

CAS2Net and CCAS Open Forum

Thursday

2 January 2025

1:00 PM Eastern Time

**Topic: Pay Transactions &
Turning the CAS2Net Database**

[TEAMS Meeting Link](#)

[Meeting ID:](#) 258 365 345 660

[Passcode:](#) tf2KQ9dk

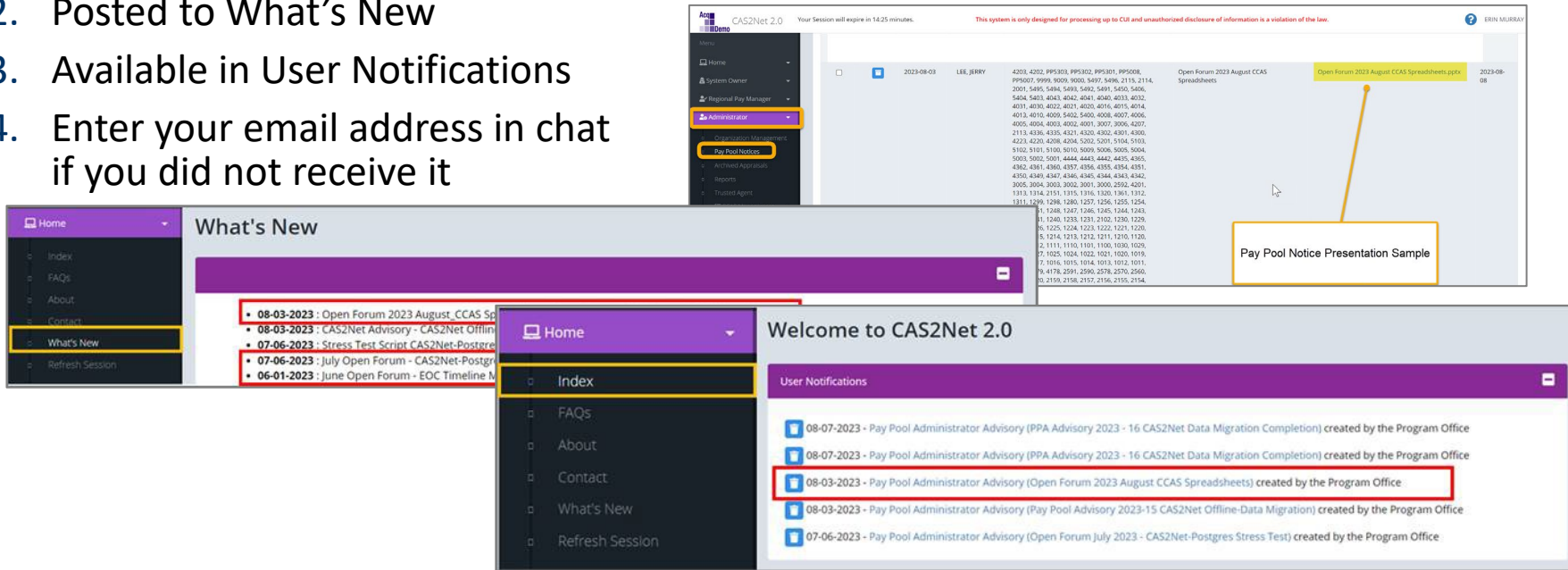
Meeting Call in Information

+1 571-403-9146

[Phone Conference ID:](#) 631 147 761#

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” your phone to prevent any background noise and 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>

End of Cycle Key Dates

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

2024 End of Cycle Timeline			
Day	Date	Event	Action By
Tuesday	1-Oct-24	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	PMO
		Pay Pool Notices with 2024 Macro-Enabled Sub-Panel Meeting Spreadsheet, 2024 Macro-Enabled CMS, and 2024 Macro-Enabled Pay Pool Analysis Tool	PMO
Thursday	21-Nov-24	Pay Pool Notices with Not Final Reports / Data Complete Reports	PMO
Friday	13-Dec-24	Initial Upload DAF & DCMA 6 Dec 2024 **subject to component/command earlier initial upload date**	Pay Pool Administrators
Wednesday	8-Jan-25	Final Upload DAF 20 Dec 2024 **subject to component/command earlier initial upload date**	Pay Pool Administrators
Sunday	12-Jan-25	First full pay period in January (12 Jan to 25 Jan)	
Friday	17-Jan-25	Pay Pools completed	PMO
Tuesday	21-Jan-25	Pay transactions posted to regional pay offices	PMO

FY23 CCAS End of Cycle Schedule



DoD Civilian Acquisition Workforce Personnel Demonstration Project Program Office

CAS2Net Administrator Advisory

2023-38

Issue Date: December 22, 2023

Topic: 2023 CCAS CMS Finalize Upload

	26	5	6	7	1	2	3	4
JAN					8	9	10	11
	01	12	13	14	15	16	17	18
		19	20	21	22	23	24	25
		26	27	28	29	30	31	

- **17 Jan 2025** – the AcqDemo Program Office will run pay pool validation.
- **18 Jan 2025** – noon 12:00 PM EST- post NotFinalReports with any issues that need to be resolved and DataComplete reports.
- NLT COB 5:00 PM EST on **18 Jan 2025** – Component and Agency requests for changes and exclusion from salary or all transactions must be submitted to the Program Office (nicole.adams@dau.edu, jerry.lee@dau.edu, and erin.murray@dau.edu).
- **18-19 January 2025** – the AcqDemo Program Office will mark validated Pay Pools as **Completed** to allow administrators to release the pay pool results for supervisor communication.
 - When pay pools are marked as **Completed**, the Program Office will email the Component or Agency POC and CAS2Net generated emails to administrators.
 - When the pay pools are marked as **Completed**, the administrator will have the ability to select Release Pay Pool in Appraisal Status that will give each supervisor access to the Annual Assessments, and the Salary Appraisal Forms, so they can communicate the results, **partially release**, and sign and release to their employees.
- **NLT 21 January 2025** – Pay transaction files will be posted to Regional Pay Notices for processing.
- **27-28 January 2025** - Turn the database over to FY2025

Exclude from Pay Transactions

NEW Previous Cycle Data record - administrators can exclude employees from the January CCAS pay cycle transactions. The options are:

- Include in Transactions (default all transactions GPI, CRI, Carryover Award, CA, PAQL Scores, RoR),
- Don't Send Salary Transaction (no GPI, no CRI, no Carryover Award), or
- Don't Send Any Transactions (no GPI, no CRI, no Carryover Award, no CA, no PAQL scores, no RoR).

The screenshot shows a web application interface for managing employee data. The main content area is titled '2024 Cycle Data for ALAS, KA'. It features three main sections: 'General User Information', 'Organization Information', and 'Salary Information'. The 'Salary Information' section contains several rows of data with toggle buttons for 'No' and 'Yes'. A dropdown menu is open over the 'Exclude from Pay Transactions' field, showing four options: 'Include in Transactions', 'Include in Tra...', 'Don't send Salary Transaction', and 'Don't send any Transactions'. The 'Include in Transactions' option is highlighted. At the bottom of the form, there are 'Cancel', 'Save', and 'Delete' buttons.

DAF AcqDemo PMO End of Cycle Checklist dated September 25, 2024

DAF Pay Pools do not execute this ability prior to notifying the AcqDemo DAF PMO to receive approval. Reasons for exclusions from the transaction(s) must accompany the requests sent to the DAF PMO to do so. We may be able to coordinate corrections to solve the issue.

For excluded transactions, the participating organization must submit the personnel actions to their serving personnel center. Reasons for exclusion from the transaction may be inability to timely correct pay and/or employee data in DCPDS before the effective date of the CCAS payout.

CCAS Pay Transaction Process

START

Macro-Free CMS

or

Macro-Enabled CMS Digitally Signed or Unsigned

UPLOAD

EXPORT

Administrator

- Appraisal Status
- Offline Interface
- Previous Cycle Data
- Sub-Panel Meeting
- CMS Online
- Macro-Free CMS/Subpanel Interface

Upload Employee Data

or

Upload

Upload Paypool CSV

Selected Organization 9000 - 9000 Macro Free Pay Pool

Select File to Upload

Choose File | 26 Dec 2023 pp9000_to_Master (30).csv

No Yes Finalize

Cancel Upload

- Pay Transaction File**
- REG_WH51_BONUS
 - REG_WH51_BONUS_losses
 - REG_WH51_CCS
 - REG_WH51_CCS_losses
 - REG_WH51_RATING
 - REG_WH51_RATING_losses
 - REG_WH51_RatingPay_ComingOff
 - REG_WH51_SALARY
 - REG_WH51_SALARY_losses
 - REG_WH51_unsentRecords

Example

NOTIFICATION OF PERSONNEL ACTION

FIRST ACTION

1. General Notice of Action
2. General Pay Adjustment
3. General Pay Adjustment
4. General Pay Adjustment

LES

END

Regional Pay Notices

Delete	Date Uploaded	Description	Notice	First Download Date
<input type="checkbox"/>	2023-01-10 20:02:10	SALARY Late Gains	REG_WH51_SALARY_Late_gains.csv	2023-01-11 07:47:22
<input type="checkbox"/>	2023-01-06 11:53:04	January 2023 AcqDemo Transaction Files for Region WH5	Jan 2023 AcqDemo Transactions - Region WH5.zip	2023-01-09 10:13:00
<input type="checkbox"/>	2023-01-06 11:50:22	Jan 2023 Regional Error Feedback Reporting for WH5	WH5 Regional Error Reporting.xlsx	2023-01-09 10:14:15
<input type="checkbox"/>	2019-04-12 13:56:14	AcqDemo Prgm Job Aid for Regional Pay Managers - Regional Pay Notices	RegionalPayManagersCAS2HelpJobAid.pdf	2020-01-10 12:20:18

List Regional Pay Notices

Personal Offices Notices

Regional Pay Office

PMO

PMO	Region AREU	Region DFAS	Region NVEA
All Regions	Region ARFE	Region DLA	Region NVNE
Army Regions	Region ARNC	Region HRSC	Region NVNW
Navy Regions	Region ARNE	Region XXXX - Unmapped	Region NVSE
Region WH5	Region ARSC		Region NVSW
Region AFSA	Region ARSW		
	Region ARWE		

System Owner

- Pay Pool Status
- Global Config
- Fiscal Year Detail
- Pay Pool Notices
- Regional Pay Offices
- Regional Pay Notices
- Reports
- Upload DCPDS Data
- Metadata

DataComplete Report

- Program Office**
- REG_WH51_BONUS
 - REG_WH51_BONUS_losses
 - REG_WH51_CCS
 - REG_WH51_CCS_losses
 - REG_WH51_RATING
 - REG_WH51_RATING_losses
 - REG_WH51_RatingPay_ComingOff
 - REG_WH51_SALARY
 - REG_WH51_SALARY_losses
 - REG_WH51_unsentRecords

Pay Transactions Based on CMS Decisions

DoD Program Office to the Regional Pay Office: Actions automatically processed by Regional Pay Centers as a result of the finalized CMS:

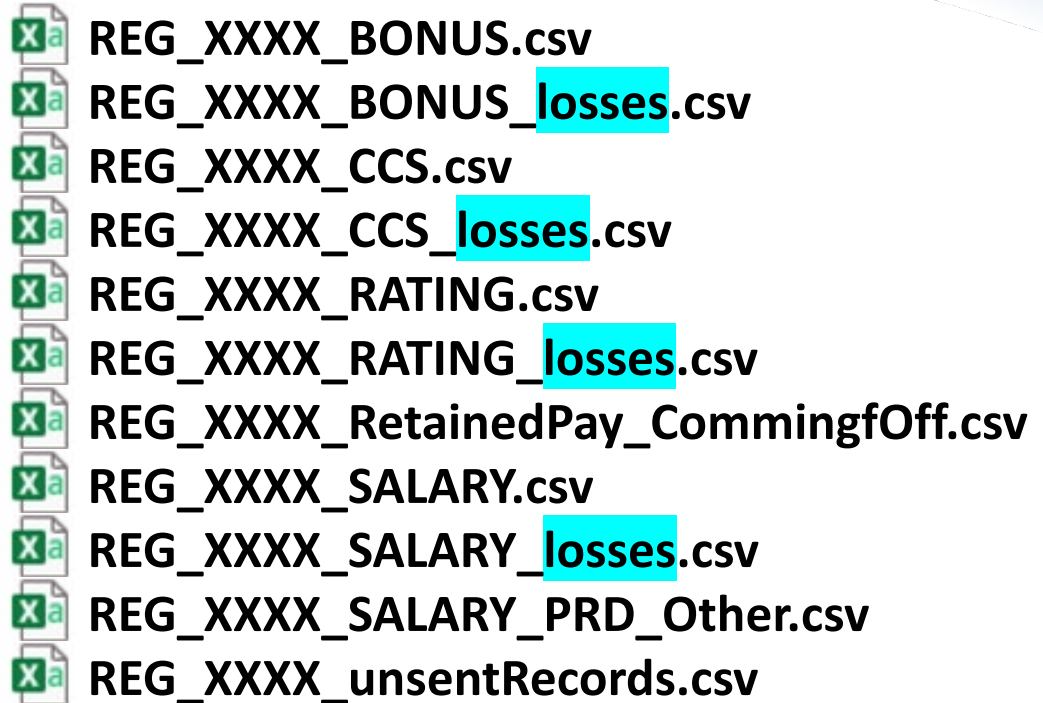
- GPI: NOA 894 - General Pay Adjustment
- CRI: NOA 891 - Performance-based Pay Increase-Regular Cycle
- CRI Carryover: NOA 885 - Lump Sum Performance Payment RB-ILPA
- CA: NOA 886 - Lump Sum Performance Payment RB-NILPA
- Rating: PAQL scores and Rating of Record

Pay Pool Responsibility: Actions required to be accomplished manually outside of the CMS by the organization

- Start/Stop/Change Differential: NOA 810 – Change in Differential
- TOA: NOA 846 – Individual Time Off Award

CCAS Pay Transaction Files

- Pay Transaction Files posted to CAS2Net Regional Pay Notices
- Examples of the Pay Transaction Files



REG_XXXX_BONUS.csv
REG_XXXX_BONUS_lossess.csv
REG_XXXX_CCS.csv
REG_XXXX_CCS_lossess.csv
REG_XXXX_RATING.csv
REG_XXXX_RATING_lossess.csv
REG_XXXX_RetainedPay_CommingsOff.csv
REG_XXXX_SALARY.csv
REG_XXXX_SALARY_lossess.csv
REG_XXXX_SALARY_PRD_Other.csv
REG_XXXX_unsentRecords.csv

We do expect that there will be ex-employees in our pay transaction process and will pull as many as possible into the “_losses version” of our transaction files. Ex-employees are former AcqDemo employees who were reassigned/promoted to a non-AcqDemo positions, retired, and separated individuals. Pay pools do not need to submit CCAS related personnel actions for losses.

CCAS Pay Transaction Files

- **REG_XXXX_BONUS.csv (includes the CA Award NOAC 886)**
- **REG_XXXX_BONUS_losses.csv (these files include the transactions for any records identified as AcqDemo losses by the pay pools and includes the CA Award NOAC 886)**

	A	B	C	D	E	F	G
1	SOID	SSAN	Name	EffDt	Demo Bonus Amt	SF50-CODE	SF50-Rem
2	5I			230101	2447	7DC	
3	9Z			230101	1946	7DC	
4	8Y			230101	3032	7DC	
5	41			230101	3145	7DC	

- **REG_XXXX_CCS.csv (includes the historic information like delta OCS, contribution)**
- **REG_XXXX_CCS-losses.csv (these files include the transactions for any records identified as AcqDemo losses by the pay pools and includes the historic information like delta OCS, contribution)**

	A	B	C	D	E	F	G	H	I
1	SOID	SSAN	Name	EffDt	CCS Act Scr	CCS Exp Scr	CCS Sal Increase	CCS Sal Contrib	CCS DeltaX
206	6Z			230101	68	68	3222	4944	000P
207	6Z			230101	69	67	6251	4845	002P
208	9H			230101	87	85	9041	6918	002P
209	6Z			230101	29	35	0	2564	006M
210	8L			230101	71	69	6838	5019	002P

CCAS Pay Transaction Files

- **REG_XXXX_Rating.csv** (includes the rating Average Score (e.g., 3.7), PAQLs (e.g., 335), and Demo Location Code “Q”)
- **REG_XXXX_Rating_losses.csv** (these files include the transactions for any records identified as AcqDemo losses by the pay pools and includes the rating Average Score (e.g., 3.7), PAQLs (e.g., 335), and Demo Location Code “Q”)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
1	EDIPI	Oracle Emp No	Date Effective	Rating_o f_Record	Appraisal _Type	Assess_P erf St Dt	Assess_Perf End Dt	Avg Score	Element Ratings	Bonus_In d	Bonus_R sn	Fact1	Fact2	Fact3	Fact4	Fact5	Fact6	Fact7	Fact8	Fact9	Demo_Lo cation_C ode	Except_ mid	Dt_appr_ start
2			1-Jan-23	5 L	1-Oct-21	30-Sep-22	5	555													Q		
3			1-Jan-23	3 L	1-Oct-21	30-Sep-22	3	333													Q		
4			1-Jan-23	3 L	1-Oct-21	30-Sep-22	3.7	335													Q		
5			1-Jan-23	5 L	1-Oct-21	30-Sep-22	5	555													Q		
6			1-Jan-23	5 L	1-Oct-21	30-Sep-22	5	555													Q		

CCAS Pay Transaction Files

- **REG_XXXX_RetainedPay_ComingOff.csv** (this is informational only and lets them know who is no longer on retained pay)

	A	B	C	D	E	F	G	H	I	J	K
1	This is for to help you check that individuals coming off of retained pay are handled correctly										
2											
3	SOID	EDIPI	Name	EffDt	Career Path	Band	Payarea	New Base Pay	New Loc Rate	New Total Adj Pay	PRD
4	6Z			230101	NJ		3 LA	77112	34.89	104016	0
5	8Y			230101	NH		4 AQ	152771	17.63	179705	0
6	9R			230101	NH		3 ZX	109908	16.5	128043	0
7	9X			230101	NH		3 DG	109908	20.59	132538	0

- **REG_XXXX_SALARY.csv** (includes the GPI (894), CRI increase (891) and Carryover Award (885))
- **REG_XXXX_SALARY_losses.csv** (these files include the transactions for any records identified as AcqDemo losses by the pay pools and includes the GPI (894), CRI increase (891) and Carryover Award (885))

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	SOID	SSAN	Emp Name	Eff_Dt	Current Basic Sa	DLEI	Rmk_Cd_1	Rmk_1_I	Rmk_Cd_2	Rmk_2_I	Rmk_Cd_3	Rmk_3_I	Rmk_Cd_4	Rmk_4_I
2	5I			230101	71954	230101	9Q3	2951			9Q5	1724		
3	9Z			230101	71260	230101	9Q3	2922			9Q5	1333		
4	8Y			230101	93577	230101	9Q3	3837			9Q5	2570		
5	41			230101	102316	230101	9Q3	4195	9Q4	2535				

CCAS Pay Transaction Files

- **REG_XXXX_SALARY_PRD-Other.csv** (Based on the name these were people that had bad PRD [Pay Rate Determinant] codes in DCPDS - they would fail since the first check in DCPDS is whether the person is 0, J, K, or Y. Sent as information only so when the PRD is corrected, they might have the data.)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	SOID	SSAN	Emp Name	Eff Dt	Current Basic Sal	DLEI	Rmk_Cd_1	Rmk_1_I	Rmk_Cd_2	Rmk_2_I	Rmk_Cd_3	Rmk_3_I	Rmk_Cd_4	Rmk_4_I
2	5R			230101	51864	230101	9Q3	2127			9Q5	1049		

- **REG_XXXX_unsentRecords.csv** (this file will tell what employee records are not included due to some issue with the transaction)

	A	B	C	D	E	F	G	H	I	J	K	L
1	This is for these are records from your region that were pulled from either All transaction files or just the Salary transactions.											
2	Pay pools will be handling them manually											
3												
4	SOID	EDIPI	Name	career pat band	base pay	Missing Transaction						
5	9V		NH		3 94797	No Transactions						
6	5R		NH		3 94836	No Transactions						
7	8N		NH		4 101901	No Transactions						
8	6V		NH		3 72863	No Transactions						

CCAS Pay Transactions

– Communicate to Employee

- Interim – marked Draft

- Only Administrator > Reports > Fiscal Year > Salary Appraisal Form

- Completed - Released

- Supervisor > Reports > Fiscal Year > Salary Appraisal Form

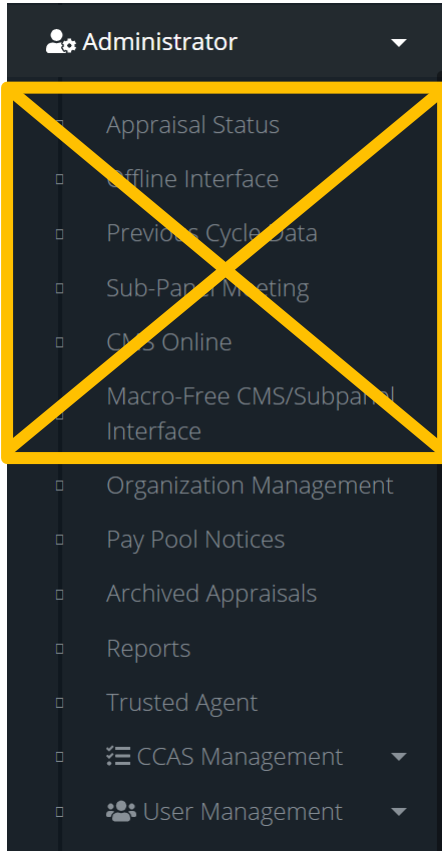
CCAS SALARY APPRAISAL DOCUMENT FOR 2024			
Part I: CCAS Salary Appraisal Form			
Name: NEW_JERSEY	Series: 0201	Appraisal Period:	
CAS2NetID: 249767	Broadband Level: III	From: 10-01-2023	
Organization: 9000-Sp-Friday	Retained Pay: No	To: 09-30-2024	
Career Path: NH	Presumptive: None		
Approved By: DISTRICT, OF COLUMBIA, Pay Pool Manager		Effective Date of Appraisal: 01-01-2025	
Discuss evaluation with employee and obtain signature confirming discussion. Signature of employee does not constitute agreement with CCAS appraisal.			
LEE, JERRY		Date	
NEW_JERSEY		Date	
2024 Performance Details	PAQL	2024 Contribution Details	CatScore NumScore
Job Achievement and/or Innovation	3	Job Achievement and/or Innovation	3M 74
Communication and/or Teamwork	3	Communication and/or Teamwork	3M 74
Mission Support	3	Mission Support	3M 74
		Overall Contribution Score	74
Average Raw Score	3.0	Expected Contribution Score	72
Performance Rating of Record	3	Expected Contribution Range	69 - 76
Compensation Detail		Employee Compensation Region Chart	
\$92,235 Current Rate of Base Pay on 9/30/2023 + \$1,568 General Pay Increase 1.7 % + \$3,097 CRI (Salary Increase) 3.36 % \$96,900 New Rate of Base Pay + \$16,531 Locality Pay 17.06 % \$113,431 New Total Salary \$2,957 Contribution Award			
2025 Expected Contribution Level			
Expected Overall Contribution Score: 74			
Expected Contribution Range: 71 - 78			
Remarks			
This interim salary appraisal form is used for appraisal feedback and reflects your final contribution score (OCS). You will receive a final salary appraisal form with compensation results after the pay pool certifies that compensation is finalized. Upon signature and release of the final salary appraisal form by your supervisor, the grievance period will begin IAW local business rules. Basic pay on 30 September and does not include any promotion increase, temporary promotion increase, or ACDP basic that was approved o/a 1 October.			

CCAS SALARY APPRAISAL DOCUMENT FOR 2023			
Part I: CCAS Salary Appraisal Form			
Name: NEW_JERSEY	Series: 0201	Appraisal Period:	
CAS2NetID: 249767	Broadband Level: III	From: 10-01-2022	
Organization: 9000-Sp-Friday	Retained Pay: No	To: 09-30-2023	
Career Path: NH	Presumptive: None		
Approved By: DISTRICT, OF COLUMBIA, Pay Pool Manager		Effective Date of Appraisal: 01-01-2024	
Discuss evaluation with employee and obtain signature confirming discussion. Signature of employee does not constitute agreement with CCAS appraisal.			
LEE, JERRY		Date	
NEW_JERSEY		Date	
2023 Performance Details	PAQL	2023 Contribution Details	CatScore NumScore
Job Achievement and/or Innovation	3	Job Achievement and/or Innovation	3M 71
Communication and/or Teamwork	1	Communication and/or Teamwork	3M 67
Mission Support	1	Mission Support	3M 69
		Overall Contribution Score	69
Average Raw Score	1.0	Expected Contribution Score	72
Performance Rating of Record	1	Expected Contribution Range	69 - 76
Compensation Detail		Employee Compensation Region Chart	
\$87,613 Current Rate of Base Pay on 9/30/2023 + \$4,118 General Pay Increase 4.7 % + \$504 CRI (Salary Increase) 0.58 % \$92,235 New Rate of Base Pay + \$15,514 Locality Pay 16.82 % \$107,749 New Total Salary \$530 Contribution Award			
2024 Expected Contribution Level			
Expected Overall Contribution Score: 72			
Expected Contribution Range: 69 - 76			
Remarks			
Basic pay on 30 September and does not include any promotion increase, temporary promotion increase, or ACDP basic that was approved o/a 1 October.			

“Turning” CAS2Net Database

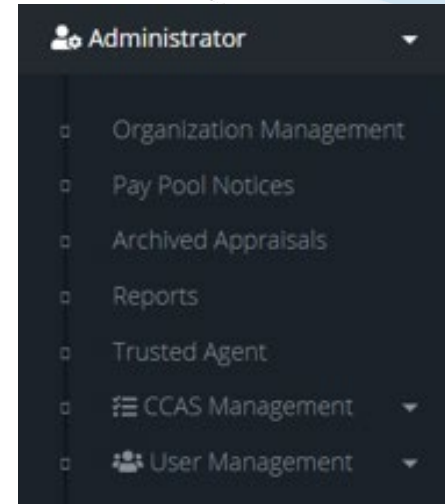
27-28 January 2024

Turning CAS2Net Database



- **What does turning the Database mean?**
 - CAS2Net will update with FY24 CCAS results including approved locality and GPI per 2025 OPM guidance and pay pool decisions
 - Modules will default to fiscal Year (FY25) vs. Performance Year (FY24)
 - There will be no more Previous Cycle Data records, only the current User Profiles

- **What does turning the Database look like?**
 - Appraisal Status, Offline Interface, Previous Cycle Data, CMS Online, Sub Panel Meeting, and Macro-Free CMS/Subpanel Interface modules will no longer be available
 - The supervisor listed in Previous Cycle Data will have access to sign the Salary Appraisal Form, and after the database is turned over, it will be the supervisor in the User Profile



CAS2Net User Profile Data

- Once the AcqDemo Program Office marks validated Pay Pools as Completed, the administrator will be able to release the pay pool results for supervisor communication.
- The New Basic Pay (2025) listed in Previous Cycle Data will automatically update the User Profiles once the Data Base is turned over.

2023 Cycle Data for ALAS, KA

General User Information

Organization Information

Salary Information

Retained Pay Status: No Yes

Allow Over 20%: No Yes

CA Override: No Yes

CRI Override: No Yes

CRI Rollover: 1 - Rollover@Cap

Exclude from Pay Transactions: Include in Transa...

Starting Basic Pay (2023): \$ 109,908

Locality: RUS - Rest of US

Locality Rate: 16.5 %

New Basic Pay (2024): \$ 115,079

FY (2024) Control Point OCS

Allow Over Control Point: No Yes

User Profile - ALAS, KA (ID #249942)

General User Information: Add to Previous Cycle Data, Impersonate User

Organization Information: Refresh Contribution Plan, Transfer User, User Change History, Supervisor 1 History, Organization History

Salary Information

Presumptive Status: Select Option

Retained Pay Status: No Yes

Basic Pay: \$ 115,079

Locality: RUS - Rest of US

Locality Rate: 16.82 %

Control Point OCS

Refresh Contribution Plan Data

Reminder: Until the Database is turned over, the employee's FY25 Contribution Plan will list the employee's FY2024 Expected OCS and Range.

Contribution Plan for ANA LOUISI (Approved)

General Information

Fiscal Year: 2024

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

Broadband Level: IV
 Occupational Series: 0801 - GENERAL ENGINEERING
 Career Path: NH - Business Management and Technical Management Professional

Expected OCS and Range: 87 - 90 - 94

Blue arrows indicate fields set to filter the data.

Last Name	First Name	Appraisal Summary				Compensation Summary							
		2024 Expected OCS	2024 OCS	Delta OCS	Rail Position	CY2024 Basic Pay	G (\$)	Approved CRI	New Basic Pay 2025	CY2025 Expected OCS	New Basic Pay + Locality 2025	Total Award	Approved CRI + Total Award
LOUISI	ANA	90	92	2	C2	\$130,867	\$2,225	\$5,603	\$138,695	92	\$162,023	\$4,804	\$10,407

Contribution Plan for ANA LOUISI (Submitted to Supervisor 1)

General Information

Fiscal Year: 2025

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

Broadband Level: IV
 Occupational Series: 0801 - GENERAL ENGINEERING
 Career Path: NH - Business Management and Technical Management Professional

Expected OCS and Range: FY2024: 87 - 90 - 94

Refresh Contribution Plan Data

- Once the database is turned, the employee's FY24 Contribution Plan will update to reflect their new Expected OCS and Range base on their 2025 basic pay.

Contribution Plan for ANA LOUISI (Submitted to Supervisor 1)

General Information

Fiscal Year: 2025

Supervisor Level 1: LEE, JERRY	Supervisor Level 2:	Sub-Panel Manager: DISTRICT, OF COLUMBIA	Pay Pool Manager: DISTRICT, OF COLUMBIA
Broadband Level: IV	Occupational Series: 0801 - GENERAL ENGINEERING	Career Path: NH - Business Management and Technical Management Professional	

Expected OCS and Range:
FY2024: 87 - 90 - 94

Contribution Plan for ANA LOUISI (Submitted to Supervisor 1)

General Information

Fiscal Year: 2025

Supervisor Level 1: LEE, JERRY	Supervisor Level 2:	Sub-Panel Manager: DISTRICT, OF COLUMBIA	Pay Pool Manager: DISTRICT, OF COLUMBIA
Broadband Level: IV	Occupational Series: 0801 - GENERAL ENGINEERING	Career Path: NH - Business Management and Technical Management Professional	

Expected OCS and Range:
88 - 92 - 96



Releasing, Accessing, and Signing FY24 Salary Appraisal Forms

Release Pay Pool Results

- Once the AcqDemo Program Office marks validated Pay Pools as “Complete”, the administrator will be responsible for notifying and releasing appraisals to supervisors.

- Status Completed but pay pool Not Release by the Administrator
 - Submitted to Pay Pool

Employee Annual Assessments

General Information

Fiscal Year: 2024

Employee Annual Assessments - Supervisor 1

Show 100 entries

Status	Name	Email	Supervisor 1	Supervisor 2	Date Communicated
Submitted to Pay Pool	RHODE, ISLAND	JERRY.LEE@DAU.EDU	LEE, JERRY		
Submitted to Pay Pool	FINCH, GOLD	JERRY.LEE@DAU.EDU	LEE, JERRY		

- Once Released, status is
 - Pay Pool Approved

Employee Salary Appraisals

General Information

Fiscal Year: 2024

Employee Salary Appraisals - Supervisor 1

Show 100 entries

Status	User	Email	Supervisor 1	Supervisor 2	Date Communicated
Pay Pool Approved	WEST, VIRGINIA	JERRY.LEE@DAU.EDU	LEE, JERRY		
Pay Pool Approved	WARBLER, RUMPED	JERRY.LEE@DAU.EDU	LEE, JERRY		

Release Pay Pool Results

- To release appraisals to supervisor, the Administrator goes to:
 - Menu > Administrator
 - > Appraisal Status
 - Choose preferred organization
 - Click “Release Pay Pool”

Appraisal Status for 9000 - 9000 Macro Free Pay Pool (Locked) 9000

General Information

Fiscal Year: 2024

Organization Levels: **Release Pay Pool** (highlighted with a yellow box and arrow)

Show 10 entries Search:

Organization	Manager	Appraisals Started	Appraisals Complete	Total	Percent Completed	Average Delta OCS	Std Deviation	Lock CMS Uploads	Lock Scores	Lock Narratives
*9000 - 9000 Macro Free Pay Pool	DISTRICT, OF COLUMBIA	57	57	57	100.00%	0.16	1.88		No Yes	No Yes
9000-Sp-Friday - 9000 Sub-Panel Friday	DELA. WARE	11	11	11	100.00%	-1.09	2.31	No Yes	No Yes	No Yes
9000-Sp-Monday - 9009 Sub-Panel Monday	CALI, FORNIA	10	10	10	100.00%	1.10	2.91	No Yes	No Yes	No Yes

- Pop-up ... “Release Pay Pool” click Yes

Release Pay Pool

Are you sure want to release the annual appraisals back to the supervisors for this pay pool?

No Yes (Yes button highlighted with a yellow box and arrow)

Un-release Pay Pool Results

• To un-release or **Rollback Released Pay Pool** appraisals to supervisor, the Administrator goes to:

- Menu > Administrator > Appraisal Status
- Choose preferred organization
- Click “Rollback Released Pay Pool”

Appraisal Status for 9000 - 9000 Macro Free Pay Pool (Locked) 9000

General Information

Fiscal Year: 2024

Organization Levels: **Rollback Released Pay Pool** Reset Data Table

Show 10 entries Search:

Organization	Manager	Appraisals Started	Appraisals Complete	Total	Percent Completed	Average Delta OCS	Std Deviation	Lock CMS Uploads	Lock Scores	Lock Narratives
*9000 - 9000 Macro Free Pay Pool	DISTRICT, OF COLUMBIA	57	51	57	89.47%	0.18	1.99		No Yes	No Yes
9000-Sp-Friday - 9000 Sub-Panel Friday	DELA, WARE	11	9	11	81.82%	-1.33	2.49	No Yes	No Yes	No Yes

- Pop-up ... “Un-release Pay Pool” click Yes

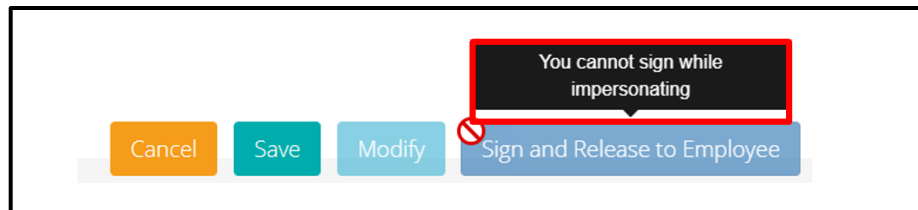
Un-release Pay Pool ×

Are you sure want to un-release the annual appraisals from to the supervisors for this pay pool?

No Yes

Signing the Appraisal – Supervisor

- After releasing the Pay Pool, supervisors can access appraisals to communicate and sign under:
 - (1) Home > Supervisor > Annual Assessment
 - Select the preferred employee from the table
 - Complete the “Supervisor 1 Approval” tab in the factor panel
 - Click **Sign and Release to Employee**
 - (2) Home > Supervisor > Salary Appraisal
 - Select the preferred employee from the table
 - Complete the “Supervisor 1 Approval” tab (located at the end of the page)
 - Click **Sign and Release to Employee**
- When impersonating a user, the administrator has the ability to complete the “Supervisor 1 (or Manager) Approval” tab on behalf of the supervisor and/or pay pool manager. **However, while impersonating you do not have the ability to sign and release the assessment to the employee.**
 - Note: If the **Sign and Release to Employee** button is visible while impersonating, it is also visible to the supervisor/manager impersonating. Clicking the button will prompt a “*You cannot sign while impersonating*” dialog message



Supervisor Sign and Release

- When the supervisor is ready to clicks on **Sign and Release to Employee**
- Supervisor must complete the **Supervisor 1 Approval**

The screenshot shows a web interface with a purple header bar containing four tabs: 'Job Achievement and/or Innovation', 'Communication and/or Teamwork', 'Mission Support', and 'Supervisor 1 Approval'. The 'Supervisor 1 Approval' tab is active. Below the header, there are two sections. The first section, 'Method(s) of Communication', contains five radio button options: 'Face To Face', 'Tele-Conference', 'Video Conference', 'Email', and 'Other'. The 'Other' option is highlighted with a light red background. The second section, 'Date Communicated', contains a date input field with a calendar icon to its right. The date field is currently empty and highlighted with a light red background.

- Select Method of Communication and select Date Communicated

This screenshot is identical to the previous one, but with changes. In the 'Method(s) of Communication' section, the 'Video Conference' radio button is now checked. In the 'Date Communicated' section, the date '1-27-2025' has been entered into the input field.

- Select **Save**

Supervisor Sign and Release

- Supervisor selects Sign and Release to Employee

- Pop-up

Sign and Release Annual Assessment

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

- Select **Yes**
- Status of Annual Assessment is Released and removed the watermark "Final"

Action Result! The data you submitted has been saved.

Annual Assessment for BAMA ALA (Released)

CCAS SALARY APPRAISAL DOCUMENT FOR 2023

Part I: CCAS Salary Appraisal Form

Name: ALA, BAMA Rate: LEE, JERRY Org: 9000-Sp-Thursley
 Broadband Level: III Occupational Series: 033 - COMPUTER CLERK AND ASSISTANCE Career Path: NK - Administrative Support Expected OCS: 53

Supervisor: DISTRICT OF COLUMBIA, Payroll Manager Effective Date of Appraisal: 01-01-2024

Discussion evaluation with employee and obtain signatures confirming discussion. Signature of employee does not constitute agreement with OIG signature.

LEE, JERRY 12/28/2023 See

ALA, BAMA See

2023 Performance Details	PAID	2023 Contribution Details	CalScore	Numbers
2023 Achievement and/or Innovation	3	2023 Achievement and/or Innovation	3M	54
Communication and/or Teamwork	3	Communication and/or Teamwork	3M	54
Mission Support	3	Mission Support	3M	57
Average Rate Score	3.0	Overall Contribution Score	55	
Performance Rating of Record	3	Expected Contribution Score	63	
		Expected Contribution Range	50 - 57	

Compensation Detail

\$95,114 Current Rate of Base Pay on 9/30/2023
 + \$2,835 General Pay Increase 3.02 %
 = \$97,949 COLLEGE PROGRESS 3.00 %
 = \$98,314 Year End Base Pay 3.95 %
 + \$16,382 COLLEGE PAY 16.52 %
 = \$114,696 Total Salary \$1,024 Contribution Award

2024 Expected Contribution Level
 Expected Overall Contribution Score: 55
 Expected Contribution Range: 51 - 59

Overall Contribution Chart

CCAS SALARY APPRAISAL DOCUMENT FOR 2023

Part II: Supervisor Assessment

Name: ALA, BAMA Rate: LEE, JERRY Org: 9000-Sp-Thursley
 Broadband Level: III Occupational Series: 033 - COMPUTER CLERK AND ASSISTANCE Career Path: NK - Administrative Support Expected OCS: 53

Contribution Statement:

Method of Communication: Video Conference

Job Achievement and/or Innovation

EMPLOYEE ASSESSMENT:

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 leadership ability 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. Effectively communicates, verbally and in writing, as needed to coordinate work and keep chain-of-command, coworkers and customers informed of work-related issues and activities. Actively seeks and promotes diverse ideas and inputs. Works well with others to accomplish mission requirements.

Individual Objectives

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 leadership ability 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. Effectively communicates, verbally and in writing, as needed to coordinate work and keep chain-of-command, coworkers and customers informed of work-related issues and activities. Actively seeks and promotes diverse ideas and inputs. Works well with others to accomplish mission requirements.

Supervisor Assessment:

Works a timely, efficient and of acceptable quality. Completed work meets program/organizational objectives. Leadership and/or supervisor effectively promote 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 support with customers. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and responsiveness are exercised appropriately.

Communication and/or Teamwork

EMPLOYEE ASSESSMENT:

Effectively communicates, verbally and in writing, as needed to coordinate work and keep chain-of-command, coworkers and customers informed of work-related issues, developments and activities. Actively seeks and promotes diverse ideas and inputs. Works well with others to accomplish mission requirements.

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Mission Support

EMPLOYEE ASSESSMENT:

CCAS SALARY APPRAISAL DOCUMENT FOR 2023

Part II: Supervisor Assessment

Name: ALA, BAMA Rate: LEE, JERRY Org: 9000-Sp-Thursley
 Broadband Level: III Occupational Series: 033 - COMPUTER CLERK AND ASSISTANCE Career Path: NK - Administrative Support Expected OCS: 53

Method of Communication: Video Conference

Job Achievement and/or Innovation

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Mission Support

EMPLOYEE ASSESSMENT:

CCAS SALARY APPRAISAL DOCUMENT FOR 2023

Part II: Supervisor Assessment

Name: ALA, BAMA Rate: LEE, JERRY Org: 9000-Sp-Thursley
 Broadband Level: III Occupational Series: 033 - COMPUTER CLERK AND ASSISTANCE Career Path: NK - Administrative Support Expected OCS: 53

Method of Communication: Video Conference

Job Achievement and/or Innovation

EMPLOYEE ASSESSMENT:

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Supervisor Assessment:

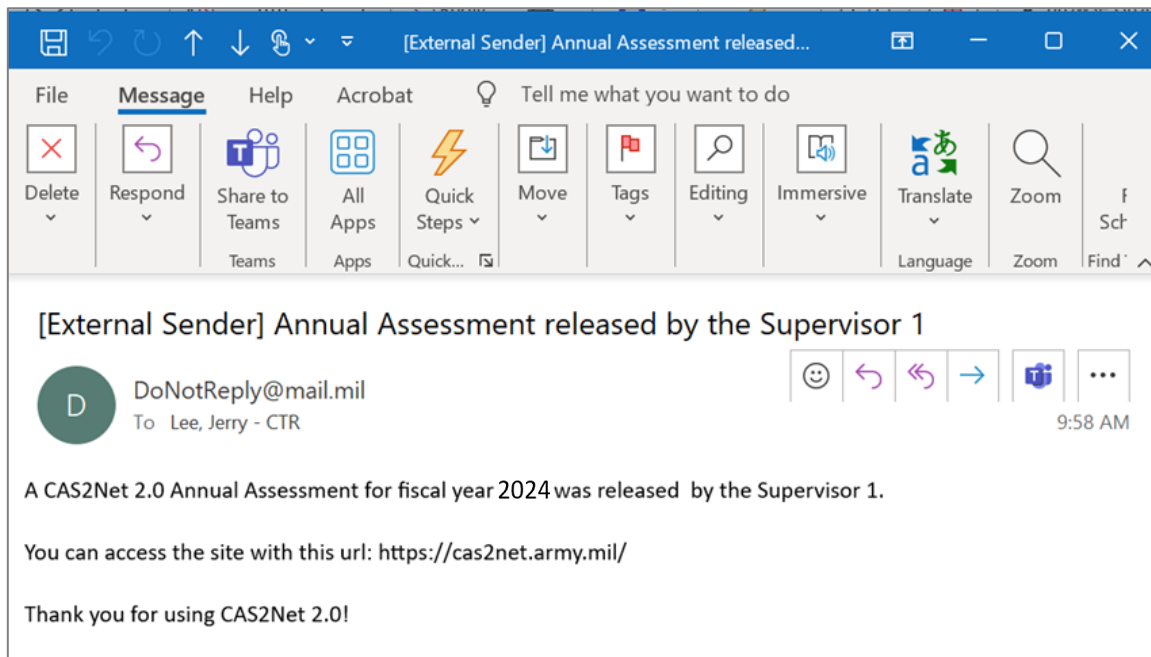
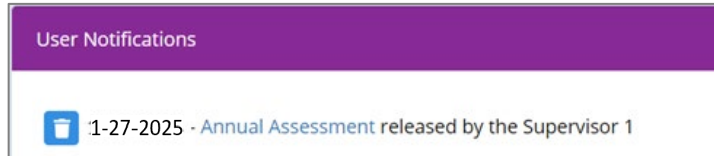
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Mission Support

EMPLOYEE ASSESSMENT:

Supervisor Sign and Release

- When the supervisor **Sign and Release to Employee**
- CAS2Net notifies the user and sends an email to the employee



Signing the Appraisal – Employee

- Once in the “Released” status employee can access and sign their appraisal under:
 - (1) Home > Employee > Salary Appraisal
 - Click **Sign**
 - (1) Home > Employee > Annual Assessment
 - Click **Sign**
- The assessment process is not complete until the employee signs their appraisal and it is in the “Employee Signed” status.

CCAS SALARY APPRAISAL DOCUMENT FOR 2024			
Part I: CCAS Salary Appraisal Form			
Name: ALA, BAMA	Series: 0335	Appraisal Period:	
CAS2NetID: 249937	Broadband Level: III	From: 10-01-2023	To: 09-30-2024
Organization: 9000-Sp-Thursday	Retained Pay: No		
Career Path: NK	Presumptive: None		
Approved By: DISTRICT, OF COLUMBIA, Pay Pool Manager		Effective Date of Appraisal: 01-01-2025	
Discuss evaluation with employee and obtain signature confirming discussion. Signature of employee does not constitute agreement with CCAS appraisal.			
LEE, JEROLD ANTHONY 1175837694		01-27-2025	
LEE, JERRY		Date	
ALA, BAMA		Date	
2024 Performance Details		2024 Contribution Details	
PAQL	CatScore	NumScore	
Job Achievement and/or Innovation 3	Job Achievement and/or Innovation 3M	54	
Communication and/or Teamwork 3	Communication and/or Teamwork 3M	54	
Mission Support 3	Mission Support 3H	57	
Average Raw Score 3.0		Overall Contribution Score 55	
Performance Rating of Record 3		Expected Contribution Score 53	
		Expected Contribution Range 50 - 57	
Compensation Detail		Employee Compensation Region Chart	
\$60,114 Current Rate of Base Pay on 9/30/2024		The graph plots the employee's current base pay versus the final OCS relative to the ratio and award and the 2024 rating contribution to compensation. The top and bottom lines are the Upper and Lower Plan, respectively. The middle line is the 5th. Above the Upper Plan is the Career Progression Region. Under the Lower Plan is below the career path. Awarded to the base pay increase and award. The point on the graph below is the employee's appraisal results.	
+ \$2,826 General Pay Increase 1.7%			
+ \$2,376 CRI (Salary Increase) 3.95%			
\$65,316 New Rate of Base Pay			
+ \$10,995 Locality Pay 16.82%			
\$76,302 New Total Salary			
+ \$1,024 Contribution Award			
2025 Expected Contribution Level			
Expected Overall Contribution Score: 55			
Expected Contribution Range: 51 - 59			
Remarks			
Employee was approved for 40 time off hours in lieu of contribution award. The remaining CA not converted to TOA hours is shown as Contribution Award.			
Please See Attachment (3) of 610 S.C.			
1. AUTHORITY: Section 6.0, Federal Register Notice dated November 9, 2017.			
2. PURPOSE: This form captures the annual evaluation of an employee's contribution and performance through the CCAS assessment.			
3. ROUTINE USE: This form is a computer-generated form that is provided for each employee and contains the annual contribution score, performance rating of record and space for the signature of the supervisor and the employee. The original of this form will be maintained in CCAS for no more than 6 years after 31 DEC 2024 and in accordance with agency procedures.			
4. DISCLOSURE: The information contained within this form is personal in nature and is restricted to those with appropriate permissions. Information collected on this form may be used for statistical and trend analysis.			
Page 1 of 4			

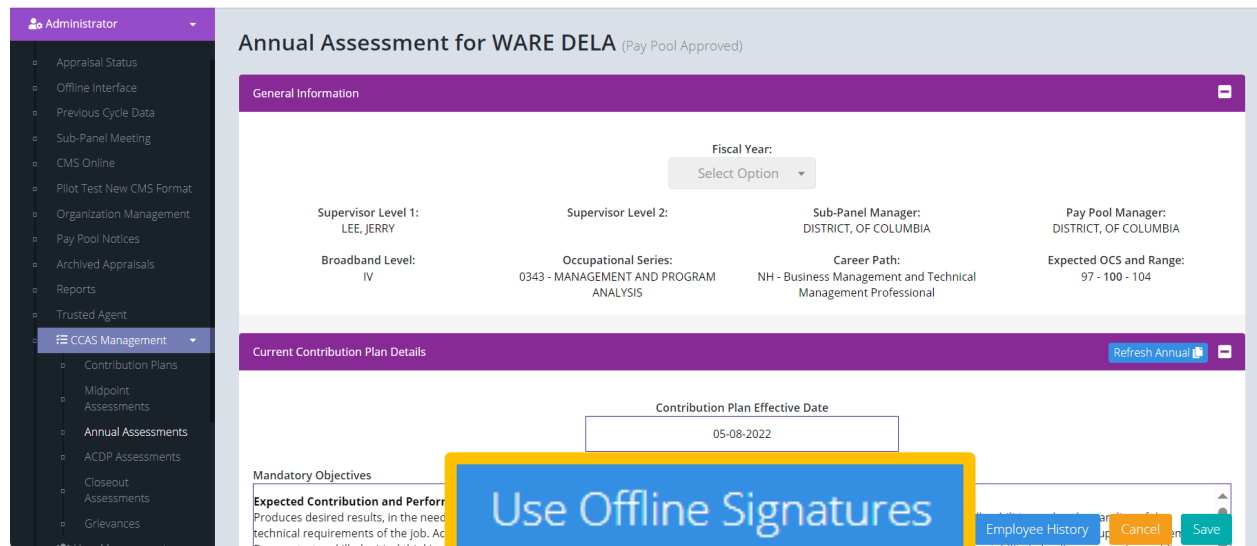
Employee Unavailable for Signature or Refuses to Sign

Action by Supervisor

Action by Administrator

Administrator – Use Offline Signatures

- If the employee is unavailable or refuses to sign their annual assessment, the Administrator can use the offline signatures option.
- It is the administrator’s responsibility to record valid reason and offline signature requirements. When the action is saved, the annual assessment status will update to “Employee Signed.”
 - This function cannot be used for appraisals that are assigned to a Pay Pool that has not been released
- To Use Offline Signatures, go to:
 - Menu > Administrator > CCAS Management > Annual Assessments
 - Select year from Fiscal Year dropdown
 - Select preferred employee to open related individual’s annual assessment page
 - Click Use Offline Signatures
 - Select the appropriate reasoning and save



Administrator – Use Offline Signatures

- Select **Use Offline Signatures**

- Pop-up
- Note – signature for both supervisor and employee

- Option to add remarks

- Select **Yes**

- Status is Released

Release Annual Assessment ×

Are you sure you want require offline signatures and release to employee? (this action will require offline signatures for both Supervisor and Employee)

Append to Part I Remarks

No Yes

Action Result! The data you submitted has been saved. ×

Annual Assessment for WARE DELA (Released)

Supervisor - Employee Unavailable for Signature

- After the supervisor saved and selected **Sign and Release to Employee**
- If the employee is unavailable or refuses to sign their annual assessment, the supervisor can declare the **Employee Unavailable for Signature**

Employee Unavailable for Signature

- Pop-up

- Select a reason ... If Other is selected, enter Justification

- Click

Save

- Status changed to Employee Signed

Annual Assessment for BAMA ALA (Employee Signed)

Available EOY Reports

See May Open Forum and the CAS2Net User Guide for full list of reports

Salary Appraisal Form Report

- The **Salary Appraisal Form** report generates a PDF of the Salary Appraisal Part I Form, including compensation details, with the option to also generate and download:
 - Supervisor Assessment (narrative)
 - Employee Assessment (narrative)
 - Midpoint Assessment
 - Closeout Assessment
 - Additional Feedback
- The report is available for the administrator, manager, functional reviewer, supervisor, and employee (once released) under the Reports module.
- If you get a **Network Error**, it means the request file was too large and timed out. Solution is to request the file in a smaller batch, i.e., sub-panel or supervisor

Network Error

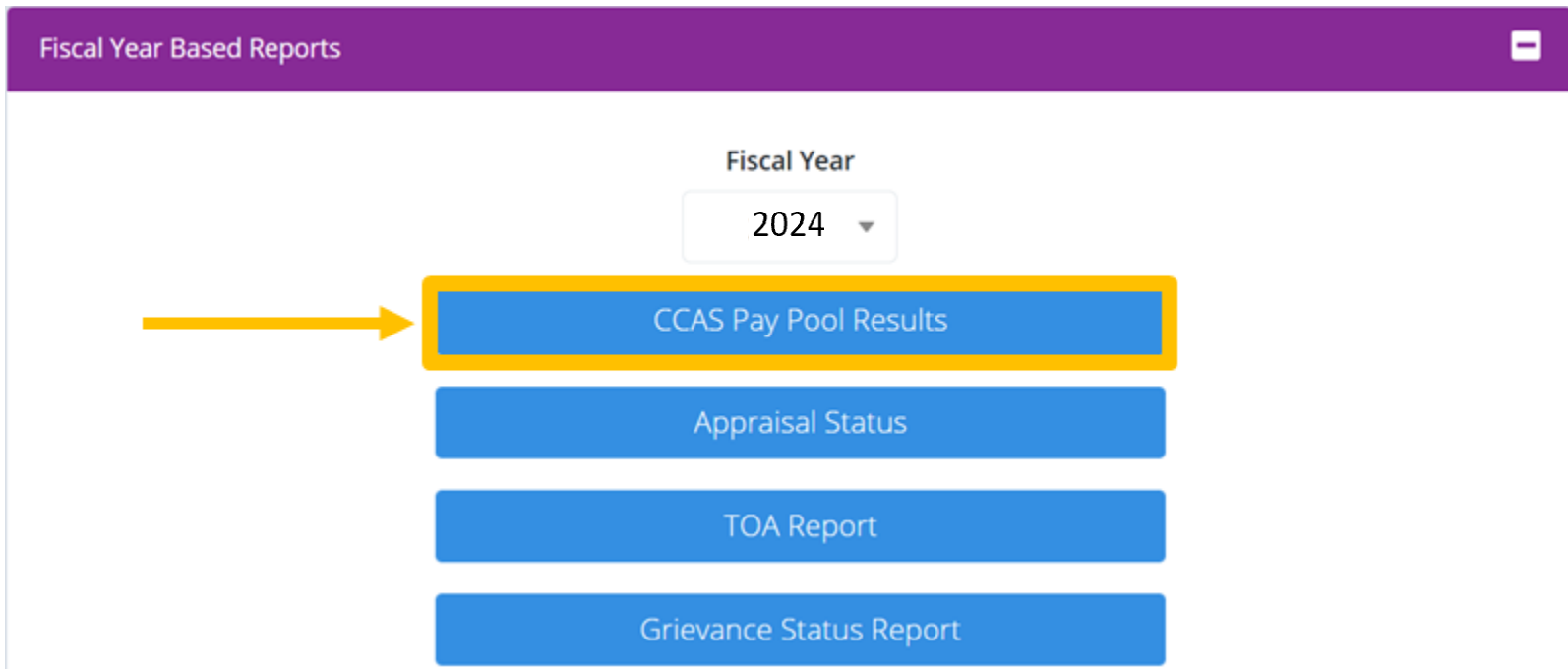
A communication error occurred: ""
The Web Server may be down, too busy, or experiencing other problems preventing it from responding to requests. You may wish to try again at a later time.

Your IP Address: **50.222.2.39**
Your Computer Name:
Your Request: <https://cas2net.army.mil/Report/Create/2>

TimeStamp: *12/28/2023 at 21:14:03 GMT*
Server IP: *143.84.225.78*

CAS2Net Administrator Reports – Fiscal Year Based Report - CCAS Pay Pool Results

- The **CCAS Pay Pool Results** report provides the rating information of the selected Pay Pool(s) pulled from the Compensation Management Spreadsheet (CMS).
- For informational purposes the available tabs on the report include the (CMS) Results and bar graphs for Employee Count, Funding Levels, Average OCS, Average Delta, and Average Delta Distribution.



CAS2Net Administrator Reports – Fiscal Year Based Report - CCAS Pay Pool Results

Cover	Results	CP BBL	Employee Count	Funding Levels	Average OCS	Average Delta	Average Delta Distribution																															
CCAS Pay Pool Results					Zone Distribution by Group			Rating of Record Distribution																														
		Number of Employees	Employees Rated	Number of Employees Not Rated	Modal RoR	Average OCS	Average Delta	A	C	B	A	C	B	1	3	5	1	3	5	First Acq/Demo Cycle																		
Entire Population		16	16	0	3	78	1	1	14	1	6.25%	87.50%	6.25%	0	11	5	0.00%	68.75%	31.25%	0																		
9009 - 9009 Pay Pool		16	16	0	3	78.44	1.44	1	14	1	6.25%	87.50%	6.25%	0	11	5	0.00%	68.75%	31.25%	0																		
% Budgeted		\$ Budgeted			Target Rail		% Positive Delta-Y			CRI																												
Salary Increase (CRI)	CRI Set-aside	Award (CA)	Award Set-aside	Salary Increase (CRI)	CRI Set-aside	Award (CA)	Award Set-aside	Beta 1 (CRI Target)	Beta 2 (CA Target)	Alpha 1	Alpha 2	Approved CRI	Carryover to Award	Spent CRI	Remainder CRI	% of Base spent on Salary Increase		% of Base spent on Carryover																				
0.00%	0.00%	0.00%	0.00%	\$40,255	\$0	\$51,923	\$0	0	0	0	0	\$46,611	\$2,687	\$49,298	\$0	3.02%	0.17%																					
2.26%	0.00%	2.50%	0.00%	\$40,255	\$0	\$51,923	\$0	0	1	1	0.248716	\$46,611	\$2,687	\$49,298	\$79	3.02%	0.17%																					
CA		CA		Salary Increase \$			Salary Increase % of Base Pay			Override				Control Points																								
Approved CA	Total Awards	Remainder Award	% of Adj Salary spent on Awards	Min (non-zero)	Average	Median	Max	Min (non-zero)	Average	Median	Max	Override CRI	Override CA	Disable Rollover (0)	Force Rollover (2)	Employees with CP Entered	Employees Stopped At CP																					
\$38,305	\$38,781	\$0	2.13%	\$411	\$2,913	\$1,661	\$11,363	0.88%	3.26%	1.78%	12.75%	0	0	0	0	3	0																					
\$38,305	\$38,781	\$6,212	2.13%	\$411	\$2,913	\$1,661	\$11,363	0.88%	3.26%	1.78%	12.75%	0	0	0	0	3	0																					
Carryover Award \$		Carryover Award % of Base Pay			CA Award \$			CA Award % of Total Pay			Award Total \$			Award Total % of Total Pay																								
Employees with Carry Over Awards	Min (non-zero)	Average*	Median*	Max	Min (non-zero)	Average*	Median*	Max	Min (non-zero)	Average	Median	Maximum	Min (non-zero)	Average	Median	Maximum	Min (non-zero)	Average	Median	Max																		
3	\$283	\$168	\$0	\$1,207	0.23%	0.16%	0.00%	1.18%	\$19	\$2,394	\$2,486	\$4,825	0.02%	2.15%	2.14%	4.67%	\$19	\$2,424	\$2,483	\$4,825	0.02%	2.20%	2.18%	4.67%														
3	\$283	\$168	\$0	\$1,207	0.23%	0.16%	0.00%	1.18%	\$19	\$2,394	\$2,486	\$4,825	0.02%	2.15%	2.14%	4.67%	\$19	\$2,424	\$2,483	\$4,825	0.02%	2.20%	2.18%	4.67%														
Average OCS By Career Path and Broadband Level																																						
Presumptive Expected OCS	Retained Employees	Sum of Base Salary (inc Locality for Retained Employees)			Sum of Base Salary (limit to band max)			Sum of Adjusted Base Salary (cap EXIV)			NH-1	NH-2	NH-3	NH-4	NJ-1	NJ-2	NJ-3	NJ-4	NK-1	NK-2	NK-3																	
0	1	\$1,541,555			\$1,524,742			\$1,799,030			0	41	80	94	0	0	0	2	0	0	0																	
0	1	\$1,541,555			\$1,524,742			\$1,799,030			0	40.5	80	93.5	0	0	0	0	0	0	0	0																
Modal Rating of Record										Average Salary for NH Career Path					Average Salary for NJ Career Path					Average Salary for NK Career Path																		
NH-1	NH-2	NH-3	NH-4	NJ-1	NJ-2	NJ-3	NJ-4	NK-1	NK-2	NK-3	NH-1	NH-2	NH-3	NH-4	NH Total	NH-1	NH-2	NH-3	NH-4	NH Total	NJ-1	NJ-2	NJ-3	NJ-4	NJ Total	NJ-1	NJ-2	NJ-3	NJ-4	NJ Total	NK-1	NK-2	NK-3	NK Total	NK-1	NK-2	NK-3	NK Total
0	3	3	3	0	0	0	0	0	0	0	0	2	10	4	16	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
0	3	3	3	0	0	0	0	0	0	0	0	2	10	4	16	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

CAS2Net Administrator Reports – Fiscal Year Based Report - TOA Report

- **The Time Off Award (TOA) Report** provides a summary of employees who's computed Contribution Award (CA) was converted into TOA hours.
 - This only applies to Pay Pools who elected to use the TOA option in CAS2Net for the rating cycle.
- Report includes:
 - Expected and Actual OCS
 - Requested and Approved % to TOA
 - TOA Hours
 - Remaining CA after conversion
 - PAQL and ROR scores

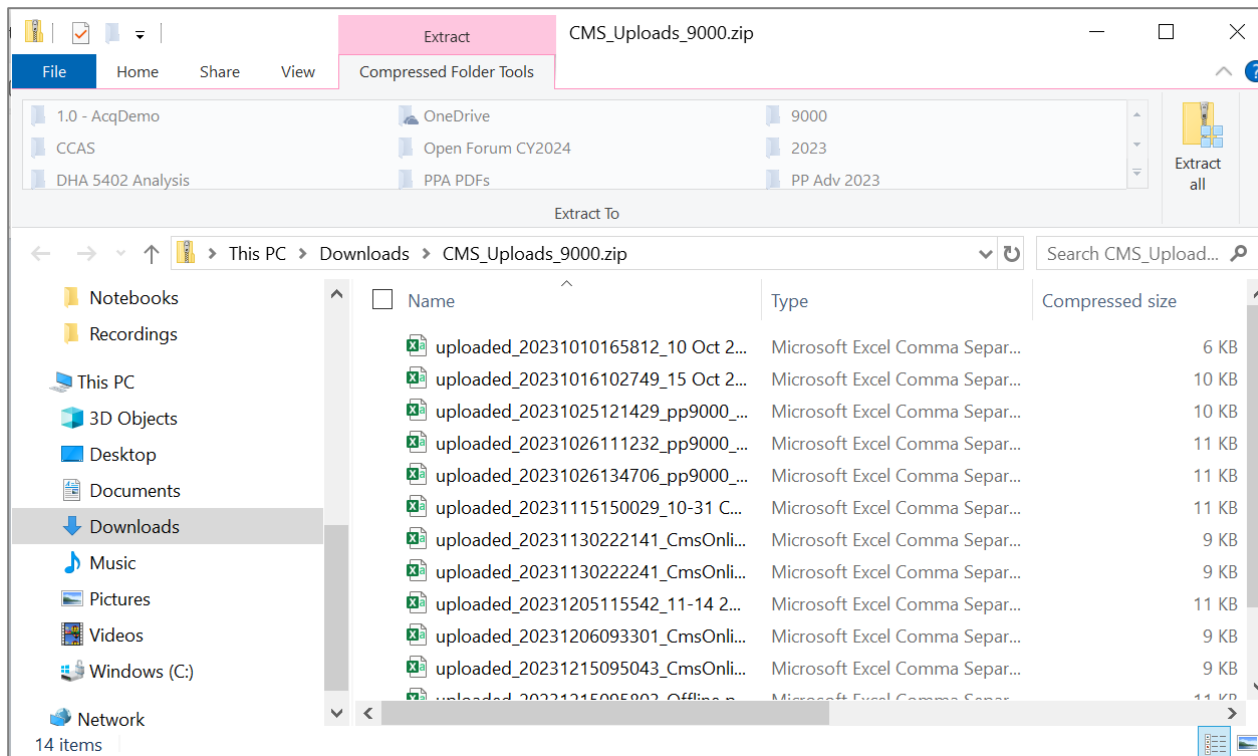
TOA Report

F	G	H	I	J	K	L	M	P	Q
Office Symbol	Supervisor1	Expected OCS	Actual OCS	Req	Approved % to TOA	TOA Hours	Remaining CA	PAQL 3	ROR
Div 2	ROBIN, AMERICAN	76	82	50	50	40	2862	3	3
Div 1	ROBIN, AMERICAN	73	76	100	100	77	0	3	3
HQ	MANAGER, PAY POOL	93	96	50	50	30	656	3	3
Div 3	SUPERVISOR, ACDP	76	73		100	3	0	5	5

CAS2Net Administrator Reports – Fiscal Year Based Report - CMS and PAT Reports

- **CMS Upload** – provides a report of the all the CMS uploads to CAS2Net Offline Interface, e.g., pp9000_to_CMS.csv

CMS Uploads



CAS2Net Administrator Reports – Fiscal Year Based Report - CMS and PAT Reports

- Finalized CMS Download – provide a report on the last CMS export and last upload in Offline Interface, e.g., pp9000_to_Master.csv

Finalized CMS Download

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S				
1	Cycle	CR%	CRI Set-As	Awd%	Awd Set-A	Beta 1	(CR Beta 2	(CA Minimum	Min CRI	CA an	Type	Pay Cap 2	Pay Cap 2	First Year	Use OCS C	Ctrl	Targ	CA Prorati	TOA Plan	CCAS Awa	GF	
2	2022	2.4	1000	2.5	1000	0	1	100	50	100	PAY	183500	176300	1	1	0	3	2	90	Nc		
3	Formula Row																					
4																						
5	G	SPLstep1	SPLbase	NH1	NH2	NH3	NH4	NJ1	NJ2	NJ3	NJ4	NK1	NK2	NK3	LocalityCo	AL	ATL	AQ	AU	BC		
6	4.1	20999	1.020043	37597	77112	109908	152771	37597	57709	77112	109908	37597	52106	70190	Rate 2023	19.45	23.02	17.63	19.4			
7	2.2	20172	1.020043	36116	74074	105579	146757	36116	55430	74074	105579	36116	50050	67425	Rate 2022	18.68	22.63	17.14	18.8			
8	Last Name	First Name	Middle Ini	Suffix	ID	Paypool	SubPanel	Office Synr	WildCard	Presumpti	Retained	F Career	Pat	Broadban	Occ Series	Starting B	From Tem	Locality	Cc	Previous C	Previous R	St
9	ALA	BAMA			249937	9000	9000	Sp-T	SP-4-Thursday	0	0	NK	3	335	57050	RUS						##
10	ALAS	KA			249942	9000	9000	Sp-N	SP-1-Monday	0	0	NH	3	23	105579	RUS						##
11	AR	KANSAS			249982	9000	9000	Sp-V	SP-3-Wednesday	0	1	NK	2	303	63000	RUS						##
12	ARI	ZONA			249949	9000	9000	Sp-N	SP-1-Monday	0	0	NK	2	29	38000	RUS						##
13	BIRD	BLU			232657	9000	9000	Sp-T	SP-2-Tuesday	3	0	NH	3	301	92050	Yes	RUS		84	5	##	
14	CALI	FORNIA			249946	9000	9000	Sp-P	Supervisors	0	1	NH	4	28	171532	RUS						##
15	CHICKADE	CAPPED			232658	9000	9000	Sp-V	SP-3-Wednesday	3	0	NH	3	1102	105579	RUS			78	1	##	
16	COLO	RADO			249968	9000	9000	Sp-T	SP-2-Tuesday	0	0	NH	3	1102	75130	RUS						##
17	CON	NECTICUT			249770	9000	9000	Sp-F	SP-5-Friday	0	0	NH	4	2210	127900	RUS						5/
18	DELA	WARE			249761	9000	9000	Sp-P	Supervisors	2	1	NH	4	343	175532	RUS						5/
19	FINCH	GOLD			232654	9000	9000	Sp-N	SP-1-Monday	3	1	NH	3	301	126000	RUS			78	1	##	
20	FLOR	IDA			249938	9000	9000	Sp-T	SP-4-Thursday	0	1	NH	4	854	176300	RUS						##
21	GEOR	GIA			249769	9000	9000	Sp-T	SP-4-Thursday	4	0	NH	4	1102	124764	RUS						5/

- Download PAT File(s) – provide a report that is the last CMS export and last upload in Offline Interface, e.g., pp9000_to_Master.csv

Download PAT File(s)

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S				
1	Cycle	CR%	CRI Set-As	Awd%	Awd Set-A	Beta 1	(CR Beta 2	(CA Minimum	Min CRI	CA an	Type	Pay Cap 2	Pay Cap 2	First Year	Use OCS C	Ctrl	Targ	CA Prorati	TOA Plan	CCAS Awa	GF	
2	2022	2.4	1000	2.5	1000	0	1	100	50	100	PAY	183500	176300	1	1	0	3	2	90	Nc		
3	Formula Row																					
4																						
5	G	SPLstep1	SPLbase	NH1	NH2	NH3	NH4	NJ1	NJ2	NJ3	NJ4	NK1	NK2	NK3	LocalityCo	AL	ATL	AQ	AU	BC		
6	4.1	20999	1.020043	37597	77112	109908	152771	37597	57709	77112	109908	37597	52106	70190	Rate 2023	19.45	23.02	17.63	19.4			
7	2.2	20172	1.020043	36116	74074	105579	146757	36116	55430	74074	105579	36116	50050	67425	Rate 2022	18.68	22.63	17.14	18.8			
8	Last Name	First Name	Middle Ini	Suffix	ID	Paypool	SubPanel	Office Synr	WildCard	Presumpti	Retained	F Career	Pat	Broadban	Occ Series	Starting B	From Tem	Locality	Cc	Previous C	Previous R	St
9	ALA	BAMA			249937	9000	9000	Sp-T	SP-4-Thursday	0	0	NK	3	335	57050	RUS						##
10	ALAS	KA			249942	9000	9000	Sp-N	SP-1-Monday	0	0	NH	3	23	105579	RUS						##
11	AR	KANSAS			249982	9000	9000	Sp-V	SP-3-Wednesday	0	1	NK	2	303	63000	RUS						##
12	ARI	ZONA			249949	9000	9000	Sp-N	SP-1-Monday	0	0	NK	2	29	38000	RUS						##
13	BIRD	BLU			232657	9000	9000	Sp-T	SP-2-Tuesday	3	0	NH	3	301	92050	Yes	RUS		84	5	##	
14	CALI	FORNIA			249946	9000	9000	Sp-P	Supervisors	0	1	NH	4	28	171532	RUS						##
15	CHICKADE	CAPPED			232658	9000	9000	Sp-V	SP-3-Wednesday	3	0	NH	3	1102	105579	RUS			78	1	##	
16	COLO	RADO			249968	9000	9000	Sp-T	SP-2-Tuesday	0	0	NH	3	1102	75130	RUS						##
17	CON	NECTICUT			249770	9000	9000	Sp-F	SP-5-Friday	0	0	NH	4	2210	127900	RUS						5/
18	DELA	WARE			249761	9000	9000	Sp-P	Supervisors	2	1	NH	4	343	175532	RUS						5/
19	FINCH	GOLD			232654	9000	9000	Sp-N	SP-1-Monday	3	1	NH	3	301	126000	RUS			78	1	##	
20	FLOR	IDA			249938	9000	9000	Sp-T	SP-4-Thursday	0	1	NH	4	854	176300	RUS						##
21	GEOR	GIA			249769	9000	9000	Sp-T	SP-4-Thursday	4	0	NH	4	1102	124764	RUS						5/

CAS2Net Administrator Reports – Current Settings Reports - CCAS Results/ Previous Years

- The **CCAS Results for Previous Years** Report provides the Administrator with the ability to select CCAS results from previous years.

Current Settings Reports

CCAS Results for Previous Years

- The report provides the last 4 years of historical rating information.

- 2024-2020 results are available until 29 January 25
- Starting 30 January 25 results for 2025-2020 will be available

- Only employees currently assigned to the selected pay pool and/or sub pay pool for the chosen year will show on the report.

- Included in the report:

- Requested and Approved TOA
- Expected OCS and (approved) OCS
- Delta OCS
- PAQL per factor & ROR
- Additional fields selected from the available list

Select CCAS Results For Previous Years Options

Select Fields to Include Check All

- | | | |
|---|--|---|
| <input type="checkbox"/> Pay Pool | <input checked="" type="checkbox"/> Employee Name | <input checked="" type="checkbox"/> EDIPI |
| <input checked="" type="checkbox"/> CAS2Net Id | <input checked="" type="checkbox"/> Is Supervisor | <input checked="" type="checkbox"/> Is ACDP |
| <input checked="" type="checkbox"/> Career Path | <input checked="" type="checkbox"/> Broadband Level | <input checked="" type="checkbox"/> Occupational Series |
| <input checked="" type="checkbox"/> Retained Pay | <input checked="" type="checkbox"/> Rollover Cri To Ca | <input checked="" type="checkbox"/> Acq Demo Start Date |
| <input checked="" type="checkbox"/> Organization Start Date | <input checked="" type="checkbox"/> Sub Panel Name | <input checked="" type="checkbox"/> Office Symbol |
| <input checked="" type="checkbox"/> 2024 scores | <input checked="" type="checkbox"/> 2023 scores | <input checked="" type="checkbox"/> 2022 scores |
| <input checked="" type="checkbox"/> 2021 scores | <input checked="" type="checkbox"/> 2020 scores | |

Cancel Continue

Last Name	First Name	Middle Name	EDIPI	CAS2Net Id	Is Supervisor	Is ACDP	Career Path	Broadband Level	Occupational Series	Retained Pay	Rollover Cri To Ca	Acq Demo Start Date	Organization Start Date	Sub Panel Name	Office Symbol
9000 ALA	BAMA		9000900022	249937	No	No	NK	III		335	No	Yes	4/10/2022	4/10/2022 9000-Sp-Thursday - 9000 Sub-Panel Thu SP-4-Thursday	
9000 ALAS	KA		9000900049	249942	No	No	NH	III		23	No	Yes	4/10/2022	4/10/2022 9000-Sp-Monday - 9009 Sub-Panel Mon SP-1-Monday	
9000 AR	KANSAS		9000900025	249982	No	No	NK	II		303	Yes	Yes	4/10/2022	4/10/2022 9000-Sp-Wednesday - 9000 Sub-Panel V SP-3-Wednesday	
9000 ARI	ZONA		9000900048	249949	No	No	NK	II		29	No	Yes	4/10/2022	4/10/2022 9000-Sp-Monday - 9009 Sub-Panel Mon SP-1-Monday	
9000 ATOLL	JOHNSON		9000900063	256065	No	No	NK	III		335	Yes	Yes	7/14/2024	7/15/2024 9000-Sp-Tuesday - 9000 Sub-Panel Tuesday	
9000 BANK	SERRANILLA		9000900066	256069	No	No	NJ	III		332	No	Yes	7/14/2024	7/14/2024 9000-Sp-Tuesday - 9000 Sub-Panel Tuesday	
9000 BIRD	BLU		9999999009	232657	No	No	NH	III		346	No	Yes	10/13/2019	9/25/2022 9000-Sp-Tuesday - 9000 Sub-Panel Tues SP-2-Tuesday	
	BUNOLZ	ERIN	1154202454	40597	No	No	N/A		0	855	No	No	1/1/2010	1/1/2010 RPH - Regional Pay Managers	
9009 BUNTING	INDIGO		9999999030	242859	No	No	NH	III		340	No	Yes	2/13/2022	2/13/2022 9009-1 - 9009 Sub-Panel - Robin	
9000 CALI	FORNIA		9000900031	249946	Yes	No	NH	IV		28	No	Yes	4/10/2022	4/10/2022 9000-Sp-PPP Members - 9000 Sub-Panel Supervisors	
9009 CARDINAL	NORTHERN		9999999916	240471	No	No	NJ	I		332	No	Yes	9/26/2021	9/26/2021 9009-3 - 9009 Sub-Panel - Division 3	

2025 End of Cycle Timeline

Month	Pay Period	S	M	T	W	T	F	S
SEP	17	24	25	26	27	28	29	30
		31	1	2	3	4	5	6
	18	7	8	9	10	11	12	13
OCT		14	15	16	17	18	19	20
	19	21	22	23	24	25	26	27
		28	29	30	1	2	3	4
NOV	20	5	6	7	8	9	10	11
		12	13	14	15	16	17	18
	21	19	20	21	22	23	24	25
DEC		26	27	28	29	30	31	1
	22	2	3	4	5	6	7	8
		9	10	11	12	13	14	15
JAN	23	16	17	18	19	20	21	22
		23	24	25	26	27	28	29
		30	1	2	3	4	5	6
FEB	24	7	8	9	10	11	12	13
		14	15	16	17	18	19	20
	25	21	22	23	24	25	26	27
MAR		28	29	30	31	1	2	3
	26	4	5	6	7	8	9	10
		11	12	13	14	15	16	17
APR	01	18	19	20	21	22	23	24
		25	26	27	28	29	30	31
	02	1	2	3	4	5	6	7
MAY	03	8	9	10	11	12	13	14
		15	16	17	18	19	20	21
	04	22	23	24	25	26	27	28
JUN		1	2	3	4	5	6	7
	05	8	9	10	11	12	13	14
		15	16	17	18	19	20	21
JUL	06	22	23	24	25	26	27	28
		29	30	31				

Last FY2024 Pay Period – 24 Sep 2025 to 4 Oct 2026

Tuesday 30 Sep 2025 – Last day of 2025 CCAS rating period

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 CMS/Sub-Panel Interface
- Pay Pool Notices with 2025 Sub-Panel Meeting Spreadsheet, 2025 CMS, and 2025 Pay Pool Analysis Tool

19 Nov 2025 – start Not Final Report / Data Complete Reports

Friday 12 Dec 2025 – Initial Upload

- FY25 Award Funding Guidance
- 2025 GPI and Locality Rates (NLT 31 Dec 2024)

Wednesday 7 Jan 2026– Final Upload

2026 First Full Pay Period in January – 11 to 24 January 2026

NLT 16 Jan 2026 – PMO marks pay pools Completed

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?

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