



# CAS2Net Administrator Advisory

2021 - 5

Issue Date: 14 January 2021

**Topic:** CAS2Net Grievance Module Guidance

**Discussion:** The Administrator and Employee Grievance Module guidance have been added to the User Guide and can be found under the "What's New" tab in CAS2Net. The Supervisor Grievance Module guidance will be released by COB on 15 January 2021 and the Manager guidance will be released the week of January 18th.

**Action:** Please inform all Administrators of the available guidance. Additionally please ensure Administrators have accessed PPA 2021-4 CAS2Net Grievance Module: Salary Appraisal Forms.

Salary Appraisal Forms are not displaying all the approved adjustments therefore Administrators are to NOT release the manager's grievance decision as the Program Office deploys the hot fixes before the end of the week or NLT Tuesday, 19 January 2021.

**Note:** If you have any question, please email the AcqDemo Program Office, [AcqDemo.Contact@hci.mil](mailto:AcqDemo.Contact@hci.mil).