



CAS2Net Administrator Advisory

2021 - 3

Issue Date: 5 January 2021

Topic: CAS2Net Grievance Module: Administrator Roles and Responsibilities

Discussion: It is highly encouraged that organizations use the CAS2Net Grievance Module. If/when grievances are filed in CAS2Net, the administrators will be responsible for monitoring and administering the grievance processes.

There are two available options to activate the Grievance Module:

- (1) Administrators set a grievance window that activates for all employees and supervisors the Grievance Module in their respective menus. This would allow employees to initiate a grievance any time within the specified time frame, or
- (2) Upon an employee's request to the administrator, who will activate the Grievance Module for that employee and his/her supervisor.

To set a grievance window, go to:

1. **Menu > Administrator > Organization Management**
2. Enter in a **Grievance Start Date** (the grievance window is 15 calendar days)
3. Enter in a **Grievance End Date**
4. Click **Save**

The screenshot displays the CAS2Net Administrator interface for configuring the Grievance Module. The page includes the following elements:

- Navigation Bar:** Shows 'Show UIC/PAS', 'Refresh Contribution Plans', 'Move', and 'Delete' buttons.
- Form Fields:**
 - CAS2Net Id:** A text input field.
 - Is Pay Pool:** A toggle switch with 'No' and 'Yes' options.
 - Pay Pool Id:** A text input field.
 - Name:** A text input field.
 - Description:** A text input field.
 - First Year:** A toggle switch with 'No' and 'Yes' options.
 - Use Mandatory Objectives:** A toggle switch with 'No' and 'Yes' options.
 - Contribution Plan by Factors:** A toggle switch with 'No' and 'Yes' options.
 - Require Employee Initiate and Submit:** A toggle switch with 'No' and 'Yes' options.
 - Require Approved Plan:** A toggle switch with 'No' and 'Yes' options.
 - Require Approved Midpoint:** A toggle switch with 'No' and 'Yes' options.
 - Supervisor Enters Numeric Scores:** A toggle switch with 'No' and 'Yes' options.
 - Require Supervisor 2 Approval:** A toggle switch with 'No' and 'Yes' options.
 - Time Off Award:** A toggle switch with 'No' and 'Yes' options.
 - Can Set Cash Differential:** A toggle switch with 'No' and 'Yes' options.
 - Control Point By OCS:** A toggle switch with 'No' and 'Yes' options.
 - CA to TOA Award Remainder Plan:** A dropdown menu with 'Available in CMS (as Secondary Discretionary)' selected.
 - CA Proration Remainder Plan:** A dropdown menu with 'Automatic Redistribute in CMS' selected.
 - CCAS Award Percent in CMS:** A percentage input field set to 90%.
 - Job Achievement and/or Innovation Factor Weight:** A text input field set to 1.
 - Communication and/or Teamwork Factor Weight:** A text input field set to 1.
 - Mission Support Factor Weight:** A text input field set to 1.
 - CRI Target:** A dropdown menu with 'SPL' selected.
 - CRI Percent:** A percentage input field set to 2.26%.
 - CRI Set-Aside:** A text input field set to \$ 0.
 - CRI Min Amount:** A text input field set to \$ 0.
 - CRI Min Carry:** A text input field set to \$ 0.
 - CA Target:** A dropdown menu with 'Upper Rail' selected.
 - CA Percent:** A percentage input field set to 1.5%.
 - CA Set-Aside:** A text input field set to \$ 0.
 - CA Min Amount:** A text input field set to \$ 0.
- Grievance Window Settings:**
 - Grievance Start Date:** A date input field highlighted with a yellow box and numbered 2.
 - Grievance End Date:** A date input field highlighted with a yellow box and numbered 3.
 - Use Sub Panel for Grievance Manager:** A toggle switch with 'No' and 'Yes' options.
 - Grievances recalculate Time Off Award:** A toggle switch with 'No' and 'Yes' options.
- Buttons:** 'Cancel' and 'Save' buttons at the bottom right. The 'Save' button is highlighted with a yellow box and numbered 4.

If a grievance window is set, administrators will still have the ability to activate the Grievance Module for an employee after the end date of the grievance window IAW the pay pool manager’s decision.

Employee’s request, administrators go to:

1. **Menu > Administrator > CCAS Management > Annual Assessments**
2. Select related cycle year from Fiscal Year dropdown
3. From the table, select preferred employee to view grievance claim (Status must be Employee Signed)

Employee Annual Assessments

General Information

Fiscal Year: 2019

Employee Annual Assessments - Administrator Reset Data Table

Show 100 entries Search:

Status	Name	Email	Supervisor 1	Supervisor 2	Date Communicated
Employee Signed	EMPLOYEE, FIRST	FIRST.EMPLOYEE@USERGUIDE.MIL	JOHN SMITH		2020-01-14
Released	PARTON, ANTHONY D.	FIRST.B.EMPLOYEE@USERGUIDE.MIL	JOHN SMITH	JIM HALPERT	2020-01-16
Employee Signed	EMPLOYEE, FIRST C	FIRST.C.EMPLOYEE@USERGUIDE.MIL	JOHN SMITH		2020-01-14
Employee Signed	EMPLOYEE, FIRST E	FIRST.E.EMPLOYEE@USERGUIDE.MIL	JOHN SMITH		2020-02-16

4. Click **Initiate Grievance**
5. Click **Yes**

Acq Demo CAS2Net 2.0 Your Session will expire in 14:09 minutes. TYANNE GREEN

Annual Assessment for EMPLOYEE FIRST (Employee Signed)

General Information

Fiscal Year: 2019

Supervisor Level 1: HALPERT, JIM
 Supervisor Level 2: GONZALEZ, JOSE M.
 Sub-Panel Manager: HALPERT, JIM
 Pay Pool Manager: GONZALEZ, JOSE M.

Broadband Level: IV
 Occupational Series: 0343 - MANAGEMENT AND PROGRAM ANALYSIS
 Career Path: NH - Business Management and Technical Management Professional
 Expected OCS and Range: 94 - 97 - 101

Current Contribution Plan Details

Contribution Plan Effective Date: 10-01-2018

Mandatory Objectives

FY19 HCI Objectives for AcqDemo CCAS:
 1. Support the National Defense Strategy to cultivate workforce talent by developing programs and tools that enable acquisition leaders across DoD to recruit, retain and grow a high-quality civilian workforce which is essential for warfighter success. The dynamic environment described in the National Defense Strategy requires more from the acquisition workforce to meet the demanding warfighting challenges of the future. In addition to the NDS imperatives, the changing nature of the work, the workforce and workplace, demands new approaches to attracting/recruiting, retaining, and growing an empowered AWF. New talent management approaches include:

- Preparing for the next generation workforce.
- Engaging the early career workforce.

4. **Initiate Grievance** Employee History Cancel Save

Initiate Grievance

Are you sure you want to initiate a Grievance?

5. No Yes

To view employee grievance submissions, go to:

Menu > Administrator > CCAS Management > Grievances

The screenshot displays the 'Employee Grievances - Administrator' interface. On the left, a navigation sidebar lists various HR functions, with 'Grievances' highlighted. The main area features a 'General Information' section with a 'Fiscal Year' dropdown set to 2019. Below this is a table of grievance entries. The table has columns for Status, Name, Email, Supervisor 1, and Supervisor 2. There are four entries shown, with statuses including 'Supervisor Submitted to Pay Pool', 'Submitted to Manager', and 'Completed'. A search bar and a 'Reset Data Table' button are also visible.

Status	Name	Email	Supervisor 1	Supervisor 2
Supervisor Submitted to Pay Pool	EMPLOYEE, FIRST	FIRST.EMPLOYEE@USERGUIDE.MIL	JOHN SMITH	
Submitted to Manager	EMPLOYEE, FIRST E	FIRST.E.EMPLOYEE@USERGUIDE.MIL	JOHN SMITH	
Submitted to Manager	EMPLOYEE, FIRST R	FIRST.R.EMPLOYEE@USERGUIDE.MIL	JOHN SMITH	
Completed	EMPLOYEE, FIRST C	FIRST.C.EMPLOYEE@USERGUIDE.MIL	JOHN SMITH	

Grievance Statuses and Descriptions

The administrator is responsible for reviewing the grievance to ensure it is within policy and once cleared, submitting to the appropriate person. Administrator will be able to review but not modify. Additionally, once a decision has been made by the manager, the administrator must review to ensure the approved adjustments were made to the User Profile History, requests applicable personnel actions and responsible for releasing the grievance decision to the employee.

Please see below statuses and the actions required.

Status	Description
Draft	A grievance has been initiated but not yet submitted by the employee.
Employee Submitted to Pay Pool	The employee submitted the grievance. Action is needed by the administrator to review the submission and submit it the Supervisor once cleared.
Submitted to Supervisor 1	The supervisor is making their recommendation for the grievance.

Supervisor Submitted to Pay Pool	The supervisor submitted the grievance. Action is needed by the administrator to review the submission and submit it the Manager once cleared.
Submitted to Manager	The Manager is reviewing the grievance and making the decision.
Completed	A decision has been signed and Finalized by the Manager
Released	Manager Decision has been released to employee for review.

Action: Please inform all Administrators and Super Users of their grievance responsibilities. The CAS2Net User Guide will be updated with detailed guidance on using the grievance module for the employee, supervisor, manager, and Administrator NLT January 11, 2021. The updated guide will be posted on CAS2Net under Menu > What’s New.

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