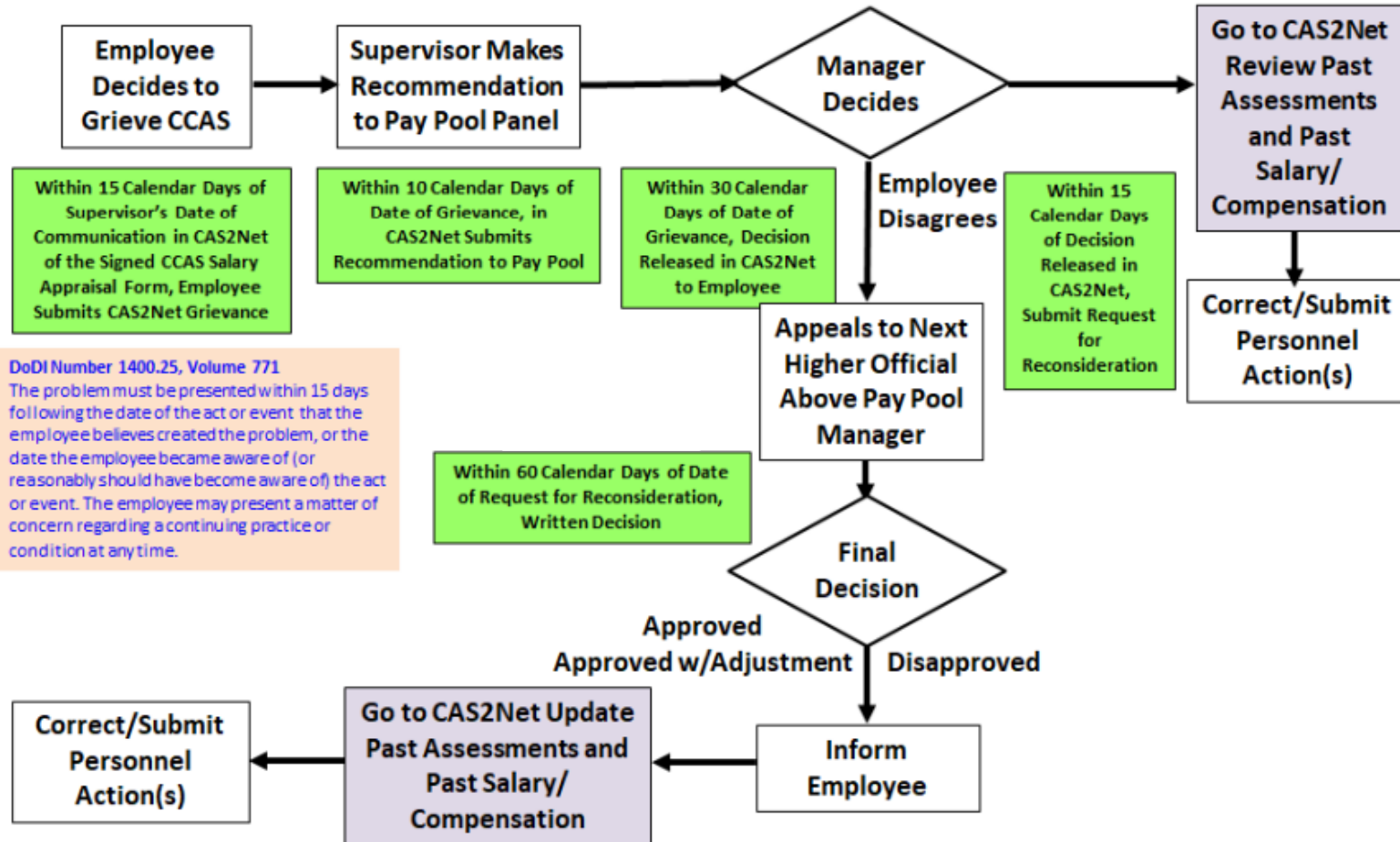
a. I understand that this is a request for a CCAS grievance to the FY2024 annual assessment.

Cancel Save Submit to Pay Pool Attachments

CAS2Net Grievance Process – Without Grievance Window

- CAS2Net Grievance Process without a Grievance Window

Administrative Grievance Process – Example with Individual Timeline



CAS2Net Grievance Process – Without Grievance Window

- To initiate a grievance for an employee as the administrator, go to:
 - **Menu > Administrator > CCAS Management > Annual Assessment**
 - Select the **Initiate Grievance** button
 - Select the preferred Fiscal Year and employee from the table
 - Note: The administrator will have the ability to initiate a grievance on the employee’s behalf regardless if a Grievance Window was set or not

Home

Administrator

- Organization Management
- Pay Pool Notices
- Archived Appraisals
- Reports
- Trusted Agent
- CCAS Management
 - Contribution Plans
 - Midpoint Assessments
 - Annual Assessments
 - ACDP Assessments
 - Closeout Assessments
 - Grievances
 - Request to Next Higher Official
- User Management

Annual Assessment for WA IO (Employee Signed)

General Information

Fiscal Year: 2024

Supervisor Level 1: LEE, JERRY

Supervisor Level 2:

Sub-Panel Manager: LOUISI, ANA

Pay Pool Manager: DISTRICT, OF COLUMBIA

Broadband Level: IV

Occupational Series: 0802 - ENGINEERING TECHNICAL

Career Path: NJ - Technical Management Support

Expected OCS and Range: 80 - 83 - 87

Current Contribution Plan Details

Contribution Plan Effective Date: 10-01-2023

Mandatory Objectives

Testing :
Test Test Test

Initiate Grievance Employee History Cancel Save

Remember in Order to Enable a Grievance

- To initiate a grievance, the Annual Assessment must be in the “Employee Signed” status.
 - CAS2Net will not allow a grievance to be initiated until the employee has either signed the annual assessment and/or the administrator bypass the signature requirement for the employee with justifiable reason(s) not to sign
- To bypass employee annual assessment signature requirement, go to **Menu > Administrator > CCAS Management > Annual Assessments**.
 - Select preferred employee from the table, click **Employee Unavailable for Signature** button
 - Select the appropriate reasoning and save

Employee Unavailable for Signature

Employee Unavailable for Signature ×

Employee Unavailable For Signature Reason

Select Option ▲

Death of Employee ▲

Further education ▲

Other

Reassigned to a non-AcqDemo position

Refusal to Sign

Removed during probationary period

Resigned from Federal civilian service ▼

Initiate Grievance

Organization Management

Assign Sub Panel Manager as Grievance Manager

- IAW local business rules/process, Administrators assigned at the pay pool level can set the sub panel manager as the grievance manager (approver for grievances) versus the default which has the pay pool manager as the grievance manager.
 - When the designated toggle is selected to Yes, the assigned sub panel manager(s) would be responsible for reviewing, granting/denying, and signing and finalizing the grievance
 - When the designated toggle is selected to No, the assigned pay pool manager would be responsible for reviewing, granting/denying, and signing and finalizing the grievance
- To set the sub panel manager as the approver of grievances, go to **Menu > Administrator > Organization Management > Organization Details**
 - Click **Yes** on Use Sub Panel for Grievance Manager toggle then save

The screenshot displays the 'Organization Details' form. At the top, there are fields for 'Time Off Award Options' (25 / 50 / 75 / 100), 'Grievance Start Date' (02-03-2025), and 'Grievance End Date' (02-18-2025). A yellow arrow points to the 'Use Sub Panel for Grievance Manager' toggle, which is currently set to 'Yes'. Other toggles include 'Use SPM for BUE Grievance' (set to 'No') and 'Grievances recalculate Time Off Award' (set to 'Yes'). Below these are fields for 'Employee Midpoint Target Date' (04-29-2025), 'Supervisor Midpoint Target Date' (04-30-2025), 'Employee Annual Target Date', and 'Supervisor Annual Target Date'. A large text area for 'Pay Pool Additional References (Optional)' is visible, with a character count of 0/4000. At the bottom right, there are 'Cancel' and 'Save' buttons.

Organization Management

Assign Sub Panel Manager for BUE Grievances

- IAW local business rules/process, Administrators assigned at the pay pool level can set the sub panel manager as the grievance manager (approver for grievances) for BUE (bargaining unit employees) vice the default which has the pay pool manager as the grievance manager.
 - When the designated toggle is selected to Yes, the assigned sub panel manager(s) would be responsible for reviewing, granting/denying, and signing and finalizing the grievance
 - When the designated toggle is selected to No, the assigned pay pool manager would be responsible for reviewing, granting/denying, and signing and finalizing the grievance
- To set the sub panel manager as the approver of BUE grievances, go to **Menu > Administrator > Organization Management > Organization Details**
 - Click **Yes** on Use Sub Panel for Grievance Manager toggle then save

The screenshot displays a web form for 'Organization Details'. At the top, there are several input fields: 'Time Off Award Options' (25 / 50 / 75 / 100), 'Grievance Start Date' (02-03-2025), and 'Grievance End Date' (02-18-2025). Below these are two toggle controls: 'Use Sub Panel for Grievance Manager' (No/Yes) and 'Use SPM for BUE Grievance' (No/Yes). A yellow box highlights the 'Use SPM for BUE Grievance' toggle, and a yellow arrow points to the 'Yes' button. To the right of these toggles is a 'Grievances recalculate Time Off Award' toggle (No/Yes). Below the toggles are four date fields: 'Employee Midpoint Target Date' (04-29-2025), 'Supervisor Midpoint Target Date' (04-30-2025), 'Employee Annual Target Date', and 'Supervisor Annual Target Date'. At the bottom, there is a 'Pay Pool Additional References (Optional)' text area with a rich text editor toolbar. The bottom right corner shows 'Characters: 0/4000' and 'Cancel Save' buttons.

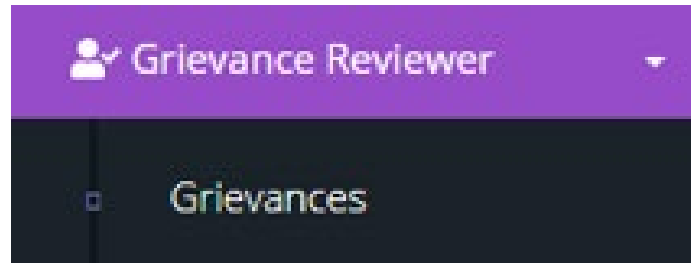
Organization Management

Recalculate Time off Award (TOA)

- Administrators can set your pay pool to have the option to have grievances recalculate Time Off Award (TOA).
 - Note: This would only apply if TOA in lieu of a Contribution Award (CA) was offered and selected during the associated annual assessment process.
- To set grievances to recalculate TOA, go to **Menu > Administrator > Organization Management > Organization Details**
 - Click **Yes** on Grievances Recalculate Time Off Award toggle then save

The screenshot displays the 'Organization Management' interface. At the top, there are several input fields: 'Time Off Award Options' (25 / 50 / 75 / 100), 'Grievance Start Date' (02-03-2025), and 'Grievance End Date' (02-18-2025). Below these are two toggle switches: 'Use Sub Panel for Grievance Manager' (No/Yes) and 'Use SPM for BUE Grievance' (No/Yes). The 'Grievances recalculate Time Off Award' toggle is highlighted with a yellow box and has a yellow arrow pointing to the 'Yes' button. Below the toggles are four date fields: 'Employee Midpoint Target Date' (04-29-2025), 'Supervisor Midpoint Target Date' (04-30-2025), 'Employee Annual Target Date', and 'Supervisor Annual Target Date'. A large text area for 'Pay Pool Additional References (Optional)' is visible below the date fields. At the bottom right, there is a character count 'Characters: 0/4000' and a note '*Character count may dif'. The 'Save' button is highlighted in orange.

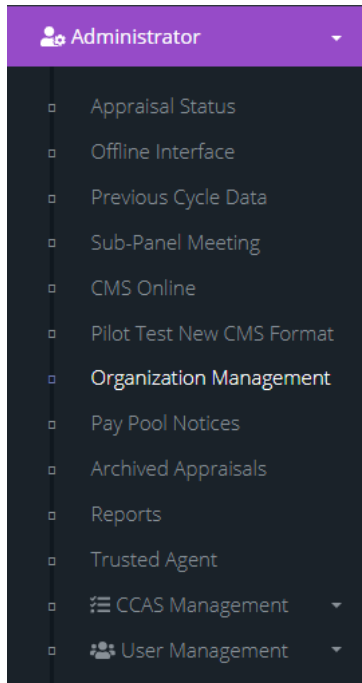
Grievance Reviewer Role



- A Grievance Reviewer may be either an AcqDemo or non-AcqDemo individual with the responsibility to review grievances on behalf of an employee and/or a pay pool panel as defined by the organization's CCAS grievance process.
 - A Grievance Reviewer may be HR, LMR, legal, EO, union representative or as designated by the Head of the participating organization
- A Grievance Reviewer can review, print, and track employee grievance progress/status but cannot approve or modify any grievance as reviewers have a read-only role in CAS2Net.
- The pay pool administrator assigns the Grievance Reviewer role in (1) Organization Management or (2) User Profile.
- Once the role is assigned, the user will see a Grievance Reviewer Module in their navigation menu.

Add Grievance Reviewer Role – Organization Management

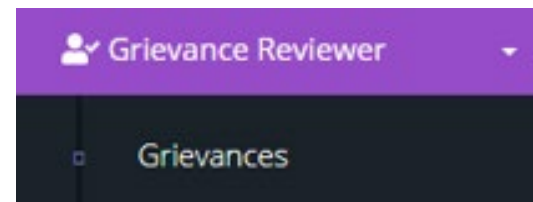
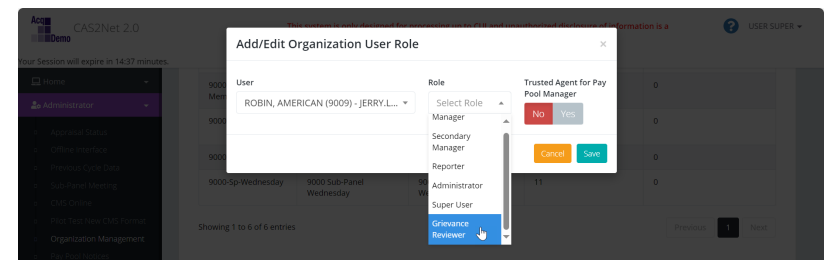
- The pay pool administrator assigns the Grievance Reviewer role in **(1) Organization Management** or (2) User Profile.



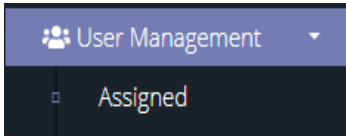
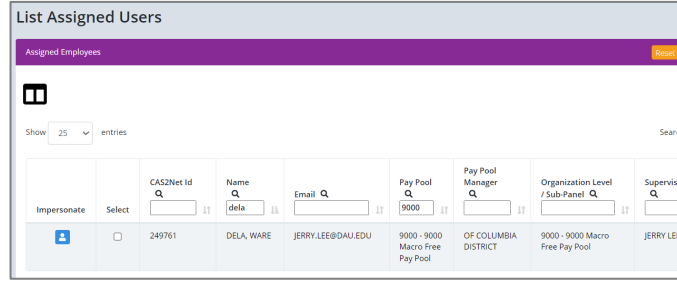
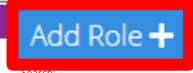
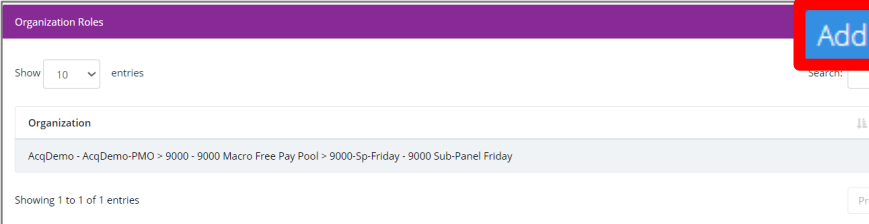
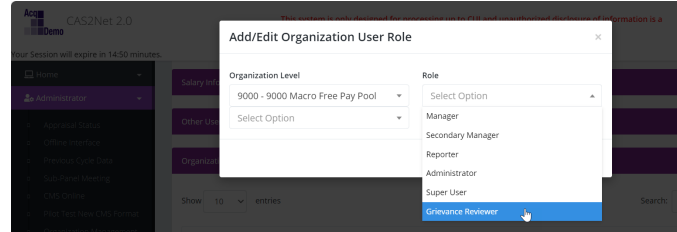


- Go to Organization Management
- Scroll down to User Roles
- Click on Add Roles
- Select User (Could be external users. Must have a User Profile))
- Select role Grievance Reviewer
- Click Save
- User sees new role

A screenshot of the 'User Roles' table. The table has columns for Role, Is Trusted Agent, User, and Email. The 'Add Role' button in the top right corner is highlighted with a red box.

Role	Is Trusted Agent	User	Email
Manager	No	DISTRICT, OF COLUMBIA	JERRY.LEE@DAU.EDU
Secondary Manager	Yes	LEE, JERRY	JERRY.LEE@DAU.EDU
Super User	No	SUPER, USER	JERRY.LEE@DAU.EDU



Add Grievance Reviewer Role – User Profile

- The pay pool administrator assigns the Grievance Reviewer role in (1) Organization Management or **(2) User Profile.**
- Go to User Management
- Click on User
 
- Scroll down to Organization Roles
 
- Click Add Roles
 
- Select Organization
 
- Select Grievance Reviewer
 
- Click 
- User sees new role
 

Remove Grievance Reviewer – Step 1 of 2

To remove the role
Grievance Reviewer

- Step 1
- Open User Profile
- Scroll down to Organization Roles
- Click on User
- Pop-up
- Select Delete

- Pop-up
- Select Delete
- Role deleted
- Step 2 Go to Organization Management

Organization Roles Add Role+

Show 10 entries Search:

Organization	Role
AcqDemo - AcqDemo-PMO > 9000 - 9000 Macro Free Pay Pool	Grievance Reviewer
AcqDemo - AcqDemo-PMO > 9000 - 9000 Macro Free Pay Pool > 9000-Sp-Friday - 9000 Sub-Panel Friday	Manager

Acq CAS2Net 2.0 Your Session will expire in 14:52 minutes

Supervisor 1 Matrix
LEE, JERRY

Salary Information

Other User Information

Add/Edit Organization User Role

Organization Level: 9000-Sp-Friday - 9000 Sub-Panel Fri...
Role: Manager

Delete Cancel Save

Guest Rater Matrix
Select Option

Delete

Delete Organization User Role

Are you sure you want to delete this organization user role?

Cancel Delete

Delete Cancel Save

Delete

Organization Roles Add Role+

Show 10 entries Search:

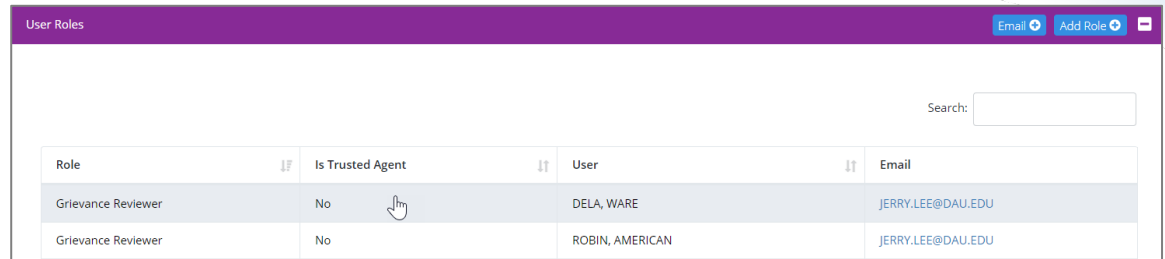
Organization	Role
AcqDemo - AcqDemo-PMO > 9000 - 9000 Macro Free Pay Pool	Grievance Reviewer

Showing 1 to 1 of 1 entries Previous 1 Next

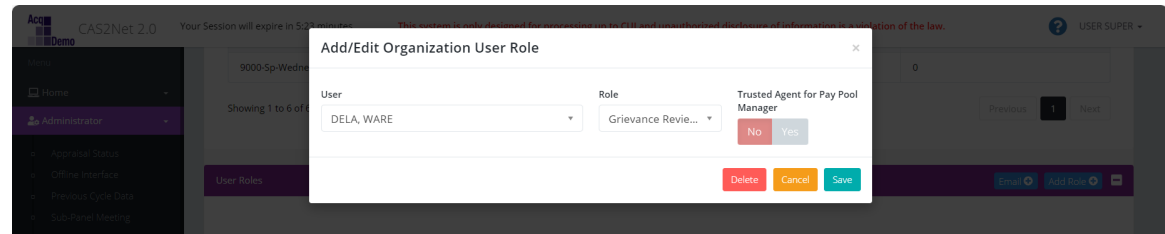
Remove Grievance Reviewer – Step 2 of 2

Step 2 to remove Grievance Reviewer

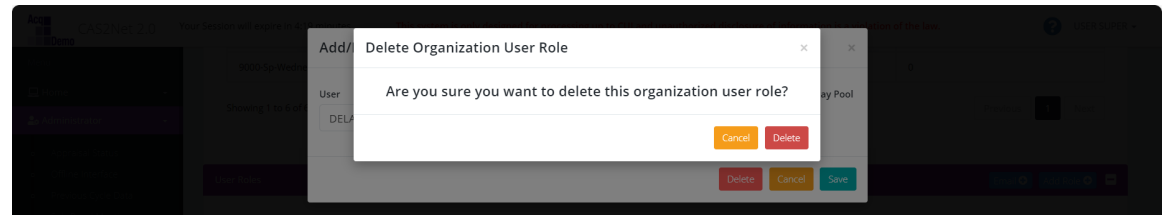
- Scroll down to User Roles
- Click on User
- Pop-up
- Select Delete
- Pop-up
- Select Delete
- Role deleted



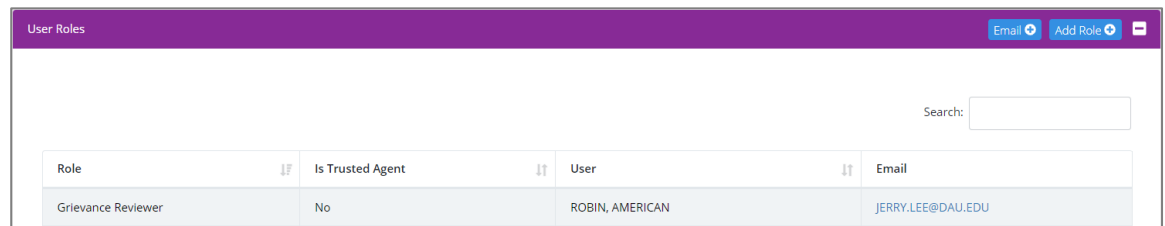
Role	Is Trusted Agent	User	Email
Grievance Reviewer	No	DELA, WARE	JERRY.LEE@DAU.EDU
Grievance Reviewer	No	ROBIN, AMERICAN	JERRY.LEE@DAU.EDU



Delete



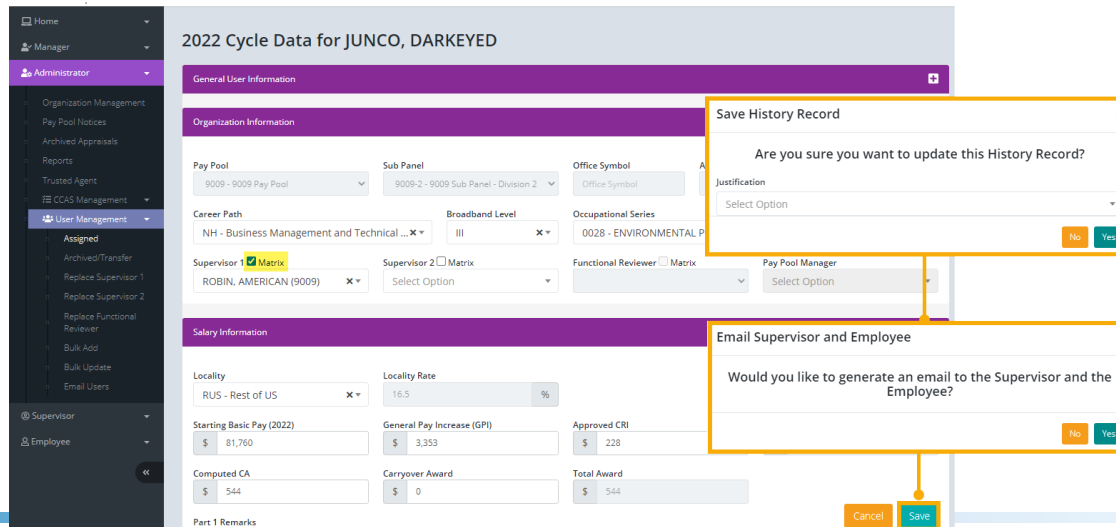
Delete



Role	Is Trusted Agent	User	Email
Grievance Reviewer	No	ROBIN, AMERICAN	JERRY.LEE@DAU.EDU

Route a Grievance to Former Supervisor/Pay Pool

- A grievance can be routed from the former supervisor to another supervisor in the former pay pool by accessing the employee's History.
 - Administrator must have **Can Edit History** permissions set in their user profile
- Go to **Administrator > User Management > Assigned > History:**
 - Past Salary/Compensation > Select applicable FY > Organization Information
 - Select desired supervisor 1
 - Select the **Matrix** checkbox to populate dropdown with supervisors outside of your assigned pay pool(s) (may need to coordinate with the former pay pool administrator for the name of the new supervisor)
 - Save once done
 - Enter Justification
 - Yes/No email to employee and supervisor.



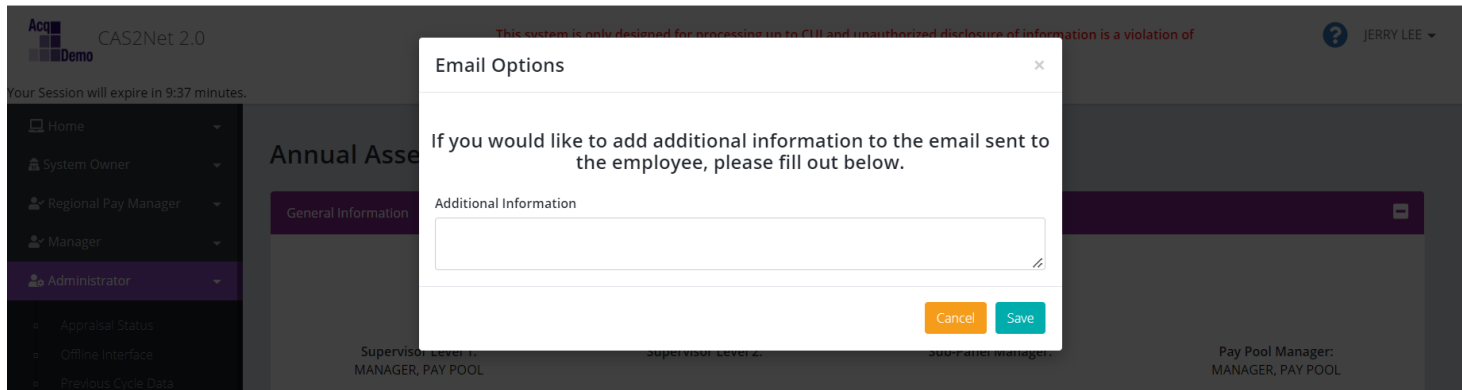
Route a Grievance to Different Manager

- A grievance can be routed from the former manager to another manager in the pay pool by accessing the employee's History.
 - Administrator must have **Can Edit History** permissions set in their user profile
- Go to **Administrator > User Management > Assigned > History:**
 - Past Salary/Compensation > Select applicable FY > Organization Information
 - Select desired Manager from the dropdown
 - Save once done
 - Enter Justification
 - Yes/No email to employee and supervisor.

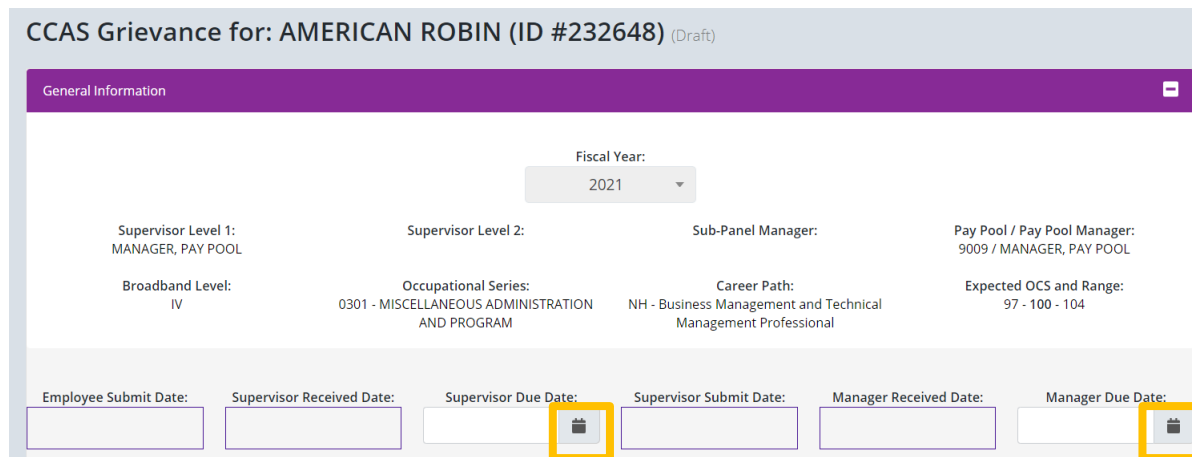
The screenshot displays the '2024 Cycle Data for BIRD, BLU' form in the AcqDemo system. The form is divided into several sections: 'General User Information', 'Organization Information', and 'Salary Information'. The 'Organization Information' section contains various dropdown menus and text boxes for user details. A yellow box highlights the 'Pay Pool Manager' dropdown menu, which currently shows 'DISTRICT, OF COLUMBIA'. Two modal windows are overlaid on the form. The top modal, 'Email Supervisor and Employee', asks 'Would you like to generate an email to the Supervisor and the Employee?' with 'No' and 'Yes' buttons. The bottom modal, 'Save History Record', asks 'Are you sure you want to update this History Record?' and includes a 'Justification' dropdown menu, a 'Reason' text area containing the text 'Manager of record no longer has access to CAS2Net, designated new manager for the grievance', and 'No' and 'Yes' buttons. A yellow arrow points from the 'Save History Record' modal to the 'Email Supervisor and Employee' modal.

CAS2Net Grievance Process – Email Feature and Set Due Dates

- Option to provide additional information in the email notifying the employee that their request to submit a grievance was initiated



- After saving, administrator has the option to set due dates by clicking on the calendar icon.



Grievance Submission and Due Dates

- The General Information panel displays the dates the grievance was received and submitted by the Employee, Supervisor, and Manager. Additionally, the Administrator can set an Employee Due Date, Supervisor Due Date, and Manager Due Date for a grievance.
 - The Due Date fields can also be viewed by the supervisor and manager for reference
 - CAS2Net generated email notifications as the due date approaches and when then grievance is past due

CCAS Grievance for: BLU BIRD (ID #232657) (Draft)

General Information

Supervisor Level 1:
LEE, JERRY

Broadband Level:
III

Fiscal Year:
2024

Sub-Panel Manager:
NE, BRASKA

Career Path:
NH - Business Management and Technical
Management Professional

« February 2025 »

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

Employee Submit Date:

Employee Due Date:

Supervisor Received Date:

Supervisor Due Date:

Supervisor Submit Date:

Manager Received Date:

Manager Due Date:

Manager Completed Date:

Grievance Decision Released Date:

« March 2025 »

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

Grievance Status

- To access and review grievances, go to **Menu > Administrator > CCAS Management > Grievances**
- You can refer to an employee's grievance status and determine where he/she is in the grievance process.

Grievance Status	Status Description
Draft	Employee initiated grievance but hasn't submitted grievance to supervisor.
Employee Submitted to Pay Pool	Employee submitted grievance. However, the grievance is first routed to the administrator. Pending grievance review, the administrator will take one of the following actions: <ul style="list-style-type: none"> Return grievance to employee for modification. Forward grievance to employee's supervisor if no further employee modifications are required.
Submitted to Supervisor 1	Administrator reviewed employee grievance and forwarded it to supervisor. The supervisor is reviewing the grievance and drafting recommendation accordingly.
Supervisor Submitted to Pay Pool	The supervisor submitted the employee grievance recommendation. However, the grievance is routed to the administrator for review. Pending grievance review, the administrator will take one of the following actions: <ul style="list-style-type: none"> Return grievance to supervisor for modification - grievance status reverts back to Submitted to Supervisor 1. Forward grievance to pay pool manager if no further modifications are required - grievance status advances to Supervisor Submitted to Pay Pool.
Submitted to Manager	Administrator reviewed employee grievance and supervisor recommendations and submitted it to the pay pool manager. The Manager is reviewing the grievance and making the decision. Pending grievance review, the administrator will take one of the following actions: <ul style="list-style-type: none"> Return grievance to administrator for necessary action, i.e., return to either employee or supervisor for modification - grievance status reverts back to Supervisor Submitted to Pay Pool. Make decision on employee grievance - grievance status advances to Completed.
Completed by Manager	Pay pool manager made a decision on employee's grievance. Upon manager decision, administrator, supervisor, and employee will see grievance status as Completed by Manager . Completed by Manager does not provide a revised Salary Appraisal Form with recalculated OCS, RoR and/or CRI, CA, Carryover, New Base Pay, New Total Pay. See Release.
Released	Administrator releases grievance with manager's decision to inform employee of the results. Upon release by the administrator, employee can print the revised Salary Appraisal Form with recalculated OCS, RoR and/or CRI, CA, Carryover, New Base Pay, New Total Pay. Employee reviews manager decision and signs grievance at this point.

The screenshot displays the 'Employee Grievances' page. The left-hand navigation pane includes 'Home', 'System Owner', 'Administrator', and 'CCAS Management' (expanded to show 'Grievances'). The main area shows a list of grievances with a search filter set to 'Submitted to Supervisor 1'. A red box highlights this filter, with red arrows pointing to the 'Submitted to Supervisor 1' row in the table on the right.

Reports > Appraisal Status

Select Appraisal Status Options ✕

Select Fields to Include Check All

<input checked="" type="checkbox"/> CAS2Net ID <input checked="" type="checkbox"/> Employee Name <input type="checkbox"/> Office Symbol <input type="checkbox"/> Broadband Level <input checked="" type="checkbox"/> Supervisor 1 <input type="checkbox"/> Supervisor 2 <input type="checkbox"/> Functional Reviewer <input type="checkbox"/> Sub-Panel <input checked="" type="checkbox"/> Pay Pool <input type="checkbox"/> Component Level <input type="checkbox"/> Organization Start Date <input type="checkbox"/> Presumptive Status <input type="checkbox"/> Contribution Plan Date Communicated <input type="checkbox"/> Midpoint Employee Factor Char Counts <input type="checkbox"/> Midpoint Date Communicated <input type="checkbox"/> Midpoint Sup Target Date <input type="checkbox"/> Annual Employee Factor Char Counts <input type="checkbox"/> Annual Date Communicated <input type="checkbox"/> Annual Emp Target Date <input type="checkbox"/> Closeout Status <input checked="" type="checkbox"/> Grievances <input type="checkbox"/> ACDP Assessments <input type="checkbox"/> UIC/PAS	<input checked="" type="checkbox"/> EDIPI <input type="checkbox"/> Email <input type="checkbox"/> Career Path <input type="checkbox"/> Occupational Series <input type="checkbox"/> Supervisor 1 Email <input type="checkbox"/> Supervisor 2 Email <input type="checkbox"/> Functional Reviewer Email <input type="checkbox"/> Sub-Panel Manager <input checked="" type="checkbox"/> Pay Pool Manager <input type="checkbox"/> AcqDemo Start Date <input type="checkbox"/> Position Start Date <input type="checkbox"/> Contribution Plan Status <input type="checkbox"/> Midpoint Status <input type="checkbox"/> Midpoint Supervisor Factor Char Counts <input type="checkbox"/> Midpoint Emp Target Date <input type="checkbox"/> Annual Status <input type="checkbox"/> Annual Supervisor Factor Char Counts <input type="checkbox"/> Annual Employee Sign Date <input type="checkbox"/> Annual Sup Target Date <input type="checkbox"/> Closeout Date Communicated <input type="checkbox"/> Request to NHO <input type="checkbox"/> Mandatory Obj <input type="checkbox"/> Sub-Agency
--	--

• **Appraisal Status Report provides**

- Grievance Status
- Grievance Employee Due Date
- Grievance Employee Submit Date
- Grievance Supervisor Due Date
- Grievance Supervisor Received Date
- Grievance Supervisor Submit Date
- Grievance Manager Due Date
- Grievance Manager Received Date
- **Grievance Release Date**
- **Grievance Employee NHO Due Date**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	CAS2Net ID	EDIPI	Employee Name	Supervisor	Pay Pool	Pay Pool Manager	Grievance Status	Grievance Employee Date	Grievance Employee Submit Date	Grievance Supervisor Due Date	Grievance Supervisor Receive Date	Grievance Supervisor Submit Date	Grievance Manager Date	Grievance Manager Receive Date	Grievance Release Date	Grievance Employee NHO Due Date
1	249937	9000900022	ALA, BAMA	LEE, JERRY	9000	DISTRICT, OF COLUMBIA	Employee Submitted to Pay Pool		2/3/2025							
2	249942	9000900049	ALAS, KA	LEE, JERRY	9000	DISTRICT, OF COLUMBIA	Not Started									
3	249949	9000900048	ARI, ZONA	LEE, JERRY	9000	DISTRICT, OF COLUMBIA	Not Started									
4	249982	9000900025	AR, KANSAS	LEE, JERRY	9000	DISTRICT, OF COLUMBIA	Not Started									
5	256065	9000900063	ATOLL, JOHNSON	LEE, JERRY	9000	DISTRICT, OF COLUMBIA	Not Started									
6	256069	9000900066	BANK, SERRANILLA	LEE, JERRY	9000	DISTRICT, OF COLUMBIA	Not Started									
7	232657	9999999009	BIRD, BLU	LEE, JERRY	9000	DISTRICT, OF COLUMBIA	Draft									

Grievance Status Report

- The Grievance Status Report provides a count of grievances in the selected Pay Pool(s) as well as an individual grievance status breakdown.
 - Also included is a breakdown of Grievance Decisions: Granted Request, Granted Request with Adjustment, Denied Request, Denied Request (Timeliness), Denied Request (Prohibited Discrimination)
- To access the report, go to **Menu > Administrator > Reports > Fiscal Year Based Reports > Select Fiscal Year > Grievance Status Report**

C	D	E	F	G	H	I	J	K	L	M	N	O	P
Initiated	Draft	Submitted to PayPool	Submitted to Supervisor	Submitted to Pay Pool	Submitted to Manager	Completed	Percent Complete	Released	Granted Request	Granted Request with Adjustment	Denied Request	Denied Request Due to Timeliness	Denied Request Due to Prohibited Discrimination
0	0	0	0	0	0	0	0%	2	6	0	0	0	0
0	0	0	0	0	0	0	0%	4	4	1	7	0	0
0	0	0	0	0	0	0	0%	1	0	3	0	0	0
0	0	0	0	0	0	0	0%	3	0	0	9	0	0
0	0	0	0	0	0	0	0%	2	3	1	2	0	0
0	0	0	0	0	0	0	0%	1	3	0	0	0	0
0	0	0	0	0	0	0	0%	1	0	0	3	0	0
0	0	0	0	0	0	0	0%	3	1	5	3	0	0
0	0	0	0	0	0	0	0%	1	0	3	0	0	0
0	0	0	0	0	0	0	0%	2	0	6	0	0	0
0	0	0	0	0	0	0	0%	2	3	3	0	0	0
0	0	0	0	0	0	0	0%	4	0	1	11	0	0
0	0	0	0	0	0	0	0%	1	0	1	2	0	0
0	0	0	0	0	0	0	0%	1	0	3	0	0	0
0	0	0	0	0	0	0	0%	5	4	2	9	0	0
0	0	0	0	0	0	0	0%	1	0	3	0	0	0
0	0	0	0	0	0	0	0%	3	4	2	3	0	0
0	0	0	0	0	0	0	0%	1	0	0	3	0	0
0	0	0	0	0	0	0	0%	2	0	0	6	0	0
0	0	0	0	0	0	0	0%	1	0	3	0	0	0
0	0	0	0	0	0	0	0%	2	6	0	0	0	0
0	0	0	0	0	0	0	0%	2	3	0	3	0	0
0	0	0	0	0	0	0	0%	1	0	1	2	0	0
0	0	0	0	0	0	0	0%	1	0	3	0	0	0
0	0	0	0	0	0	1	100%	0	0	0	0	0	0
0	0	0	0	0	0	0	0%	1	1	0	2	0	0
Total Initial	Total Dra	Total Empl	Total Submitt	Total Supervisor	Total Submit	Total Compl	Total Percent Com	Total Rel	Total Granted	Total Granted Request	Total Denied Requ	Total Denied Request Du	Total Denied Request Due
9	0	0	0	0	0	1	2%	48	38	41	65	0	0

Grievance status counts

Grievance determination counts

Grievance Report

- The Grievance Report generates a detailed PDF of the selected Pay Pool(s)/employee(s).
- To access the report, go to **Menu > Administrator > Reports > Fiscal Year Based Reports > Select Fiscal Year > Grievance**
 - Filter by **Organization**

Grievance for ALA, BAMA
Year: 2024

Supervisor Level 1: LEE, JERRY	Supervisor Level 2:	Sub-Panel Manager: DISTRICT, OF COLUMBIA	Pay Pool / Pay Pool Manager: 9000 / DISTRICT, OF COLUMBIA
Broadband Level: III	Occupational Series: 0335 - COMPUTER CLERK AND ASSISTANCE	Career Path: NK - Administrative Support	Expected OCS: 61
Employee Submit Date: 02-03-2025	Employee Due Date:	Supervisor Received Date:	Supervisor Due Date:
Supervisor Submit Date:	Manager Received Date:	Manager Due Date:	

Name	Type	Compressed size	Password pr...	Size	Ratio	Date modified
ALA_BAMA_249937_Grievance_2024.z...	Compressed (zipped) Folder	60 KB	No	60 KB	1%	2/4/2025 1:43 PM
BIRD_BLU_232657_Grievance_2024.zip	Compressed (zipped) Folder	100 KB	No	100 KB	0%	2/4/2025 1:43 PM

Employee Justification

I received an erroneous Presumptive Status 2 when I should have been rated for my contributions.

Employee Adjustment to Narrative

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. 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. Work is timely, efficient and of acceptable quality. Completed work meets project/program objectives. Leadership and/or supervision effectively promotes commitment to organization goals. Communications are clear, concise, and at the appropriate level. Personal and organizational interactions exhibit and foster teamwork, enhance customer relations and actively promote rapport with customers. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

Supervisor Recommended Scores

Manager Decision Scores

PIL - DO NOT DISTRIBUTE / CUI

- Filter by **Employees** select the “Include Archived/Transfer” checkbox to include archived and transferred employees in the search.

Attachments to Grievance

- Employee > Grievance > Attachments > Upload Documents
- Supervisor > Grievance > Employee > Attachments > Upload Documents
- Administrator > Grievance > Employee > Attachments > Upload Documents

Employee Documents

Ver Grievance Attachment [Ver Grievance Attachment.docx](#)
 Ver-ACQDEMO Appraisal Grievance 1-ACQDEMO-Ver Appraisal Grievance Final.pdf

Supervisor Documents

#25 [#25 RE_CISA's New Cybersecurity Awareness Program Launch.pdf](#)
 #24 [#24 RE_USCOM NCSAM.pdf](#)
 #23 [#23 Ver-ACQDEMO Feedback.pdf](#)
 #22 [#22 NIST 800-171 Rev 3 Task.pdf](#)
 #21 [#21 Cybersecurity Pulse Newsletter Process.docx](#)
 #20 [#20 Matson Talking Paper A Stingray.pdf](#)
 #19 [#19 Matson Talking Paper S Ver.pdf](#)
 #18 [#18 RE_UPCOMING TMT_.pdf](#)
 #17 [#17 Training Plan Responses to jimmy's Ask 18 Apr 2023.pdf](#)
 #16 [#16 Notification of Inadvertent Release -- Northeastt.pdf](#)
 #15 [#15 Mackrel.pdf](#)
 #14 [#14 NDAA Incident Handling.pdf](#)
 #13 [#13 USCOM NCSAM.pdf](#)
 #12 [#12 ACI Notes IRT N-FACTOR Meeting.pdf](#)
 #11 [#11 ACI 15 Dec 2023.pdf](#)
 #10a [#10a Training Plan KSA's 27 July 2023.pdf](#)
 #10 [#10 Branch Training Plan v1.1 17 - 21 Apr 2023.pdf.pdf](#)
 #9 [#9 XA - CFETP - 1 Training Plan 9 Mar 2022.pdf](#)
 #8 [#8 Dec 2022 - March 2023 Email & Verbal Training Plan Discussions.docx](#)
 #7 [#7 Ver - Tasks Due Outs.pdf](#)
 #6 [#6 RE_SPRS self-assessment assistance 8 24 2023.pdf](#)
 #5 [#5 MFR ACQDEMO 15 Aug 2023.pdf](#)
 #4 [#4 Expectations Reminder 9 Mar 2023.pdf](#)
 #3 [#3 Expectations MFR S Ver 1 Feb 2023.pdf](#)
 #2 [#2 Expectations Acknowledgement 15 Dec 2022.pdf](#)
 #1 [#1 Gina's Points of View and Expectations Dec 2022.doc](#)
 Supervisor Rebuttal [Supervisor Rebuttal to Employee Grievance 15 Feb 2024.docx](#)

Administrator Documents

AcqDemo Factor Descriptions [AcqDemo Factor Descriptions.pdf](#)
 PRD (ACQ0181) [PRD \(ACQ0181\) - NH-2210-III.pdf](#)

- When Grievance is Released to the employee, the employee will see only his/her attachments

Uploaded Documents

Employee Documents

- Abt Grievance Attachment Abt Grievance Attachment.docx
- Abt-ACQDEMO Appraisal Grievance 1-ACQDEMO-Abt Appraisal Grievance Final.pdf

Cancel

Grievance – Return to a Previous Step

- Grievance status – **Released**



Status

Draft

Draft

Submitted to Supervisor 1

Submitted to Manager

- Grievance status – **Completed by Manager**



Status

Draft

Draft

Submitted to Supervisor 1

Submitted to Manager

Grievance – Return to a Previous Step

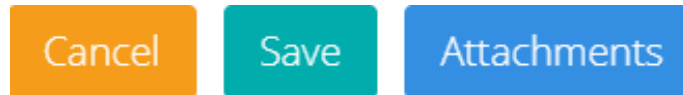
- Grievance status – **Supervisor 1 Submitted to Pay Pool**

- Grievance status - **Employee Submitted to Pay Pool**

- NOTE:** The intent of the “Bypass Supervisor” **Bypass Supervisor** was to push a grievance directly to the manager to deny, bypassing the supervisor, in the case of an invalid grievance. If this option is elected, the manager will only have the option to select the Denied Request, Denied Request Due to Timelessness, or Denied Request Based on Prohibited Discrimination.

Grievance – Return to a Previous Step

- Grievance status – **Draft** – after grievance is returned to employee



- Once Grievance status is back to **Released** – capability to return to a previous step



Status
Draft
<ul style="list-style-type: none"> Draft Submitted to Supervisor 1 Submitted to Manager

- Grievance status – **Draft** – before Employee Submitted to Pay Pool



Manager Option to Release to Employee

- The Manager has the following actions:
 - Return (does not work)
 - Cancel (back to the previous page)
 - Save
 - Return to Pay Pool (to the administrator)
 - **Sign and Finalize (submit grievance decision to the administrator)**
 - Attachments
- If Sign and Finalize is selected ... the status is **Completed by Manager ...**
 - Return (does not work)
 - Cancel (back to the previous page)
 - Save
 - **Release to Employee**
 - Attachments

Sign and Finalize

Release to Employee

Manager Option to Release to Employee

- If the Manager selected Release to Employee, then selected Yes, the grievance is
 - Released to supervisor
 - Complete Supervisor 1 Approval tab
 - Sign and Release to Employee
 - Released to employee, who can
 - Signs Salary Appraisal / Annual Assessment
 - Option to submit a Request to Next Higher Official
 - Released to administrator (see slide 33 - Request/submit appropriate requests for personnel actions)

CCAS Grievance for: BLU BIRD (ID #232657) **(Completed By Manager)**

General Information

Fiscal Year: 2024

Supervisor Level 1: LEE, JERRY	Supervisor Level 2:	Sub-Panel Manager: NE, BRASKA	Pay Pool / Pay Pool Manager: 9000 / DISTRICT, OF COLUMBIA
Broadband Level: III	Occupational Series: 0346 - LOGISTICS MANAGEMENT	Career Path: NH - Business Management and Technical Management Professional	Expected OCS and Range: 80 - 83 - 87

Employee Submit Date: 02-04-2025	Employee Due Date:	Supervisor Received Date: 02-04-2025	Supervisor Due Date: 02-14-2025
Supervisor Submit Date: 02-04-2025	Manager Received Date: 02-04-2025	Manager Due Date: 02-27-2025	Manager Completed Date: 02-04-2025
Grievance Decision Released Date:			

Return Cancel Save Release to Employee Attachments

Release to Employee

Submit Grievance

Are you sure you want to complete this grievance and release it to the Employee?

No Yes

Submit Grievance

Are you sure you want to complete this grievance and release it to the Employee?

No Yes

CCAS Grievance for: BLU BIRD (ID #232657) **(Released)**

Prior to Releasing Grievance Results

- A grievance marked as “Completed by Manager” means a decision was made by the Manager but still would require the administrator to review and complete the following tasks before releasing the results to the employee:
 - Review the “Summary of Score Change” panel for the revised payout

Summary of Score Change ☰

Decision OCS: 100	Decision ROR: 5		
Current CA Computed 2879	Current CA Carryover 0	Current CRI Computed 7269	Current CRI Approved 0
New CA Computed 2879	New CA Carryover 0	New CRI Computed 7269	New CRI Approved 0
Discretionary G	Discretionary CA 300	Discretionary CRI 245	New Base Pay 130291

[Generate Zip File](#)

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

- Confirm User Profile > History > Past Assessments ensure the scores and adjustments to the supervisor narrative were made
- Confirm User Profile > History > Past Salary / Compensation captured the adjustments from the Summary of Score Change panel for CRI, CA, Carryover, New Base Pay as applicable
- Confirm adjustments were duly recorded on the employee’s Salary Appraisal Form under Administrator > Reports > Salary Appraisal Forms
- If Organization Management > Organization Details > Grievances Recalculate Time Off Award is set at Yes, then check the revised CA to TOA hours

Release Grievance Results

- To release/communicate grievance results to the employee, go to **Menu > Administrator > CCAS Management > Grievances**
 - From the table, select preferred employee to view grievance
 - Select **Release to Employee**, then **Yes** to confirm
- After releasing the grievance decision to the employee, grievance status will update from “Completed by Manager” to “Released”
- Request/submit appropriate requests for personnel actions:
 - NOAC 894 - General Adjustment
 - NOAC 891 - Regular Performance Pay
 - NOAC 886 - Lump Sum Performance Payment RB-NILPA
 - NOAC 009 – Rating of record update
 - As required, NOAC 810 – Change in Diff for a Supervisory/Team Leader Cash Differential
 - As required, NOAC 885 - Lump Sum Performance Payment RB-ILPA (Rating Based In Lieu of Pay Adjustment)
 - As required, NOAC 846 – Time Off Award

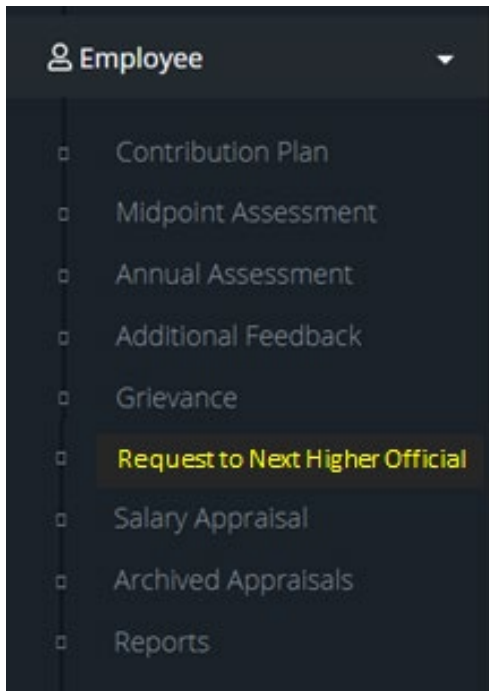
The pay pool panel/manager's decision is final unless the employee requests reconsideration by the next higher official.

The employee can use the CAS2Net Request to Next Higher Official to submit a request for reconsideration to the next higher official.

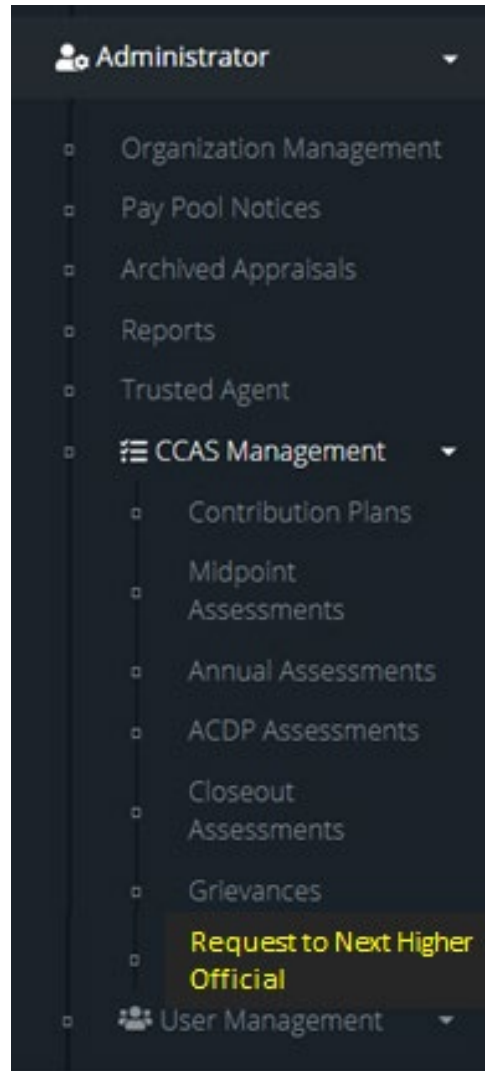
That next higher official would then render the final decision on the grievance in CAS2Net.

CAS2Net Next Higher Official - Module

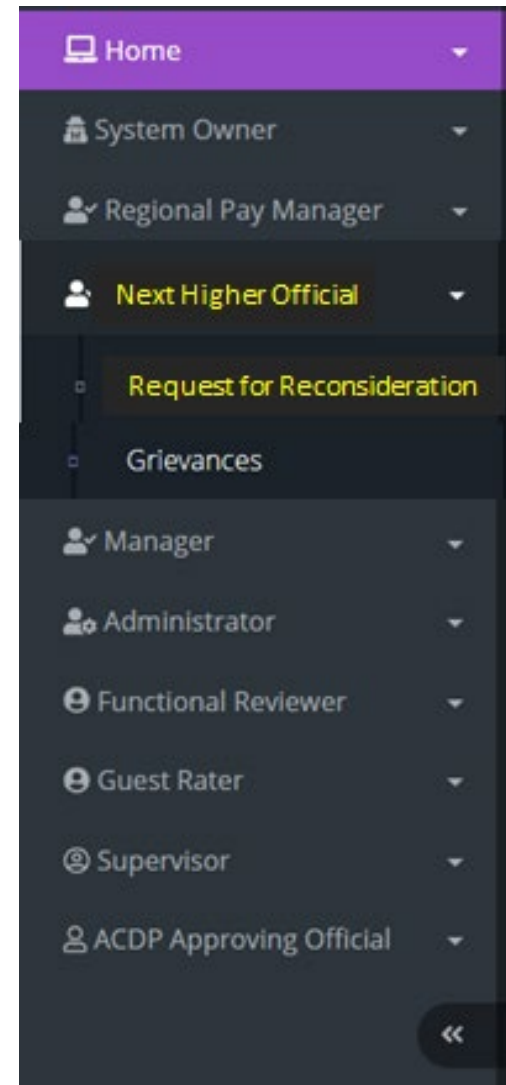
- Employee



- Administrator



- Next Higher Official



CAS2Net Next Higher Official

Released Grievance

Has the statement

If you are dissatisfied with my decision in this matter, in accordance with the DoD AcqDemo Operating Guide, paragraph 7.2, you may request a reconsideration for final review by the next higher official to the Pay Pool Panel/Manager by selecting Yes to Request to Next Higher Official. And that you acknowledge that you must submit your request within 15 calendar days of the date released by the administrator, or in accordance with the Collective Bargaining Agreement.

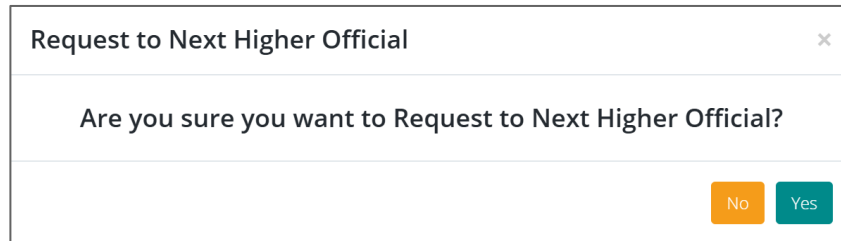
And buttons

- Request to Next Higher Official
- Cancel (back to previous page)
- Attachments

CAS2Net Next Higher Official

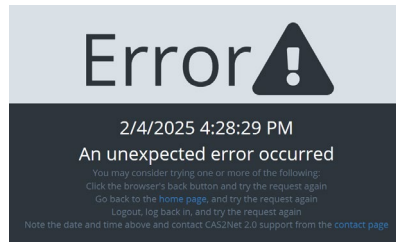
- When employee selects Request to Next Higher Official

- Pop-up



- Select Yes

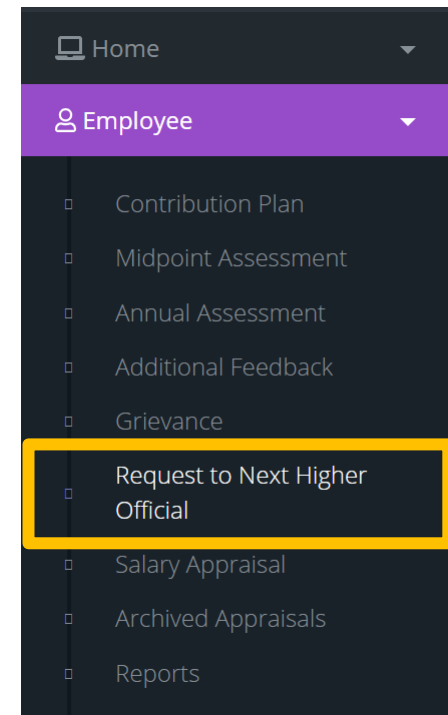
- If Error message



(CAS2Net programmer working to fix the reason for the error message)

- Back Arrow

- Employee selects Request to Next Higher Official



CAS2Net Next Higher Official

- Employee/Administrator/NHO/Trusted Agent for NHO sees Request to Next Higher Official

Request for Reconsideration to Next Higher Official for: BLU BIRD (ID #232657) (Draft Request to NHO)

General Information

Fiscal Year: 2024

Supervisor Level 1: LEE, JERRY	Supervisor Level 2:	Sub-Panel Manager: NE, BRASKA	Pay Pool / Pay Pool Manager: 9000 / DISTRICT, OF COLUMBIA
Broadband Level: III	Occupational Series: 0346 - LOGISTICS MANAGEMENT	Career Path: NH - Business Management and Technical Management Professional	Expected OCS and Range: 80 - 83 - 87

- CAS2Net generated Employee Due Date (editable by Administrator)

Employee Submit Date: 02-04-2025	Employee Due Date:	Supervisor Received Date: 02-04-2025	Supervisor Due Date: 02-14-2025
Supervisor Submit Date: 02-04-2025	Manager Received Date: 02-04-2025	Manager Due Date: 02-27-2025	Manager Completed Date: 02-04-2025
Grievance Decision Released Date: 02-04-2025	Employee NHO Due Date: 02-19-2025	Employee NHO Submit Date:	NHO Received Date:
NHO Due Date:	NHO Completed Date:	NHO Decision Released Date:	

Grievance
Grievance for BIRD, BLU

Employee Submit Date: 02-03-2025	Employee Due Date:	Supervisor Received Date: 02-04-2025	Supervisor Due Date: 02-12-2025
Supervisor Submit Date: 02-04-2025	Manager Received Date: 02-04-2025	Manager Due Date:	Manager Completed Date: 02-04-2025
Grievance Decision Released Date: 02-04-2025	Employee NHO Due Date: 02-19-2025	Employee NHO Submit Date:	NHO Received Date:
NHO Due Date:	NHO Completed Date:	NHO Decision Released Date:	

Grievance
Grievance for ALA, BAMA

- References

References

a. Federal Register Notice, Vol. 82, No. 216, Thursday, November 9, 2017, Section II.D.6

b. AcqDemo Operating Guide, Chapter 6, Section 6.28

CAS2Net Next Higher Official

- Employee/Administrator/NHO/Trusted Agent for NHO has a link to the employee grievance

Employee Submit Date: 02-03-2025	Employee Due Date:	Supervisor Received Date: 02-04-2025	Supervisor Due Date: 02-12-2025
Supervisor Submit Date: 02-04-2025	Manager Received Date: 02-04-2025	Manager Due Date:	Manager Completed Date: 02-04-2025
Grievance Decision Released Date: 02-04-2025	Employee NHO Due Date: 02-19-2025	Employee NHO Submit Date:	NHO Received Date:
NHO Due Date:	NHO Completed Date:	NHO Decision Released Date:	

Click → Grievance → Open

CCAS Grievance for: BAMA ALA (ID #249937) (Released)

General Information

Fiscal Year: 2024

Supervisor Level 1: LEE, JERRY	Supervisor Level 2:	Sub-Panel Manager: DISTRICT, OF COLUMBIA	Pay Pool / Pay Pool Manager: 9000 / DISTRICT, OF COLUMBIA
Broadband Level: III	Occupational Series: 0335 - COMPUTER CLERK AND ASSISTANCE	Career Path: NK - Administrative Support	Expected OCS and Range: 57 - 61 - 65

Employee Submit Date: 02-03-2025	Employee Due Date:	Supervisor Received Date: 02-04-2025	Supervisor Due Date: 02-12-2025
Supervisor Submit Date: 02-04-2025	Manager Received Date: 02-04-2025	Manager Due Date:	Manager Completed Date: 02-04-2025
Grievance Decision Released Date: 02-04-2025			

References

- Next section is the References

References

a. Federal Register Notice, Vol. 82, No. 216, Thursday, November 9, 2017, Section II.D.6

b. AcqDemo Operating Guide, Chapter 6, Section 6.28

CAS2Net Next Higher Official

- No Yes Employee must acknowledge applicability and understanding statement (modified for Next Higher Official process in CAS2Net) in order to submit to the NHO

Acknowledgment of Applicability and Statement of Understanding

a. I understand that this is a request for reconsideration and final decision on my CCAS grievance to the FY2024 annual rating

b. I understand that the request for reconsideration and final decision on my CCAS grievance does not apply to any mid-point review and/or additional feedback I may have received throughout the rating cycle, rating official recommended ratings of record or any recommended ratings submitted by the sub-pay pool (if applicable).

c. I understand that my most recent approved OCS and/or Rating of Record (RoR) prior to the subject appraisal year cycle cannot be reduced or lowered as a result of this request for reconsideration.

d. I understand that if I receive an adjusted OCS and/or RoR as a result of this CCAS grievance, I will receive a revised OCS and/or RoR, a revised Salary Appraisal Form reflecting the adjusted OCS, and the new Expected OCS for the next rating cycle. In addition, a revised RoR would be annotated on the Part I of the CCAS Salary Appraisal Form. Any increase to monetary adjustments of General Pay Increase (GPI), Contribution Rating Increase (CRI), Carryover Award or Contribution Award (CA) resulting from an adjusted OCS will be retroactive to the effective date of the payout, which is the beginning of the first full pay period in January.

e. I understand that allegations that a rating was based on prohibited discrimination, such as race, color, religion, sex, national origin, age, physical or mental disability, or reprisal may not be processed through the CCAS grievance process and shall result in cancelling the request. If this is based on a prohibited discrimination, you should consult with your human resource specialist.

f. I am submitting this written CCAS grievance IAW the AcqDemo Operating Guide, Chapter 6, Section 6.28.2.1.

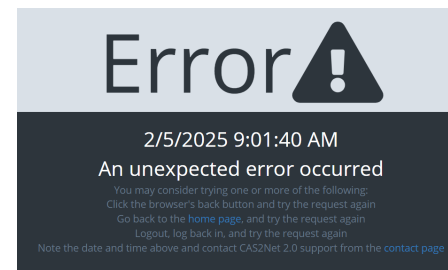
g. I understand that the deciding official's decision on this request for reconsideration and final decision is final and not subject to further review.

Acknowledge

No Yes

Summary of Score Change Request

- **As of 6 Feb 2025**
 - **Missing section for reconsideration**
 - **Error messages when saving**



CAS2Net Next Higher Official

- Only the Administrator/NHO /Trusted Agent for NHO sees the decision options
- Employee/Administrator /NHO/Trusted Agent for NHO sees Approved Scores, Manager’s Decision on the grievance, Summary of Basis for Change, I believe ..., and Employee Basis for Change
- Employee completes
 - Summary of Basis for Change and
 - Employee Basis for Change

Job Achievement and/or Innovation
Communication and/or Teamwork
Mission Support
Supervisor 1 Approval
☰

No Request

Granted Request

Granted Request with Adjustment

Denied Request

Denied Request Due to Timeliness

Denied Request Based on Prohibited Discrimination

Scores	Supervisor Assessment		
<input type="radio"/> No <input checked="" type="radio"/> Yes	<input type="radio"/> No <input checked="" type="radio"/> Yes		
Approved Scores:	Approved Categorical Score	Approved Numeric Score	Approved Performance Score
	3M	53	3
Manager Decision:	Categorical Score	Numeric Score	Performance Score
	3M	56	3

Summary of Basis for Change

Results and performance significantly exceeded objectives and expectations.

I believe I should have received a score or scores of:	Categorical Score	Numeric Score	Performance Score
	Select Option	Select Option	Select Option

Employee Basis for Change

My contribution warranted a 75 for this factor.

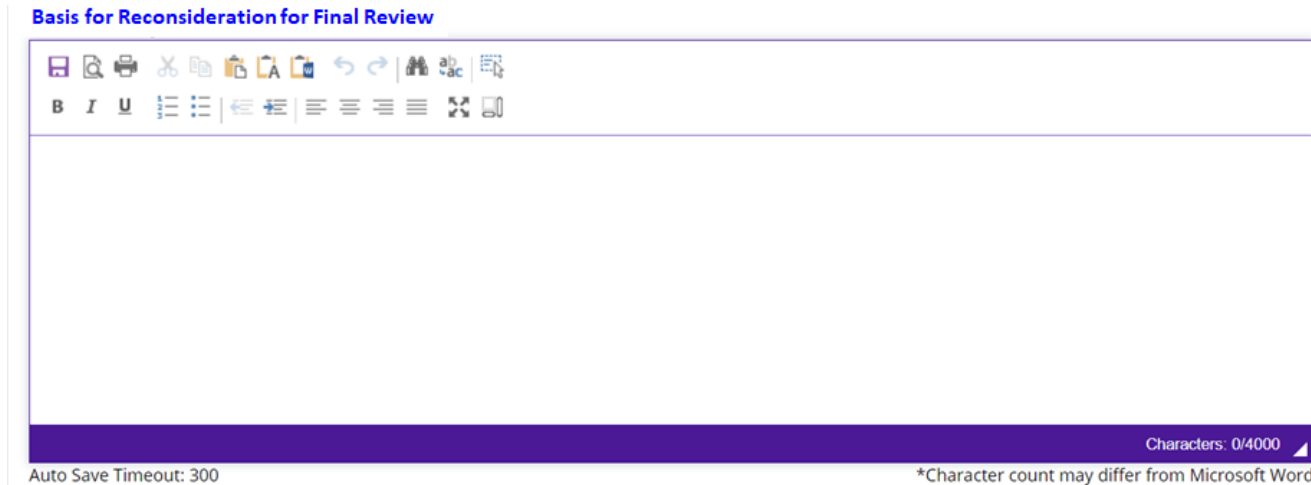
CAS2Net Next Higher Official

- If Supervisor Assessment is checked to Yes, Employee/Administrator/NHO/Trusted Agent for NHO sees the Manager Decision to Supervisor Narrative

Job Achievement and/or Innovation				Communication and/or Teamwork				Mission Support			
Scores				Supervisor Assessment							
<input checked="" type="radio"/> No <input type="radio"/> Yes				<input type="radio"/> No <input checked="" type="radio"/> Yes							
Approved Scores:				Approved Categorical Score		Approved Numeric Score		Approved Performance Score			
				3M		53		3			
Manager Decision:				Categorical Score		Numeric Score		Performance Score			
				3M		56		3			
<p>Manager Decision to Supervisor Narrative</p> <p>Ms. Bama produced 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. Achieved, demonstrated, and maintained the appropriate qualifications necessary to assume and execute key acquisition and/or support requirements. Demonstrated skilled critical thinking in identifying, analyzing, and solving complex issues, as appropriate. Took and displayed personal accountability in leading, overseeing, guiding, and/or managing programs and projects within assigned areas of responsibility. Her contributions and performance have exceeded the objective goals.</p>											

CAS2Net Next Higher Official

- Employee completes Basis for Reconsideration for Final Review



- Employee completes Request for Adjustment to Supervisor Narrative



CAS2Net Next Higher Official

- Employee completes the remaining two factors

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

Scores **Supervisor Assessment**

No Yes

 No Yes

Approved Scores: **Approved Categorical Score** **Approved Numeric Score** **Approved Performance Score**

3M
54
3

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

Scores **Supervisor Assessment**

No Yes

 No Yes

Approved Scores: **Approved Categorical Score** **Approved Numeric Score** **Approved Performance Score**

3M
54
3

CAS2Net Next Higher Official

- Employee has the option to Complete Offline
- Employee has the options to Withdraw, Save, attach Attachment, Submit to NHO
- CAS2Net will flow to Administrator for review before Submitting to NHO

Summary of Score Change

Complete Offline

No Yes

Approved Average Performance
Score:
3.0

Approved Overall Performance
Score (ROR):
3

Approved Overall Contribution Score
(OCS):
54

Average Performance Score: 3.0
Overall Performance Score (ROR): 3
Overall Contribution Score (OCS): 55

Withdraw

Cancel

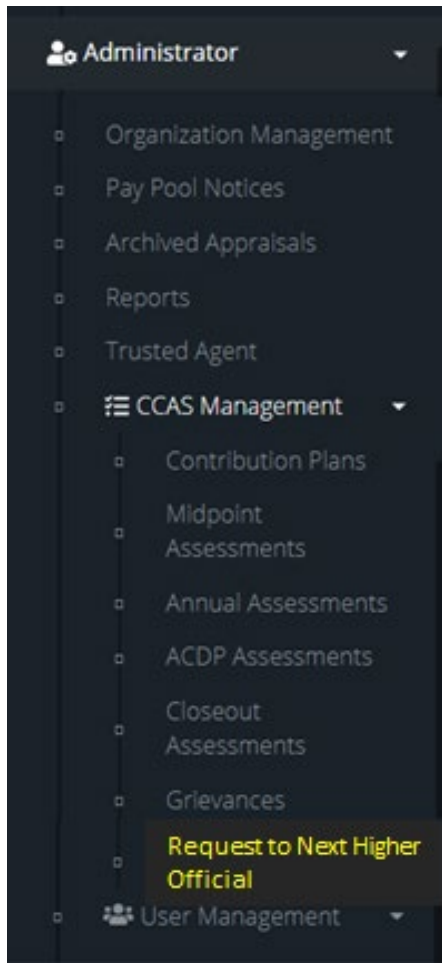
Save

Submit to NHO

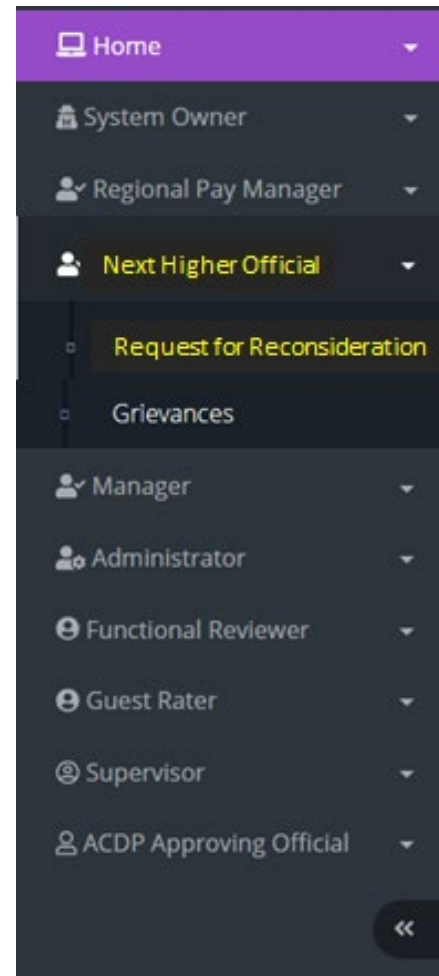
Attachments

CAS2Net Next Higher Official

- Administrator



- Next Higher Official



CAS2Net Next Higher Official

- Request goes first to the Administrator before Administrator Submits to NHO
- NHO sees (as will the Administrator and Trusted Agent for the NHO)

Employee Requests for Reconsideration

General Information

Fiscal Year
2024

Select Top Level Organization
9000 - 9000 Macro Free Pay Pool

Employee Requests for Reconsideration - Next Higher Official Reset Data Table

Show 100 entries Search:

Status	Name	Email	Pay Pool	Supervisor 1	Supervisor 2
Draft Request to NHO	ALA, BAMA	JERRY.LEE@HCI.MIL	9000 - 9000 Macro Free Pay Pool	JERRY LEE	

Showing 1 to 1 of 1 entries Previous 1 Next

CAS2Net Next Higher Official

- NHO sees (as will the Administrator and Trusted Agent for the NHO)

Request for Reconsideration to Next Higher Official for: BAMA ALA (ID #249937) (Draft Request to NHO)

General Information

Fiscal Year: 2024

Supervisor Level 1: LEE, JERRY	Supervisor Level 2:	Sub-Panel Manager: DISTRICT, OF COLUMBIA	Pay Pool / Pay Pool Manager: 9000 / DISTRICT, OF COLUMBIA
Broadband Level: III	Occupational Series: 0335 - COMPUTER CLERK AND ASSISTANCE	Career Path: NK - Administrative Support	Expected OCS and Range: 57 - 61 - 65

Employee Submit Date: 02-03-2025	Employee Due Date:	Supervisor Received Date: 02-04-2025	Supervisor Due Date: 02-12-2025
Supervisor Submit Date: 02-04-2025	Manager Received Date: 02-04-2025	Manager Due Date:	Manager Completed Date: 02-04-2025
Grievance Decision Released Date: 02-04-2025	Employee NHO Due Date: 02-19-2025	Employee NHO Submit Date:	NHO Received Date:
NHO Due Date:	NHO Completed Date:	NHO Decision Released Date:	

Grievance
Grievance for ALA, BAMA

- Due Dates
- References

References

- Federal Register Notice, Vol. 82, No. 216, Thursday, November 9, 2017, Section II.D.6
- AcqDemo Operating Guide, Chapter 6, Section 6.28

CAS2Net Next Higher Official

- NHO sees (as will the Administrator and Trusted Agent for the NHO) Acknowledgment Statement

Acknowledgment of Applicability and Statement of Understanding ▢

a. I understand that this is a request for reconsideration and final decision on my CCAS grievance to the FY2024 annual rating

b. I understand that the request for reconsideration and final decision on my CCAS grievance does not apply to any mid-point review and/or additional feedback I may have received throughout the rating cycle, rating official recommended ratings of record or any recommended ratings submitted by the sub-pay pool (if applicable).

c. I understand that my most recent approved OCS and/or Rating of Record (RoR) prior to the subject appraisal year cycle cannot be reduced or lowered as a result of this request for reconsideration.

d. I understand that if I receive an adjusted OCS and/or RoR as a result of this CCAS grievance, I will receive a revised OCS and/or RoR, a revised Salary Appraisal Form reflecting the adjusted OCS, and the new Expected OCS for the next rating cycle. In addition, a revised RoR would be annotated on the Part I of the CCAS Salary Appraisal Form. Any increase to monetary adjustments of General Pay Increase (GPI), Contribution Rating Increase (CRI), Carryover Award or Contribution Award (CA) resulting from an adjusted OCS will be retroactive to the effective date of the payout, which is the beginning of the first full pay period in January.

e. I understand that allegations that a rating was based on prohibited discrimination, such as race, color, religion, sex, national origin, age, physical or mental disability, or reprisal may not be processed through the CCAS grievance process and shall result in cancelling the request. If this is based on a prohibited discrimination, you should consult with your human resource specialist.

f. I am submitting this written CCAS grievance IAW the AcqDemo Operating Guide, Chapter 6, Section 6.28.2.1.

g. I understand that the deciding official's decision on this request for reconsideration and final decision is final and not subject to further review.

Acknowledge

CAS2Net Next Higher Official

- NHO sees (as will the Administrator and Trusted Agent for the NHO)

- If Employee toggled Scores to Yes

- NHO sees (as will the Administrator and Trusted Agent for the NHO)

Approved Scores:	Approved Categorical Score 3M	Approved Numeric Score 53	Approved Performance Score 3
Manager Decision:	Categorical Score 3M	Numeric Score 56	Performance Score 3
Employee Requested Adjustment:	Categorical Score 3M	Numeric Score 57	Performance Score 5

Summary of Basis for Change

Results and performance significantly exceeded objectives and expectations.

CAS2Net Next Higher Official

- Administrator must enter decision before submitting to NHO

Next Higher Official Decision:	Categorical Score	Numeric Score	Performance Score
	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Next Higher Official sees Employee Basis for Reconsideration for Final Review

Basis for Reconsideration for Final Review

My contributions and performance have exceeded the objective goals. The innovation to the project resulted in \$3.25 million in cost savings for the entire fiscal year. The initial projection was \$325,000 per quarter. This was an overall savings of \$2.925 million in savings and advance the project by two years closer to production and deployment to our warfighters.

My Performance Score should be Outstanding Level 5 as supported by the Manager's decision "Results and performance significantly exceeded objectives and expectations".

Auto Save Timeout: 300 Characters: 0/4000

*Character count may differ from Microsoft Word

- Next Higher Official must complete Next Higher Official Summary of Basis for Adjustment (Note: Administrator must enter NHO Summary of Basis for Adjustment)

Next Higher Official Summary of Basis for Adjustment

Upon final review, the request for increase in OCS is approved because Ala, Bama contributions and performance did exceed the objective goals for the rating period that resulted in \$3.25 million in cost savings for the project compared to the initial projection \$1.3 M. In addition to the savings of \$2.925 million, the deployment to our warfighters was two years sooner then projected.

The Performance Score should be Outstanding Level 5 is also approved as the Manager stated "Results and performance significantly exceeded objectives and expectations".

- **Currently working for deployment this cycle the option for the administrator to submit to NHO without recommending a decision and NHO Summary of Basis for Adjustment**

CAS2Net Next Higher Official

- If Employee toggled Supervisor Assessment to Yes
- Next Higher Official sees Manager Approved Change to Supervisor Annual Appraisal Narrative

Justification
Narratives
+

Manager Approved Change to Supervisor Annual Appraisal Narrative

Ms. Bama produced 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. Achieved, demonstrated, and maintained the appropriate qualifications necessary to assume and execute key acquisition and/or support requirements. Demonstrated skilled critical thinking in identifying, analyzing, and solving complex issues, as appropriate. Took and displayed personal accountability in leading, overseeing, guiding, and/or managing programs and projects within assigned areas of responsibility. Her contributions and performance have exceeded the objective goals.

- Next Higher Official sees Employee Basis for Reconsideration to the Supervisor Narrative

Basis for Reconsideration for Final Review

My contributions and performance have exceeded the objective goals. The innovation to the project resulted in \$3.25 million in cost savings for the entire fiscal year. The initial projection was \$325,000 per quarter. This was an overall savings of \$2.925 million in savings and advance the project by two years closer to production and deployment to our warfighters.

My Performance Score should be Outstanding Level 5 as supported by the Manager’s decision “Results and performance significantly exceeded objectives and expectations”.

Auto Save Timeout: 300
Characters: 0/4000

*Character count may differ from Microsoft Word

CAS2Net Next Higher Official

- Next Higher Official sees Request for Adjustment to Supervisor Narrative

Request for Adjustment to Supervisor Narrative

Ms. Bama produced desired results, in the needed timeframe, with the appropriate level of supervision using appropriate knowledge, skills, abilities and understanding of the technical requirements of the job. Achieved, demonstrated, and maintained the appropriate qualifications necessary to assume and execute key acquisition and/or support requirements. Demonstrated skilled critical thinking in identifying, analyzing, and solving complex issues, as appropriate. Took and displayed personal accountability in leading, overseeing, guiding, and/or managing programs and projects within assigned areas of responsibility. Her contributions and performance have exceeded the objective goals. The innovation to the project resulted in \$3.25 million in cost savings for the entire fiscal year. The initial projection was \$325,000 per quarter, resulted in \$2.925 million in savings for the project.

Auto Save Timeout: 300 *Character count may differ from Microsoft Word

- Next Higher Official must complete Next Higher Official Decision on Supervisor Narrative with option to copy employee adjustment, copy manager adjustment, or enter NHO adjustment (Note: Administrator must enter NHO Decision on Supervisor Narrative [Currently working for deployment this cycle the option for the administrator to submit to NHO without recommending a decision and NHO Summary of Basis for Adjustment.]

Next Higher Official Decision on Supervisor Narrative

Copy Employee Adjustment

Copy Manager Decision

Ms. Bama produced desired results, in the needed timeframe, with the appropriate level of supervision using appropriate knowledge, skills, abilities and understanding of the technical requirements of the job. Achieved, demonstrated, and maintained the appropriate qualifications necessary to assume and execute key acquisition and/or support requirements. Demonstrated skilled critical thinking in identifying, analyzing, and solving complex issues, as appropriate. Took and displayed personal accountability in leading, overseeing, guiding, and/or managing programs and projects within assigned areas of responsibility. Her contributions and performance have exceeded the objective goals. The innovation to the project resulted in \$3.25 million in cost savings for the entire fiscal year. The initial projection was \$325,000 per quarter, resulted in \$2.925 million in savings for the project.

CAS2Net Next Higher Official

- Same process for the other two factors

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

No Request

Granted Request

Granted Request with Adjustment

Denied Request

Denied Request Due to Timeliness

Denied Request Based on Prohibited Discrimination

Scores

No

Yes

Supervisor Assessment

No

Yes

Approved Scores:

Approved Categorical Score

3M
▼

Approved Numeric Score

54
▼

Approved Performance Score

3
▼

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

No Request

Granted Request

Granted Request with Adjustment

Denied Request

Denied Request Due to Timeliness

Denied Request Based on Prohibited Discrimination

Scores

No

Yes

Supervisor Assessment

No

Yes

Approved Scores:

Approved Categorical Score

3M
▼

Approved Numeric Score

54
▼

Approved Performance Score

3
▼

CAS2Net Next Higher Official

- CAS2Net re-calculates

Summary of Score Change
☰

Decision Average Performance Score: 3	Requested Average Performance Score: 3.0	NHO Decision Average Performance Score 3.7	
Decision Overall Performance Score (ROR): 3	Requested Overall Performance Score (ROR): 3	Decision Overall Performance Score (ROR): 3	
Decision Overall Contribution Score (OCS): 55	Requested Overall Contribution Score (OCS): 56	Decision Overall Contribution Score (OCS): 55	
Approved CA Computed 7841	Approved CA Carryover 0	Approved CRI Computed 3035	Approved CRI Approved 3035
New CA Computed 4236	New CA Carryover 0	New CRI Computed 3035	New CRI Approved 3035
Discretionary G 0	Discretionary CA 0	Discretionary CRI 0	New Basic Pay 62425

- NHO Closing Statement

Next Higher Official Closing Statement
☰

Any approved changes will be reflected on your Salary Appraisal Form.

This is the final agency decision regarding your request for reconsideration of your CCAS rating of record.

- Or

Due to the Next Higher Official choosing to deny the request for reconsideration, there will be no changes to your Salary Appraisal Form.

This is the final agency decision regarding your request for reconsideration of your CCAS rating of record.

- NHO completes review ... Sign and Finalize

Cancel

Save

Return to Administrator

Sign and Finalize

Attachments

CAS2Net Next Higher Official

- CAS2Net generated email to Administrator

DoNotReply@mail.mil
 (External Sender) Request for Reconsideration Completed by Next Higher Official 6:27 AM
 A CAS2Net 2.0 Request for Reconsideration of a Grievance for fiscal year ##### was completed by NHO

- Administrator reviews, ensure User Profile > History > Past Assessments > Past Salary / Compensation > Salary Appraisal Form match NHO decision. Prepare and forward/submit all required personnel actions retroactive to the effective date (first day of the first full pay period in January).



- CAS2Net generated email to Employee, Supervisor, and Manager

DoNotReply@mail.mil
 (External Sender) Request for Reconsideration Released by Administrator 7:37 AM
 A CAS2Net 2.0 Request for Reconsideration of a Grievance for fiscal year ##### was released by Administrator

- Supervisor 1 opens Salary Appraisal Form, select method of communication, select date of communication, check box signed by supervisor 1, save, sign and release to employee ... CAS2Net generated email to employee

DoNotReply@mail.mil
 (External Sender) Request for Reconsideration Released by Supervisor 7:37 AM
 A CAS2Net 2.0 Request for Reconsideration of a Grievance for fiscal year ##### was released by Supervisor

Grievance in CAAS2Net - Things to Remember

1. CAS2Net won't allow a grievance to be initiated for/by the employee until the employee has either signed the annual assessment and/or the administrator waived the signature requirement for the employee with justifiable reason(s) in CCAS Management > Annual Assessments > Employee > select "Employee Unavailable for Signature." *See User Guide under Administrator > Grievances > Enable Grievances.*
2. The Administrator/Super User facilitates, oversees, and administers the grievance process. *See User Guide under Administrator > Grievances > Grievance Overview.*
3. Setting a Grievance Window allows the employee to file a grievance on their own vs through the Administrator. However, the Administrator will have the ability to initiate a grievance with or without a Grievance Window.
4. To route a grievance to a former supervisor in the former pay pool, see slide 26 for guidance.

Planning for FY25 End of Cycle

Month	Pay Period	S	M	T	W	T	F	S
OCT	20			1	2	3	4	
	21	5	6	7	8	9	10	11
	22	12	13	14	15	16	17	18
NOV	22	19	20	21	22	23	24	25
	23	26	27	28	29	30	31	
	30							1
DEC	24	2	3	4	5	6	7	8
	25	9	10	11	12	13	14	15
	26	16	17	18	19	20	21	22
JAN	26	23	24	25	26	27	28	29
	01	30	31					
	02							

- Wednesday 1 Oct 2025
 - CAS2Net activates end-of-cycle modules: Appraisal Status, Offline Interface and Previous Cycle Data, Sub-Panel Meeting, CMS Online, Macro-Free Sub-Panel Meeting, Macro-Free CMS
 - Pay Pool Notices with 2025 Sub-Panel Meeting Spreadsheet, 2025 CMS, and 2025 Pay Pool Analysis Tool
- Thursday 20 Nov 2025 – start Not Final Reports / Data Complete Reports
- Friday 12 Dec 2025 – Initial Upload
- Wednesday 8 Jan 2026– Final Upload
- 11 to 24 January 2025 - First Full Pay Period in January
- ~16 Jan 2026 at 12:00 pm ET – PMO marks pay pools Completed
- ~18 Jan 2026 – PMO post pay transactions to regional pay offices

Planning for FY26 End of Cycle

Month	Pay Period	S	M	T	W	T	F	S
OCT						1	2	3
	20	4	5	6	7	8	9	10
	21	11	12	13	14	15	16	17
		18	19	20	21	22	23	24
		25	26	27	28	29	30	31

Month	Pay Period	S	M	T	W	T	F	S
NOV	22	1	2	3	4	5	6	7
		8	9	10	11	12	13	14
	23	15	16	17	18	19	20	21
		22	23	24	25	26	27	28
		29	30					

Month	Pay Period	S	M	T	W	T	F	S
DEC	24					1	2	3
						4	5	
	25	6	7	8	9	10	11	12
		13	14	15	16	17	18	19
		20	21	22	23	24	25	26
		27	28	29	30	31		

Month	Pay Period	S	M	T	W	T	F	S
JAN	26						1	2
	01	3	4	5	6	7	8	9
	02	10	11	12	13	14	15	16
		17	18	19	20	21	22	23
		24	25	26	27	28	29	30
		31						

- Wednesday 1 Oct 2026
 - CAS2Net activates end-of-cycle modules: Appraisal Status, Offline Interface and Previous Cycle Data, Sub-Panel Meeting, CMS Online, Macro-Free Sub-Panel Meeting, Macro-Free CMS
 - Pay Pool Notices with 2026 Sub-Panel Meeting Spreadsheet, 2026 CMS, and 2026 Pay Pool Analysis Tool
- Thursday 19 Nov 2026 – start Not Final Reports / Data Complete Reports
- Friday 4 Dec 2026 – Initial Upload
- Wednesday 23 Dec 2026– Final Upload
- 3 to 16 January 2027 - First Full Pay Period in January
- ~8 Jan 2027 at 12:00 pm ET – PMO marks pay pools Completed
- ~10 Jan 2027 – PMO post pay transactions to regional pay offices

2025 Open Forum Schedule

Open Forum Sessions are held on the 1st Thursday of each month

<u>Date</u>	<u>Time</u>	<u>Topic</u>
2 January	1pm – 2:30pm ET	CCAS Pay Transactions
6 February	1pm – 2:30pm ET	CCAS Grievance, Next Higher Official Process, and Archive/Transfer
6 March	1pm – 2:30pm ET	Assigning Mandatory Objectives, Mid-Point Review, Additional Feedback, and Closeout Assessment
3 April	1pm – 2:30pm ET	Communicating with AcqDemo Program Office on CAS2Net and CCAS Issues
1 May	1pm – 2:30pm ET	Reports – FY-based Reports & Current Settings Reports
5 June	1pm – 2:30pm ET	Macro Free Sub Panel Spreadsheet and Compensation Management Spreadsheet (CMS) Introduction
3 July	1pm – 2:30pm ET	Creating Sub-Organization Levels and Assigning Sub-Panel Managers, and User Role Assignments
7 August	1pm – 2:30pm ET	CCAS Spreadsheet Test Schedule (Offline Sub-Panel Meeting Spreadsheet, Offline CMS, Macro Free versions, and CAS2Net Online versions)

Open Forum Questions?

AcqDemo.Contact@dau.edu

Erin.Murray@dau.edu

jerry.lee@dau.edu