Issue Date: October 1, 2019

Topic: CAS2Net End-of-Cycle Modules and 2019 CCAS Spreadsheets.

Discussion: CAS2Net Appraisal Status, Offline Interface, and Previous Cycle Data modules are available effective 1 October 2019.

- Appraisal Status module provided the Administrators the tool to track and/or lock annual appraisals for supervisors.
- Offline Interface module provides the tools to upload and download Employee Data for the sub-panel and pay pool panel meetings.
- Previous Cycle Data allows the Administrators to update employee information critical to the pay pool process. If updates are required due to personnel actions with effective dates on or before 30 September and/or discrepancy reports, corrections must be made in the 2019 Cycle Data for employee profiles in the Previous Cycle Data module.
- The "Job Aid – End of Cycle Modules" is provided to familiarize Administrators on these additional modules in CAS2Net. This Job Aid is available on CAS2Net under the Administrator FAQ's.
- CMSv2, Subpanelv2, and PATv2 spreadsheets are posted to Pay Pool Notices module in CAS2Net and ready for download.

Action: Administrators can download sub-panel employee data that can later be imported into the CCAS Spreadsheet for Sub-Panel review. When offline meeting activities are concluded, the data can be exported from the spreadsheet and uploaded back to the CAS2Net database using the "Upload Employee Data" button.

Administrators can download employee data that can later be imported into the CCAS Spreadsheet for pay pool or sub-panel review. When offline meeting activities are concluded, the data can be exported from the spreadsheet and uploaded back to the CAS2Net database using the "Upload Employee Data" button.

Future Advisory: The CCAS Closeout Checklist for FY19 will be posted to Pay Pool Notices NLT 11 October 2019.

Note: If you have any questions please email the AcqDemo Program Office, AcqDemo.Contact@hci.mil