CAS2Net and CCAS Open Forum

Thursday
6 March 2025
1:00 PM Eastern Time

Topic: Assign Mandatory Objectives, Midpoint Assessment/Review, Additional Feedback, Closeout Assessment

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
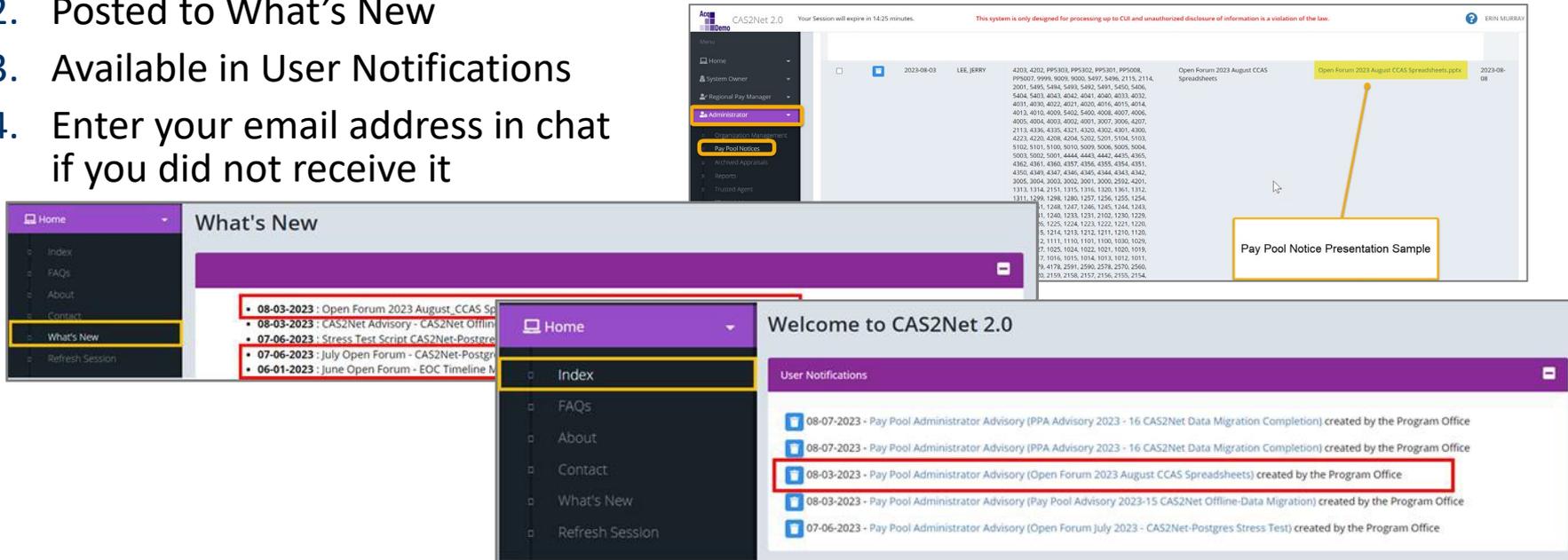
5. Please remember to "Mute" your phone to prevent any background noise and additional feedback.

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

Assigning Mandatory Objectives

CAS2Net Mandatory Objectives

- Mandatory Objectives are additional objectives in CAS2Net based on your organization's business rules.
  - Assigned Mandatory Objectives are visible in the employee's Contribution Plan in the *Contribution Planning* Panel
- To enable Mandatory Objectives for your organizations, go to: Administrator > Organization Management > Organization Details > Use Mandatory Objectives > Select **Yes** (Yes/No toggle)
  - Enabling allows administrators to create Mandatory Objectives and allows administrators and supervisors to assign them
- Administrators are responsible for adding, modifying, and deleting Mandatory Objectives.
  - Mandatory Objectives aren't visible to supervisors to assign unless they have been created by the administrator

Add Mandatory Objectives

- To add a new Mandatory Objective, go to:
  - Administrator
  - Organization Management
  - Mandatory Objectives
  - Click [Add Mandatory Objective]
  - Use the *Description* field to enter the title of the objective
    - Use the *Objective Text* to enter the in-depth description of the objective
  - Click **Save** to process the action

Delete Mandatory Objectives

- To delete a Mandatory Objective, go to: Administrator > Organization Management > Mandatory Objectives
  - Click the blue trash can button next to the objective you want to delete
  - Click **Delete** in the *Delete Mandatory Objective* dialogue box to process the action

Assign/Remove Mandatory Objectives

- As an administrator, to assign Mandatory Objectives to a user or multiple users, go to: Administrator > Organization Management > Mandatory Objectives
  - Select the desired objective from the *Mandatory Objectives for Current Organization* table
  - From the *Select* column in the *Users in Organization Not Associated to Objective* panel, select the checkboxes for user(s) you want to assign the objective too
  - Selected user(s) will then populate in the *Users Associated to Objective* panel
  - Click **Save** to process the action
- To remove Mandatory Objectives from a user or multiple users, go to: Administrator > Organization Management > Mandatory Objectives
  - Select the desired objective from the *Mandatory Objectives for Current Organization* table
  - From the *Select* column in the *Users Associated to Objective* panel, select the checkboxes for the user(s) you want to remove the objective from
  - Selected users will then populate in the *Users in Organization Not Associated to Objective* panel
  - Click **Save** to process the action

Assign Mandatory Objectives

- CAS2Net allows both the administrator and supervisor to pick and choose which Mandatory Objectives to assign to their employees.

- Supervisors will work with administrators to add Mandatory Objectives to CAS2Net as well as assign the Mandatory Objectives to the employees.

- Modifications to Mandatory Objectives will have to be discussed with administrators and verified in the CAS2Net.

- A best practice is to modify/add/assign Mandatory Objectives at the beginning of the CCAS Cycle.

Refresh User Contribution Plan

- Select **Refresh Contribution Plan** to update the employee's Contribution Plan with updates made to Mandatory Objectives.
  - Users will receive an email notification that their Contribution Plan has been updated by the Administrator

Refresh All Contribution Plans

- Capability to update all contribution plans to reflect current organization and user settings.

Midpoint Assessment/Review

Pay Pool Midpoint Target Date

- In accordance with local business rules, administrators may establish a Midpoint Target Date for the organization/pay pool and for individual employees assigned, reassigned or promoted to an AcqDemo position with an AcqDemo Start Date after 1 October.

- To Set a pay pool Midpoint Target Date, go to: Administrator > Organization Management > Organization Details
    - Options include (1) Employee Midpoint Target Date and (2) Supervisor Midpoint Target Date

- All target dates will be cleared with the end of year CAS2Net script run on 30 September.

Individual Midpoint Target Date

- To Set Midpoint Target Date for an individual employee, go to: Administrator > User Management > Assigned
  - From the *Assigned Employees* panel select the desired employee
  - In the *Organization Information* panel options include (1) Employee Midpoint Target Date and (2) Supervisor Midpoint Target Date
- If set, the individual employee Midpoint Target Date will supersede the organization/pay pool Midpoint Target Date.
- Note: the set Employee and Supervisor Midpoint Target Date(s) will be visible to the employee when they access the *Edit Profile* page

Midpoint Target Dates

- If a Midpoint Target Date is established, it is critical employees and supervisors are informed of the date and the subsequent CAS2Net generated emails.

- Based on the set Employee and Supervisor Midpoint Target Date(s), employees and supervisors will receive a CAS2Net generated email notifying them that their Midpoint Assessment is due and indicates how many days they have to complete the Assessment.

CAS2Net-generated Email for Midpoint Target Date								
	2 Weeks Before Midpoint Target Date		1 Week Before Midpoint Target Date		On Midpoint Target Date		Every Other Day After the Midpoint Target Date	
Midpoint Status	Employee	Supervisor	Employee	Supervisor	Employee	Supervisor	Employee	Supervisor
Not Started	Email	Email	Email	Email	Email	Email	Email	Email
Draft	Email	Email	Email	Email	Email	Email	Email	Email
Submitted to Supervisor 1	NA	Email	NA	Email	NA	Email	NA	Email
Submitted to Supervisor 2 (if applicable)	NA	Email	NA	Email	NA	Email	NA	Email

DoNotReply@mail.mil
[External Sender] Midpoint Review is due in for employee   11:12 AM
A CAS2Net 2.0 Midpoint Review is due in 0 day(s) for FALCON, PEREGRINE. Please take the appropriate action. If this has

[External Sender] Midpoint Review is due in for emp...

File   Message   Acrobat   Q Tell me what you want to do...

Delete | Reply / Reply All / Forward | CAS2Net Email... / To Manager / Team Email | Move | Tags | Editing | Zoom | Send to OneNote | Viva Insights | Reply with Meeting Poll

Delete | Respond | Quick Steps | | | Zoom | OneNote | | FindTime

DoNotReply@mail.mil   ■ Lee, Jerold - CTR; ■ Lee, Jerold - CTR ▾   11:12 AM

[External Sender] Midpoint Review is due in for employee

A CAS2Net 2.0 Midpoint Review is due in 0 day(s) for FALCON, PEREGRINE.

Please take the appropriate action. If this has already been addressed, please disregard this message.

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Midpoint Target Date: Reports

- Administrators can pull the Appraisal Status Report in the *Fiscal Year Based Reports* panel to access Midpoint Target Dates.
  - The Midpoint Target Date can also be accessed in the Employee Data Report in the *Current Settings Reports* panel

Skip Midpoint

- In accordance with local business rules, administrators can skip a midpoint assessment if an employee is not required to complete one for the specified performance year.
  - Only Midpoint Assessments in the "Draft" status can be skipped
- To skip a Midpoint Assessment, go to: Administrator > CCAS Management > Midpoint Assessments
  - Select the desired employee from the *Employee Midpoint Assessments – Administrator* panel
  - Click **Skip Midpoint**
  - In the *Skip Midpoint Assessment* dialog box select the **Skip Reason**
  - Click **Save** to process the action
  - Status will update from "Draft" to "Not Required"

Reverse a Skipped Midpoint

- To reverse a skipped Midpoint Assessment, go to: Administrator > CCAS Management > Midpoint Assessments
  - Select the desired employee from the *Employee Midpoint Assessments – Administrator* panel
  - Click **Return for Changes**
  - In the *Return Midpoint Assessment* dialog box enter in justification
  - Click **Yes** to process the action
  - Stats will update from "Not Required" to "Returned by Supervisor 1"

Additional Feedback

Additional Feedback

- Additional Feedback is an optional feature that lets supervisors provide supplemental commentary to address employee contribution and/or performance throughout the rating cycle.

    – Supervisor may use this section to annotate areas of concern and provide guidance for improvement and/or any recognition/praise the employee may have received during the cycle

- The feedback itself must be initiated by the supervisor and is only released after meeting with the employee to discuss the contributions and/or performance covered.

    – The supervisor must complete the feedback discussion by entering the date and communication method before releasing to the employee

    – Only the supervisor that initiated Additional Feedback can view and release unreleased feedback

    – Supervisors can create multiple instances of Additional Feedback using the **Add Feedback** feature option

- In the event there is a Trusted Agent assigned to a supervisor, that user will have access to view and release unreleased additional feedback with the associated supervisor 1 and employee(s).

Closeout Assessments

Closeout Assessments

- A Closeout Assessment is completed when an employee is changing positions and/or supervisor.
  - This enables the employee and supervisor to document contributions and performance for partial year position assignments
  - Does not include any scores

- A Closeout Assessment is also completed when a supervisor is leaving the organization before the end of the rating cycle.
  - This allows the losing supervisor to provide information for consideration by the new supervisor to write the employees' annual assessment
  - Does not include any scores

- A Closeout Assessment should not be used in lieu of an Annual Assessment.
  - The departing supervisor can, however, prepare a Midpoint or an Annual Assessment in lieu of a closeout if departing during the time period designated for Midpoint or Annual Assessments by the organization

- **For policy details about closeout appraisals refer to the AcqDemo Operating Guide and your local business rules.**

Closeout Assessments

- In CAS2Net, the supervisor must first initiate a Closeout Assessment for the employee to have it in their CAS2Net menu selection. Supervisors have the option to:
  - (1) Initiate a Closeout Assessment for a Single employee
  - (2) Initiate a Closeout Assessment for all employees
- Once an option is selected the supervisor will be prompted to select the **Reason** and **End Date** for the Closeout Assessment.
- Once initiated, the status of the Closeout Assessment for the selected employee(s) will update from "Not Started" to "Draft"

Closeout Assessments

- Administrators can delete a Closeout Assessment if needed.
- To delete a Closeout Assessment, go to: Administrator > Closeout Assessment
  - Select the desired employee from the list
  - Click **Delete**
  - Click **Yes** to confirm action
  - Note: Status will update from "Draft" to "Not Started"

Closeout Requirement for Transfers

- An employee should have a closeout assessment completed by their supervisor before the employee is transferred.
- If a closeout assessment has been initiated and is pending supervisor action, a dialog box will populate notifying the administrator the transfer cannot be processed until the pending closeout assessment is released.
  — Contact the supervisor 1 to ensure the closeout assessment is completed in order to proceed with the employee transfer
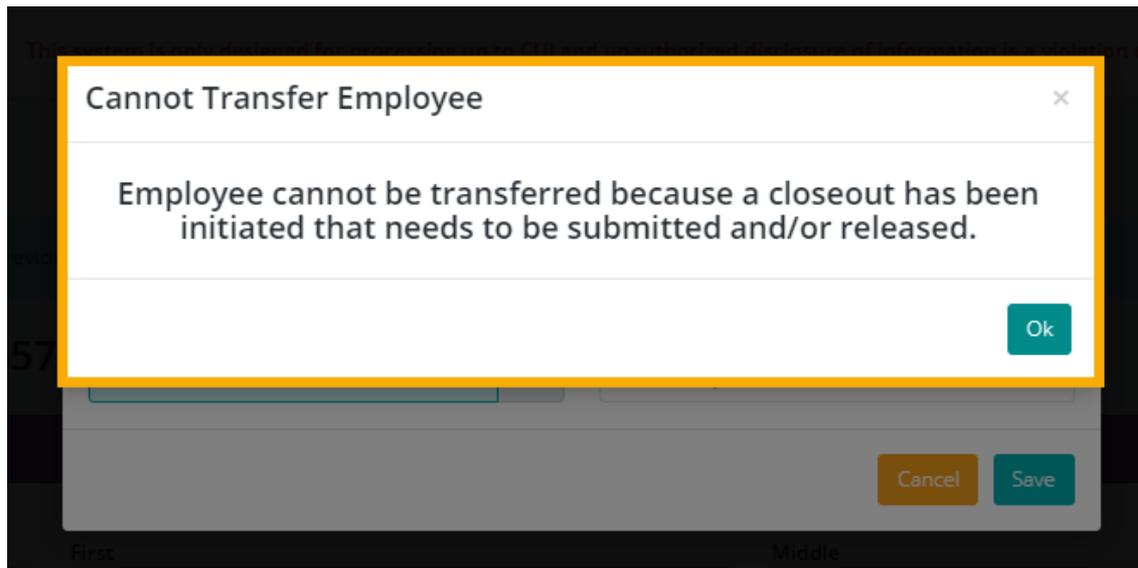
Closeout Requirement for Transfers

- If neither the employee or supervisor 1 have initiated a closeout, a Transfer User dialog box will open allowing the administrator to submit the supervisor's closeout narrative.
  - You can either (1) discuss the closeout narrative with the supervisor and enter the narrative yourself using the dialog box or (2) contact the supervisor to complete it via the Closeout Assessment module
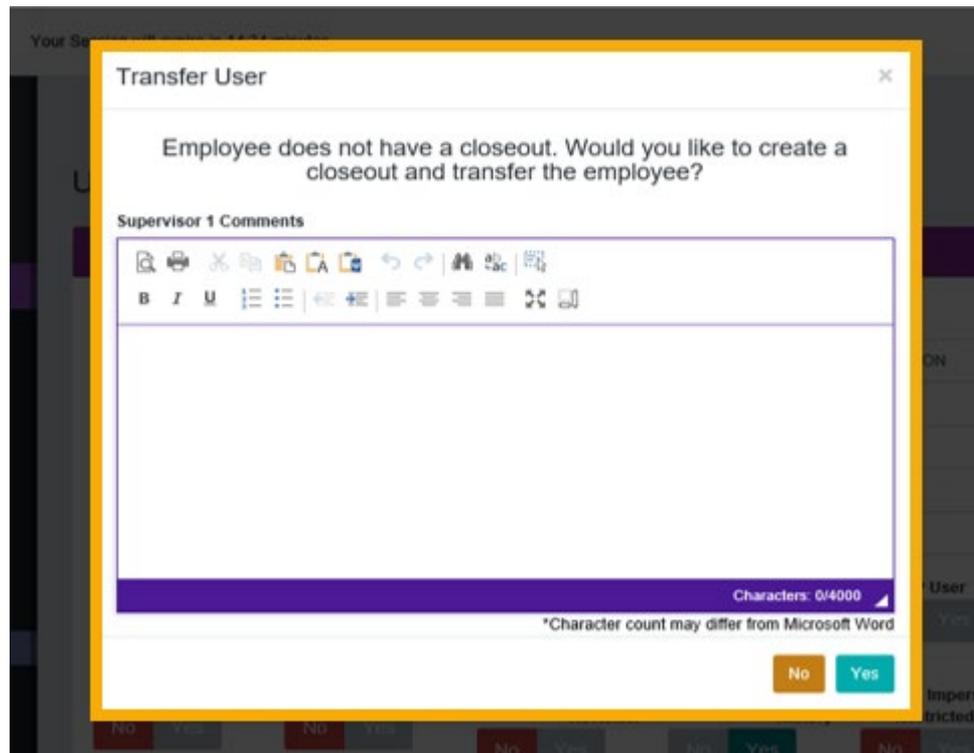
2025 End of Cycle Timeline

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

Last FY2025 Pay Period – 24 Sep 2025 to 4 Oct 2025

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

Planning for FY26 End of Cycle

- 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

Date	Time	Topic
~~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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