

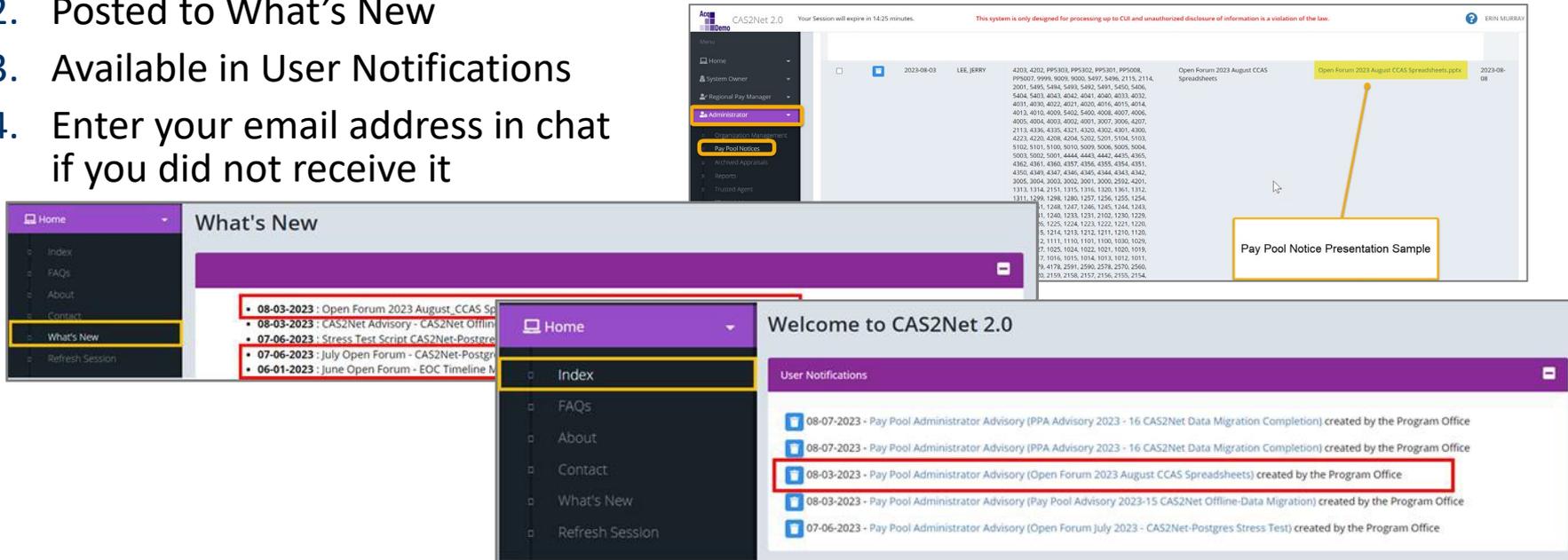
CAS2Net and CCAS Open Forum

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

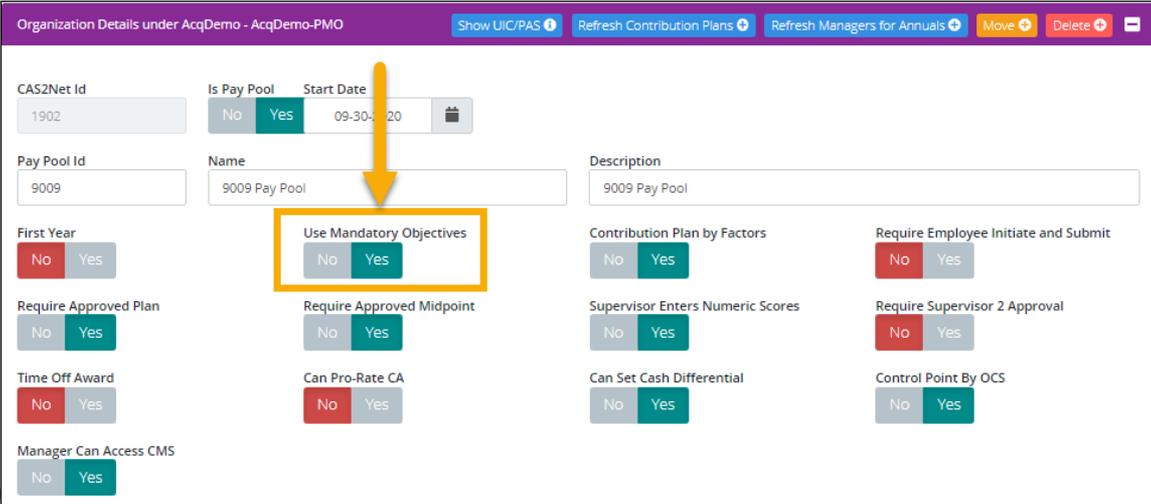


5. Please remember to “Mute” your phone to prevent any background noise and additional feedback.
6. All Open Forum Sessions will be recorded
7. Each recorded session will be posted to the AcqDemo website (including presentation slides) at <https://acqdemo.hci.mil/training.html#cas2netOpenForums>

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



Organization Details under AcqDemo - AcqDemo-PMO

Show UIC/PAS | Refresh Contribution Plans | Refresh Managers for Annuals | Move | Delete

CAS2Net Id: 1902 | Is Pay Pool: No Yes | Start Date: 09-30-20

Pay Pool Id: 9009 | Name: 9009 Pay Pool | Description: 9009 Pay Pool

First Year: No Yes

Use Mandatory Objectives: No Yes

Contribution Plan by Factors: No Yes

Require Employee Initiate and Submit: No Yes

Require Approved Plan: No Yes

Require Approved Midpoint: No Yes

Supervisor Enters Numeric Scores: No Yes

Require Supervisor 2 Approval: No Yes

Time Off Award: No Yes

Can Pro-Rate CA: No Yes

Can Set Cash Differential: No Yes

Control Point By OCS: No Yes

Manager Can Access CMS: No Yes

The screenshot shows the 'Use Mandatory Objectives' toggle highlighted with a yellow box and an orange arrow pointing to it, indicating that it is set to 'Yes'.

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

The screenshot displays the 'Mandatory Objectives' management interface. The main window shows a list of objectives with columns for 'Delete' and 'Description'. A yellow box highlights the 'Add Mandatory Objective' button in the top right corner. A yellow arrow points from this button to the 'Add Mandatory Objectives' dialog box. The dialog box has a purple header and contains a 'Description' field and a larger 'Objective Text' field with a rich text editor toolbar. At the bottom right of the dialog, there is a character count 'Characters: 0/6000' and 'Cancel' and 'Save' buttons.

Delete	Description
	AWF Members M
	Provide Protectio
	Supervisor of AW

Showing 1 to 3 of 3 entries

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

The screenshot displays the 'Mandatory Objectives' management interface. At the top, there is a purple header bar with the title 'Mandatory Objectives' and a close button. Below this is a sub-header 'Mandatory Objectives for Current Organization' with an 'Add Mandatory Objective' button. The main content area shows a table with columns 'Delete' and 'Description'. The table contains three rows: 'AWF Members Mandatory Objective', 'Provide Protection for Whistleblowers', and 'Supervisor of AWF Members Mandatory Objective'. A blue trash can icon is visible in the 'Delete' column for the first row. A dialog box titled 'Delete Mandatory Objective' is overlaid on the table, asking 'Are you sure you want to delete this mandatory objective?' with 'Cancel' and 'Delete' buttons.

Delete	Description
	AWF Members Mandatory Objective
	Provide Protection for Whistleblowers
	Supervisor of AWF Members Mandatory Objective

Delete Mandatory Objective

Are you sure you want to delete this mandatory objective?

Cancel Delete

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.

Users Associated to Objective

Show entries Search:

Select	Name	Is Supervisor (1 or 2)	Is Functional Reviewer	Acquisition Career Field	Occupational Series	Certification Level Complete	Supervisor 1	Supervisor 2
<input checked="" type="checkbox"/>	BUNTING, INDIGO	No	No		0017 - EXPLOSIVES SAFETY	4	ROBIN, AMERICAN	
<input checked="" type="checkbox"/>	DOVE, MOURNING	No	No		0301 - MISCELLANEOUS ADMINISTRATION AND PROGRAM	4	SUPERVISOR, ACDP	

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

Users in Organization Not Associated to Objective

Show entries Search:

Select	Name	Is Supervisor (1 or 2)	Is Functional Reviewer	Acquisition Career Field	Occupational Series	Certification Level Complete	Supervisor 1	Supervisor 2
<input type="checkbox"/>	CARDINAL, NORTHERN	No	No		0332 - COMPUTER OPERATION	4	USER, SUPER	
<input type="checkbox"/>	DRAGOON, PIGEON	No	No		1152 - PRODUCTION CONTROL	4	WOODPECKER, DEWEY	
<input type="checkbox"/>	EAGLE, CRESTED	No	No		0340 - PROGRAM MANAGEMENT	4	SUPERVISOR, ACDP	

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

Contribution Plan for BEYONCE CARTER (Approved)

General Information

Fiscal Year: 2024

Supervisor Level 1: MURRAY, ERIN	Supervisor Level 2: LEE, JERRY	Sub-Panel Manager: CARTER, BEYONCE GK	Pay Pool Manager: MANAGER, PAY POOL
Broadband Level: III	Occupational Series: 0186 - SOCIAL SERVICES AID AND ASSISTANCE	Career Path: NK - Administrative Support	Expected OCS and Range: 53 - 56 - 60

Contribution Planning

Effective Date: 09-29-2023

The effective date is prior to the beginning of fiscal year.
This may be because the employees was Presumptive Status 1 - Due to Time for the previous year.

Mandatory Objectives:

TEST MANDATORY OBJECTIVE :

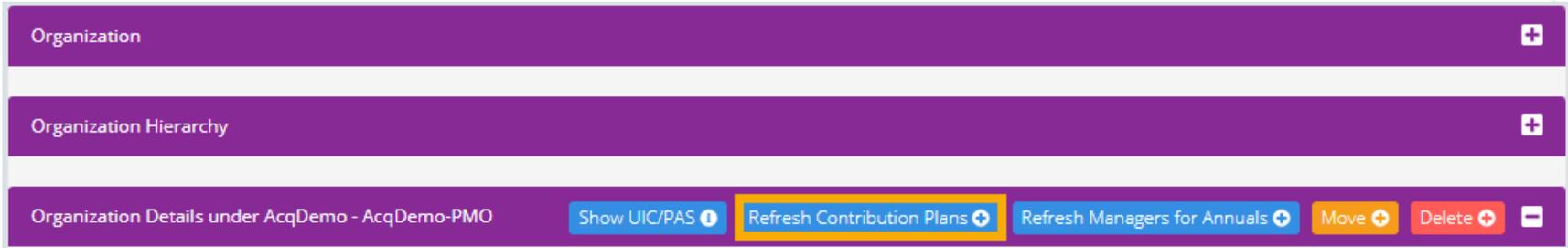
AWF SUPERVISORS. Under the authority, direction, and control of the acquisition senior leadership, the AWF supervisors:

a. Create and maintain a high level of excellence by providing AWF members training and developmental opportunities to meet the requirements of their positions within allowable timeframes.

Refresh Contribution Plan

Refresh All Contribution Plans

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

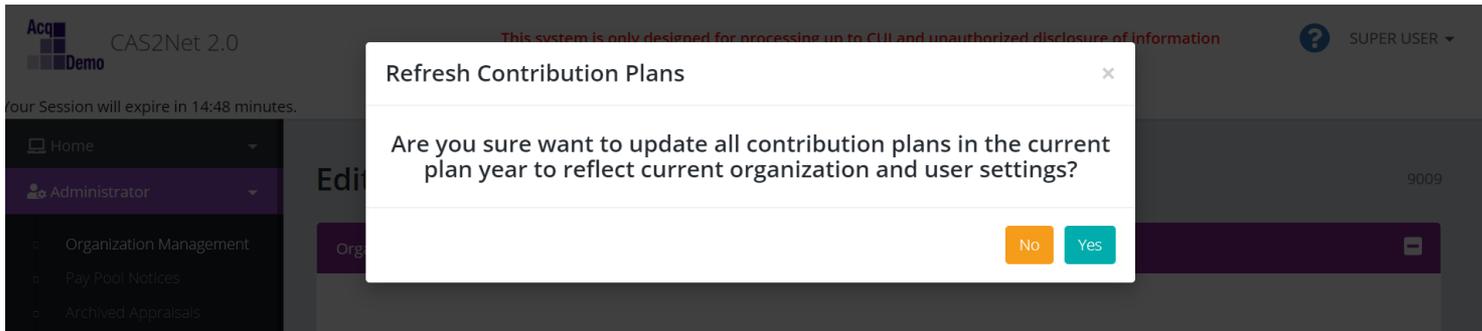


Organization

Organization Hierarchy

Organization Details under AcqDemo - AcqDemo-PMO

Show UIC/PAS ⓘ Refresh Contribution Plans ⚙ Refresh Managers for Annuals ⚙ Move ⚙ Delete ⚙



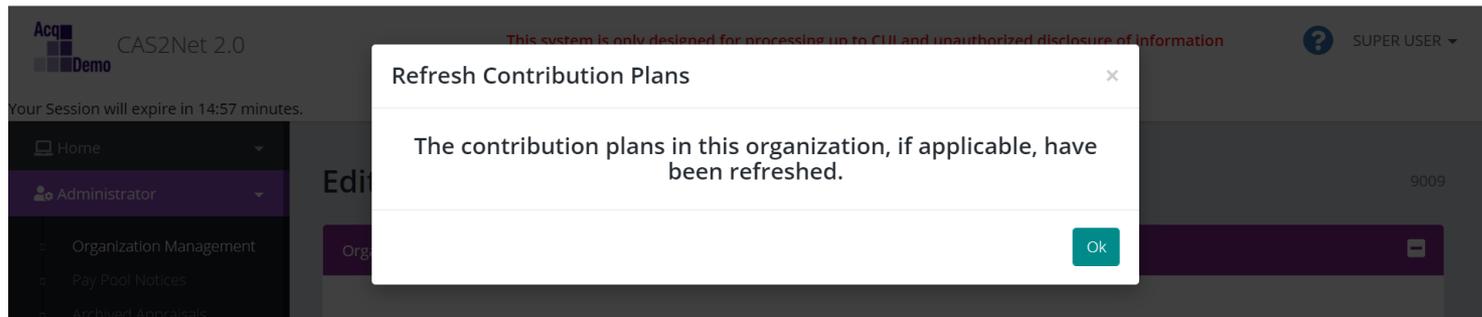
Acq Demo CAS2Net 2.0

Your Session will expire in 14:48 minutes.

Refresh Contribution Plans

Are you sure want to update all contribution plans in the current plan year to reflect current organization and user settings?

No Yes



Acq Demo CAS2Net 2.0

Your Session will expire in 14:57 minutes.

Refresh Contribution Plans

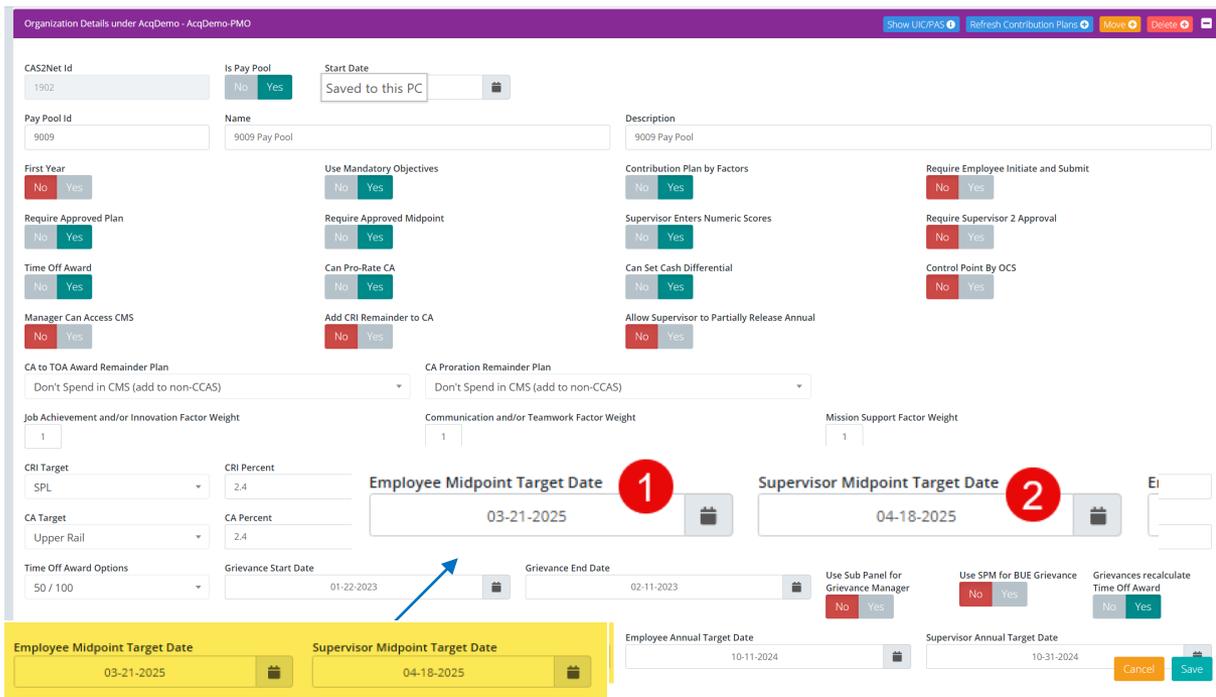
The contribution plans in this organization, if applicable, have been refreshed.

Ok

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



Organization Details under AcqDemo - AcqDemo-PMO

CAS2Net Id: 1902 | Is Pay Pool: No | Start Date: Saved to this PC

Pay Pool Id: 9009 | Name: 9009 Pay Pool | Description: 9009 Pay Pool

First Year: No | Use Mandatory Objectives: No | Contribution Plan by Factors: No | Require Employee Initiate and Submit: No

Require Approved Plan: No | Require Approved Midpoint: No | Supervisor Enters Numeric Scores: No | Require Supervisor 2 Approval: No

Time Off Award: No | Can Pro-Rate CA: No | Can Set Cash Differential: No | Control Point By OCS: No

Manager Can Access CMS: No | Add CRI Remainder to CA: No | Allow Supervisor to Partially Release Annual: No

CA to TOA Award Remainder Plan: Don't Spend in CMS (add to non-CCAS) | CA Proration Remainder Plan: Don't Spend in CMS (add to non-CCAS)

Job Achievement and/or Innovation Factor Weight: 1 | Communication and/or Teamwork Factor Weight: 1 | Mission Support Factor Weight: 1

CRI Target: SPL | CRI Percent: 2.4 | **Employee Midpoint Target Date** 03-21-2025 (1) | **Supervisor Midpoint Target Date** 04-18-2025 (2) | Ei

CA Target: Upper Rail | CA Percent: 2.4

Time Off Award Options: 50 / 100 | Grievance Start Date: 01-22-2023 | Grievance End Date: 02-11-2023 | Use Sub Panel for Grievance Manager: No | Use SPM for BUE Grievance: No | Grievances recalculate Time Off Award: No

Employee Midpoint Target Date: 03-21-2025 | **Supervisor Midpoint Target Date**: 04-18-2025

Employee Annual Target Date: 10-11-2024 | Supervisor Annual Target Date: 10-31-2024 | Cancel Save

- 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

User Profile - CARTER, BEYONCE GK (ID #260601)

General User Information Impersonate User ⓘ +

Organization Information

Transfer User ⓘ
Supervised List ⓘ
User Change History ⓘ
Supervisor 1 History ⓘ
Organization History ⓘ
☰

DCPDS Position Start Date	DCPDS Last Promoted Date	UIC/PAS	Sub-Agency	DCPDS Opt-Out	Is BUE
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes

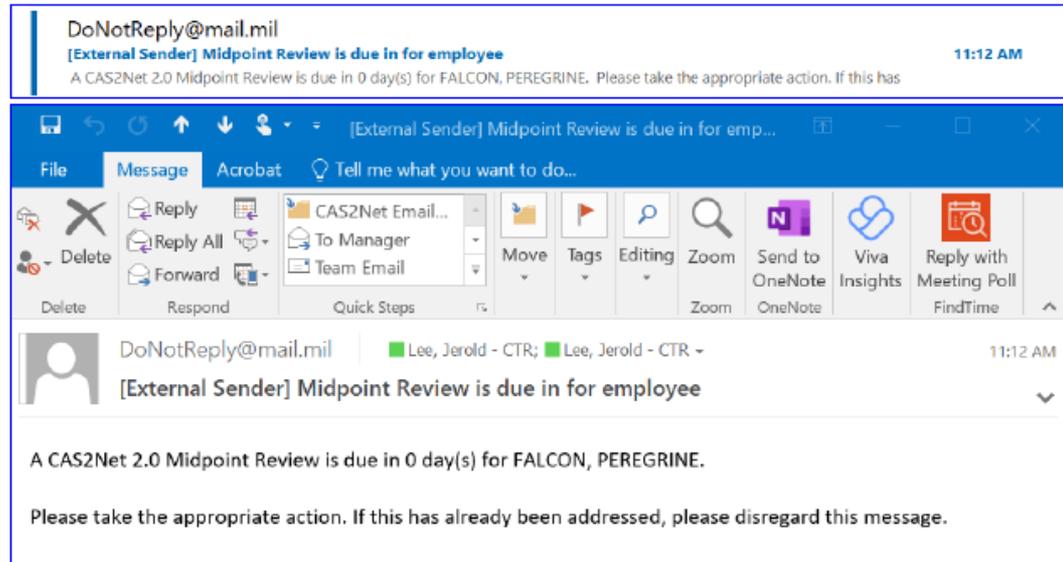
AcqDemo Start Date	Start Date in Organization	Position Start Date
<input type="text" value="09-29-2023"/> ⓘ	<input type="text"/> ⓘ	<input type="text"/> ⓘ

Employee Contribution Target Date	Supervisor Contribution Target Date	Employee Midpoint Target Date 1	Supervisor Midpoint Target Date 2
<input type="text"/> ⓘ	<input type="text"/> ⓘ	<input type="text" value="03-28-2025"/> ⓘ	<input type="text" value="04-18-2025"/> ⓘ

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								
Midpoint Status	2 Weeks Before Midpoint Target Date		1 Week Before Midpoint Target Date		On Midpoint Target Date		Every Other Day After the Midpoint Target Date	
	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



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

Select Appraisal Status Options

Select Fields to Include Check All

- | | |
|---|--|
| <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Employee Id <input checked="" type="checkbox"/> Employee Name <input type="checkbox"/> Office Symbol <input type="checkbox"/> Broadband Level <input type="checkbox"/> Supervisor 1 <input type="checkbox"/> Supervisor 2 <input type="checkbox"/> Functional Reviewer <input type="checkbox"/> Sub-Panel <input 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 checked="" type="checkbox"/> Midpoint Sup Target Date 2 <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 type="checkbox"/> Grievances <input type="checkbox"/> Mandatory Obj | <ul style="list-style-type: none"> <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 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 checked="" type="checkbox"/> Midpoint Emp Target Date 1 |
|---|--|

	A	B	C	F	G
	PayPool	Last Name	First Name	Midpoint Emp Target Date	Midpoint Sup Target Date
1	9009	BUNTING	INDIGO	3/14/2025	4/18/2025
2	9009	CARDINAL	NORTHERN	3/14/2025	4/18/2025
3	9009	CARTER	BEYONCE	3/21/2025	4/18/2025
4	9009	EAGLE	CREASTED	3/14/2025	4/18/2025

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"

Midpoint Assessment for BUNTING, INDIGO (ID #242859)

General Information

Contribution Planning

Job Achievement and/or Innovation

Communication and/or Innovation

This record is read-only because administrators do not have edit access.

CAS2Net 2.0 - Powered by ALTESS

The information

Skip Midpoint Assessment

Skip Reason

Select Option

Employee is Transferring

Other

Supervisor is Transferring

Use Closeout

Cancel Skip Midpoint

Midpoint Assessment for BUNTING, INDIGO (ID #242859) (Not Required)

General Information

Contribution Planning Refresh Midpoint

Contribution Plan Effective Date:

Contribution Plan(s) For Fiscal Year:

Contribution Plan - Effective 10-01-2021 - Approved - Communicated on 01-24-2022

Individual Objectives:

Midpoint has been skipped with the following reason: Supervisor is Transferring

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”

The image shows a screenshot of a web application interface. On the left, a 'Midpoint Assessment' form is partially visible for 'BUNTING, INDIGO (ID #242859)'. The form has several sections: 'General Information', 'Contribution Planning', and a main assessment area with tabs for 'Job Achievement and/or Innovation', 'Communication and/or Teamwork', and 'Mission Support'. Below these is a 'Supervisor 1 Approval' section. At the bottom of the form, there are three buttons: 'Cancel', 'Return for Changes', and 'Return to Supervisor 1'. The 'Return for Changes' button is highlighted with a yellow border. A dashed yellow arrow points from this button to a dialog box on the right.

The dialog box is titled 'Return Midpoint Assessment' and contains the following text: 'Are you sure you want to return this midpoint assessment to the employee? If so, this will clear the method of communication and date.' Below the text is a 'Justification' text area. At the bottom right of the dialog box are two buttons: 'No' (orange) and 'Yes' (teal).

Additional Feedback

Additional Feedback

- Additional Feedback is an optional feature that lets supervisors provide supplemental commentary to address employee contribution and/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”

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

Add Closeout

User: CARTER, BEYONCE GK

Reason: Select Reason

- Change in Position
- Change in Supervisor
- Other

End Date:

Cancel Add

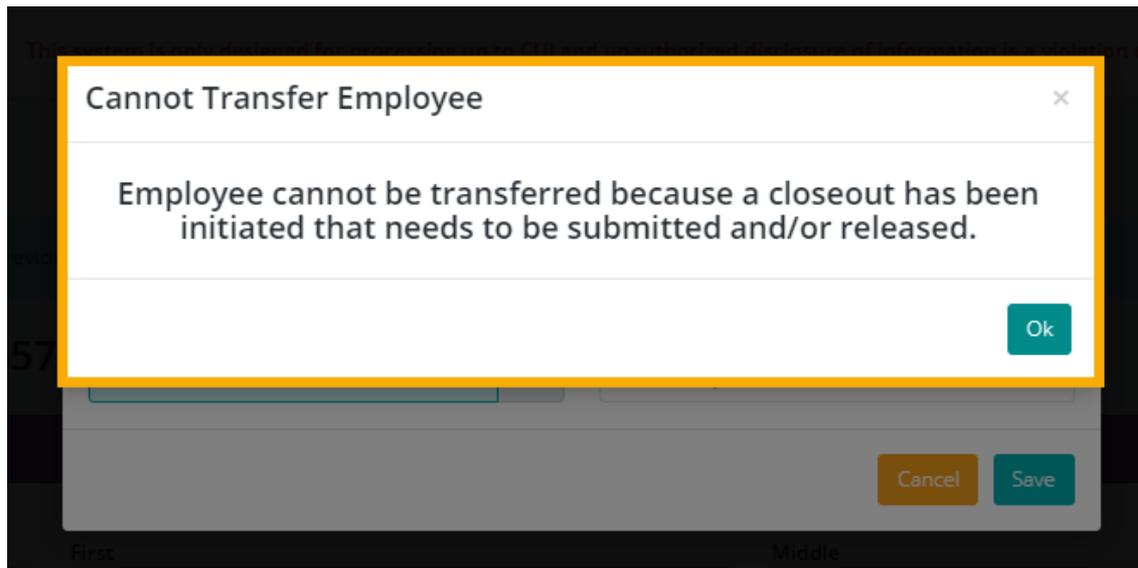
Closeout Assessments

- 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”

The screenshot displays the 'Closeout Assessment for BEYONCE CARTER (Draft)' page. The left navigation menu is expanded to show 'Administrators' (1), 'CCAS Management' (2), and 'Closeout Assessments' (3). The main content area shows the assessment details with tabs for 'General Information', 'Objectives', and 'Job Achievement and/or Innovation'. A confirmation dialog box is open on the right, asking 'Are you sure you want to Delete this Closeout Assessment? This action cannot be undone.' with 'No' and 'Yes' buttons (5). A 'Delete' button (4) is visible at the bottom of the main content area. A message at the bottom states: 'This record is read-only because administrators do not have edit permission.'

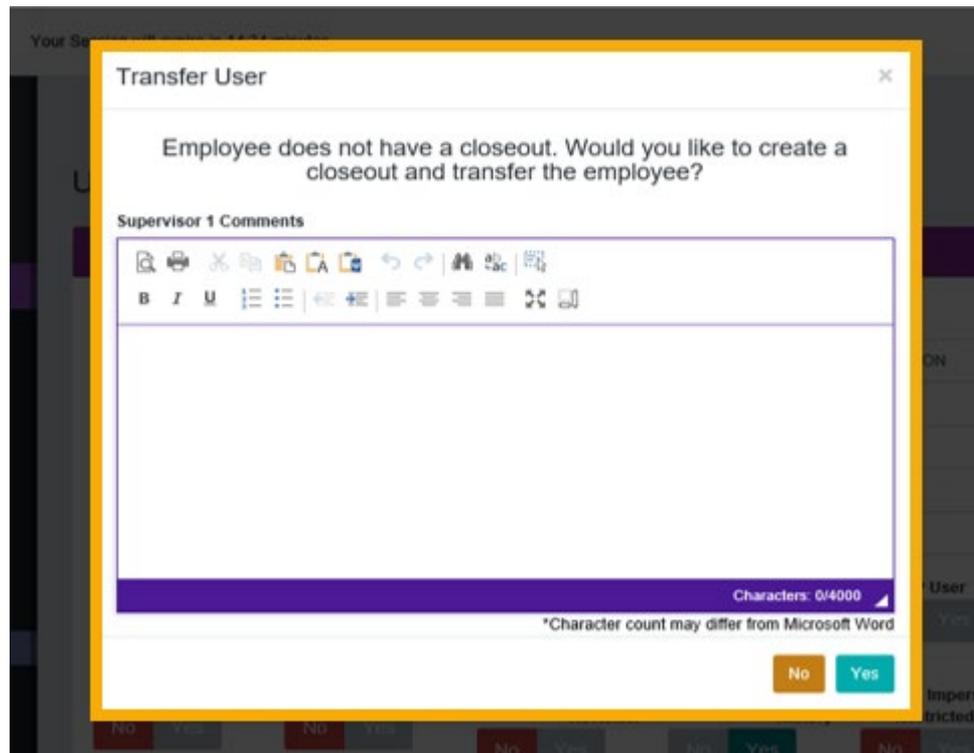
Closeout Requirement for Transfers

- 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
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
MARCH		28	29	30	31	1	2	3
	26	4	5	6	7	8	9	10
		11	12	13	14	15	16	17
APRIL	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
JUNE		1	2	3	4	5	6	7
	05	8	9	10	11	12	13	14
		15	16	17	18	19	20	21
JULY	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

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
		6	7	8	9	10	11	12
	25	13	14	15	16	17	18	19
		20	21	22	23	24	25	26
	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

Jennifer.Wilson@dau.edu

Jerry.lee@dau.edu