

Contribution-based Compensation and Appraisal System (CCAS)

Introduction and Overview

The following slides may be slightly different when you access CAS2Net due to continuing refinement of CAS2Net.

Purpose

This job aid is an introduction and overview on the enhancements to CAS2Net.

CAS2Net Login

Civilian Acquisition Workforce Personnel
Demonstration Project, Department of Defense (DOD)



<https://acqdemoii.army.mil>

CAS2Net 1.0 Decommission Notice

CAS2Net 1.0 is now decommissioned. Please use the new CAS2Net 2.0 site at <https://cas2net.army.mil>.

This page will automatically redirect to CAS2Net 2.0 in 47 seconds.

Use
<https://cas2net.army.mil>
and Save to Favorites

← → ↻ 🏠 🔒 ht <https://cas2net.army.mil> 📖 ☆ ⚙️ 📄 📧 ⋮

Usage Policy



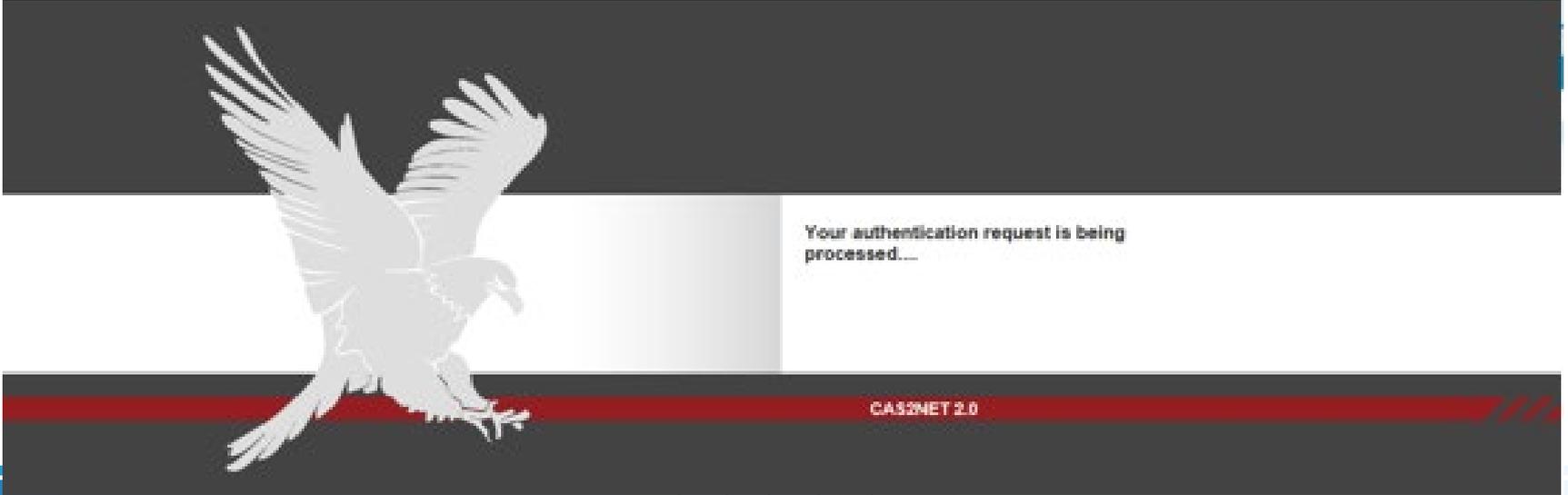
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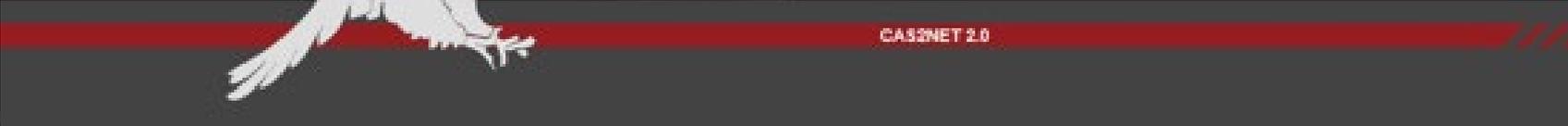
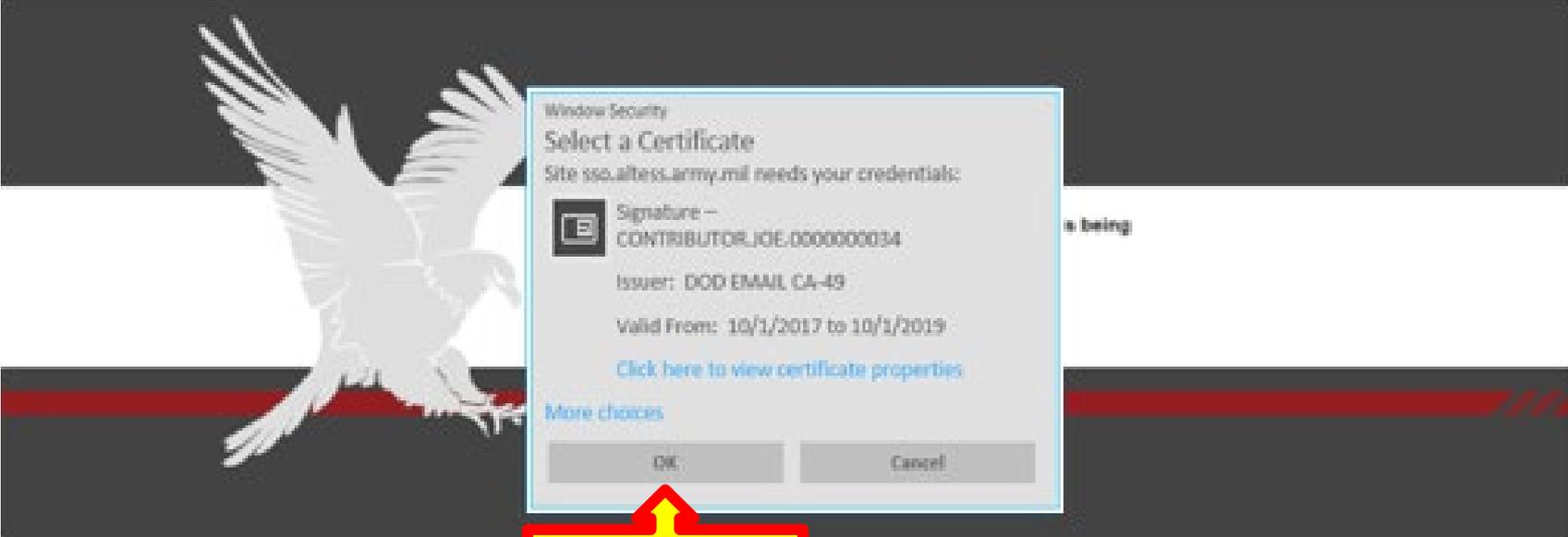
To continue, you must agree to the above terms and conditions.

Click "I Agree"

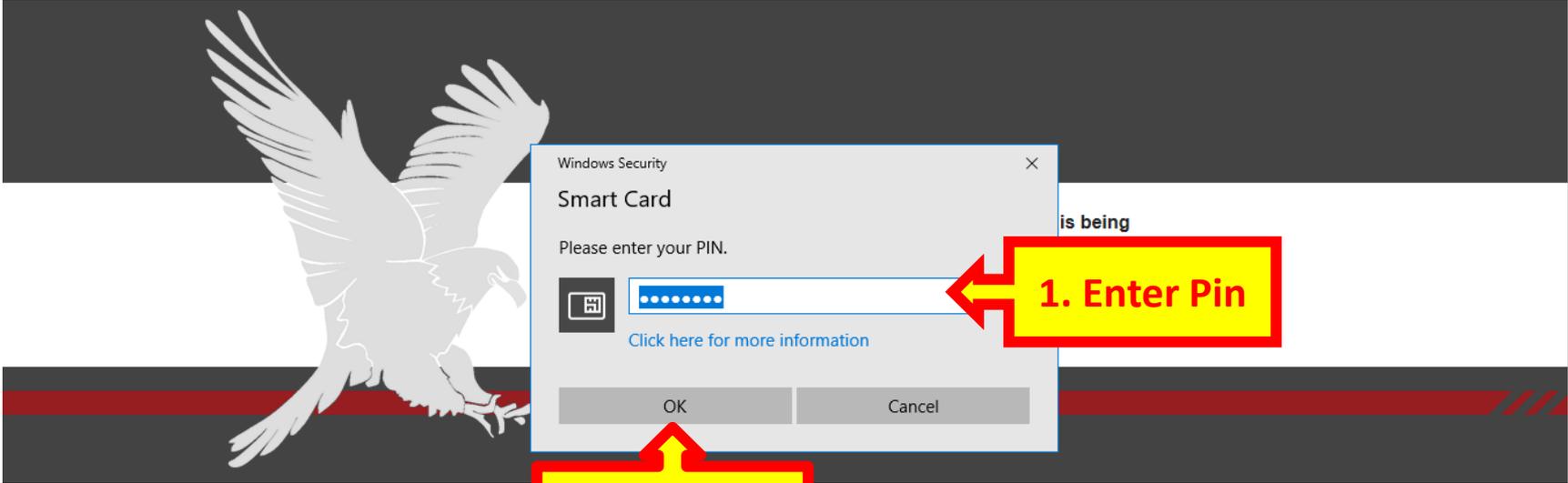
CAS2Net Login



CAS2Net Login



CAS2Net Login



Menu

- Home
- Index
- FAQs
- About
- Contact

Employee

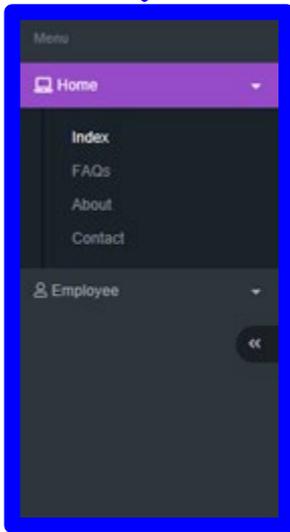
Welcome to CAS2Net 2.0

Points of Contact

Pay Pool Manager	Email	Phone Number
SECOND LEVEL, CORA	JEROLD.LEE@HCI.MIL	
Sub-Panel Manager	Email	Phone Number
SECOND LEVEL, CORA	JEROLD.LEE@HCI.MIL	
Supervisor 1	Email	Phone Number
SUPERVISOR, SAM	JEROLD.LEE@HCI.MIL	

CAS2Net Overview – Menu / Home / Welcome

Navigation Menu
(Click on Menu Item to Open)



Welcome to CAS2Net 2.0

Points of Contact

	Email	Phone Number
Pay Pool Manager SECOND LEVEL, CORA	CORA.SECONDLEVEL@WIDGET.MIL	555-555-5555
Sub-Panel Manager SECOND LEVEL, CORA	CORA.SECONDLEVEL@WIDGET.MIL	555-555-5555
Supervisor 1 SUPERVISOR, SAM	SAM.SUPERVISOR@WIDGET.MIL	555-555-5566

CAS2Net Overview > Menu > Home > FAQs

CAS2Net 2.0 Your Session will expire in 14:52 minutes. JOE CONTRIBUTOR

Menu

- Home
- FAQs
- Contact
- Employee

Frequently Asked Questions (FAQs)

Frequently Asked Questions by Topic

Select a Topic
AcqDemo Introduction

Show 100 entries Search:

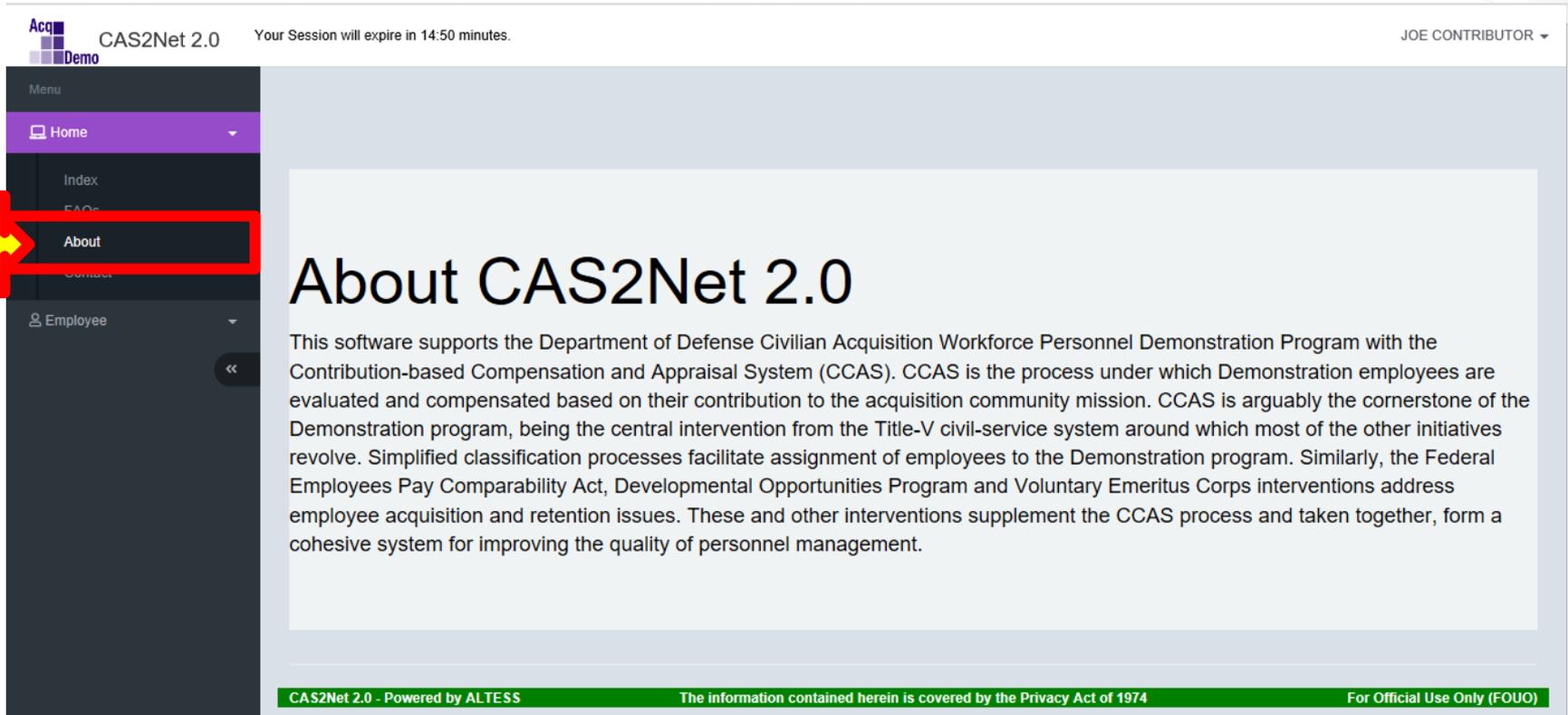
Question

- What are the desired results for AcqDemo?
- Where did AcqDemo come from, when did it start, and who are the participants?

Showing 1 to 2 of 2 entries Previous 1 Next

CAS2Net 2.0 - Powered by ALTESS The information contained herein is covered by the Privacy Act of 1974 For Official Use Only (FOUO)

CAS2Net – Overview > Menu > Home > About



Acq Demo CAS2Net 2.0 Your Session will expire in 14:50 minutes. JOE CONTRIBUTOR ▾

Menu

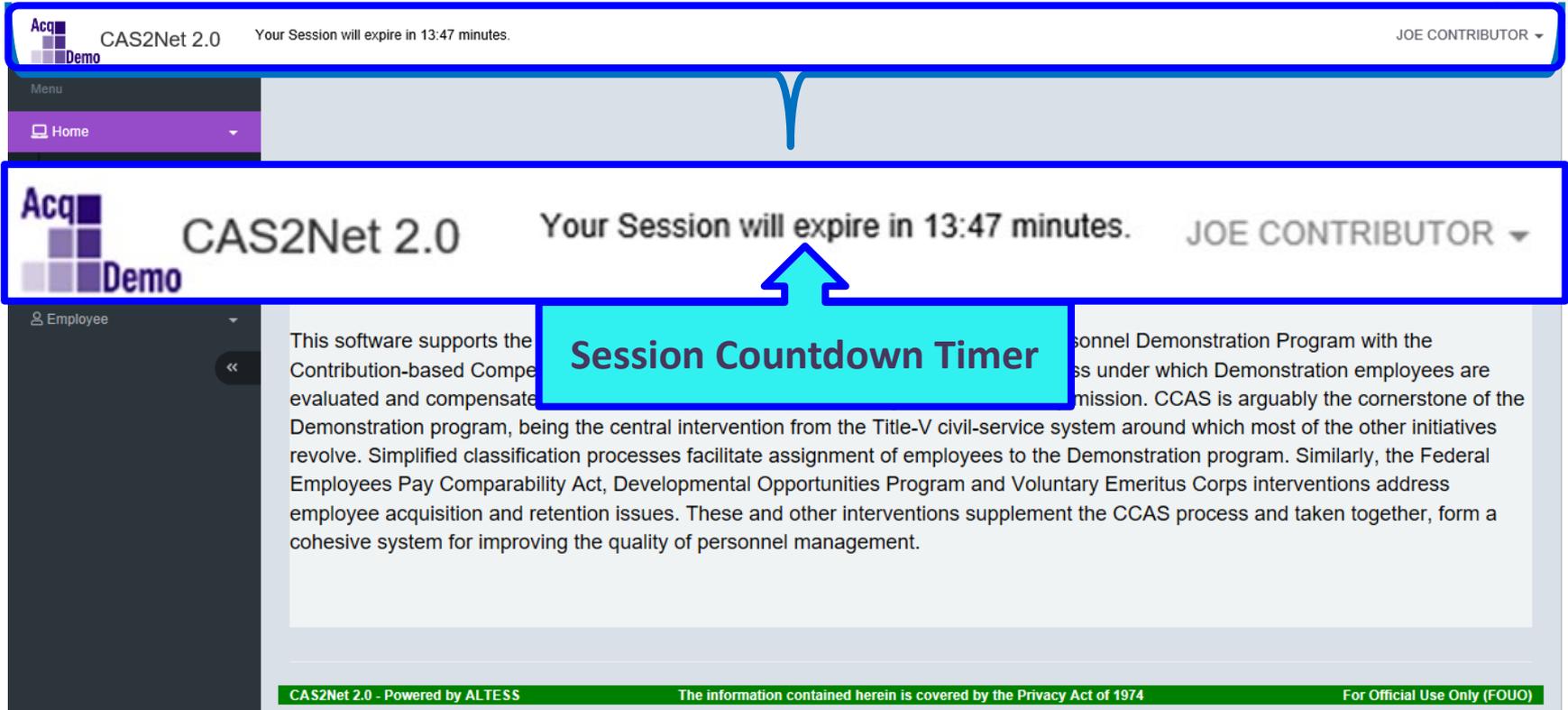
- Home
- Index
- FAQs
- About**
- Contact
- Employee

About CAS2Net 2.0

This software supports the Department of Defense Civilian Acquisition Workforce Personnel Demonstration Program with the Contribution-based Compensation and Appraisal System (CCAS). CCAS is the process under which Demonstration employees are evaluated and compensated based on their contribution to the acquisition community mission. CCAS is arguably the cornerstone of the Demonstration program, being the central intervention from the Title-V civil-service system around which most of the other initiatives revolve. Simplified classification processes facilitate assignment of employees to the Demonstration program. Similarly, the Federal Employees Pay Comparability Act, Developmental Opportunities Program and Voluntary Emeritus Corps interventions address employee acquisition and retention issues. These and other interventions supplement the CCAS process and taken together, form a cohesive system for improving the quality of personnel management.

CAS2Net 2.0 - Powered by ALTESS The information contained herein is covered by the Privacy Act of 1974 For Official Use Only (FOUO)

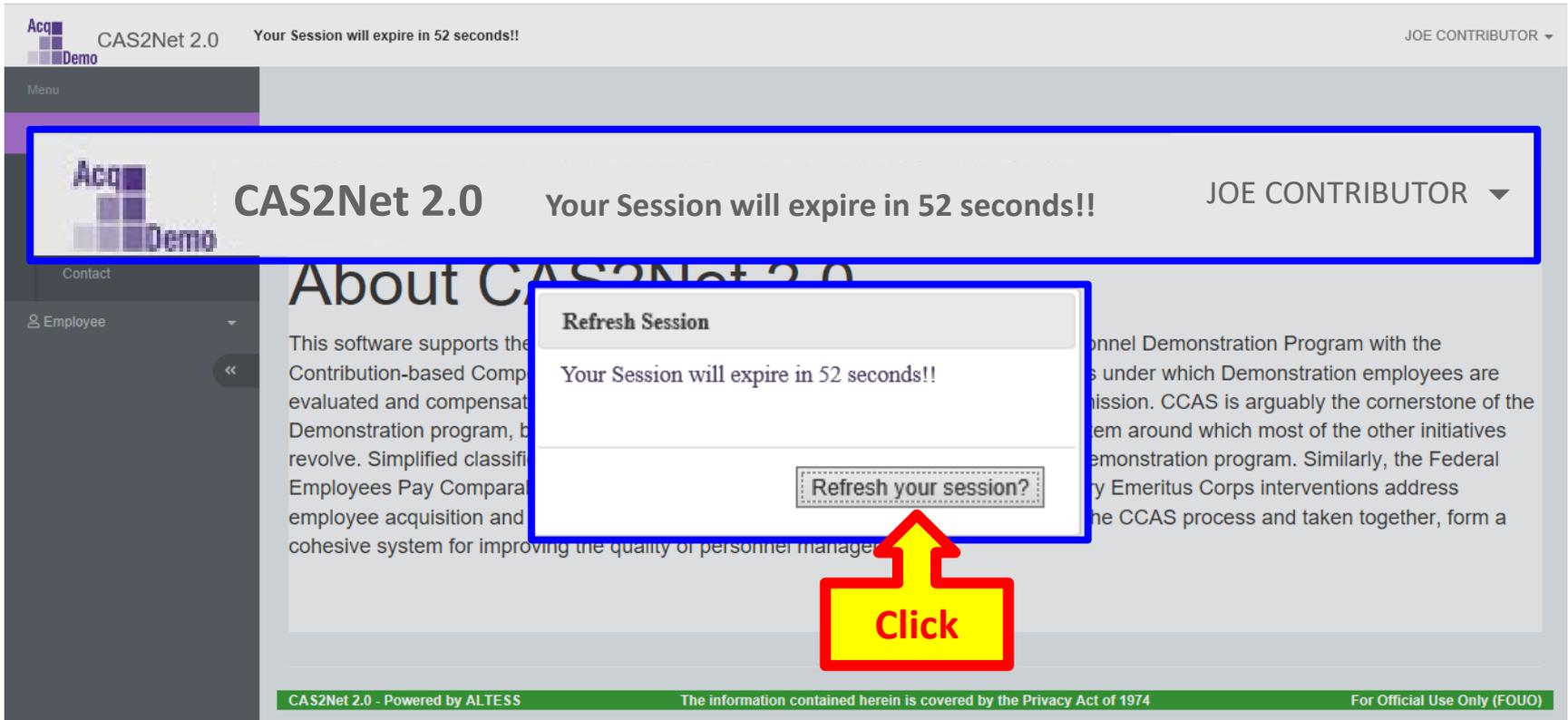
CAS2Net – Overview – Session Countdown Timer



The screenshot displays the CAS2Net 2.0 user interface. At the top, a navigation bar contains the Acq Demo logo, the text 'CAS2Net 2.0', a session expiration notice 'Your Session will expire in 13:47 minutes.', and the user name 'JOE CONTRIBUTOR'. Below this is a menu with a 'Home' option. The main content area features a large text block with a callout box labeled 'Session Countdown Timer' pointing to the expiration notice. The footer contains three items: 'CAS2Net 2.0 - Powered by ALTESS', 'The information contained herein is covered by the Privacy Act of 1974', and 'For Official Use Only (FOUO)'.

CAS2Net – Overview – Session Countdown Timer

After the 1:00 minute mark, the screen will turn grey with the option to “Refresh Your Session”.



The screenshot displays the CAS2Net 2.0 web application interface. At the top, a grey banner contains the text "Your Session will expire in 52 seconds!!" and the user name "JOE CONTRIBUTOR". A blue box highlights this banner. Below the banner, a "Refresh Session" dialog box is open, also containing the expiration warning and a "Refresh your session?" button. A yellow box with a red arrow points to this button, with the word "Click" written inside. The background content is dimmed, showing a sidebar with "Menu", "Contact", and "Employee" options, and a main content area with the heading "About CAS2Net 2.0".

CAS2Net – Overview – Session Countdown Timer

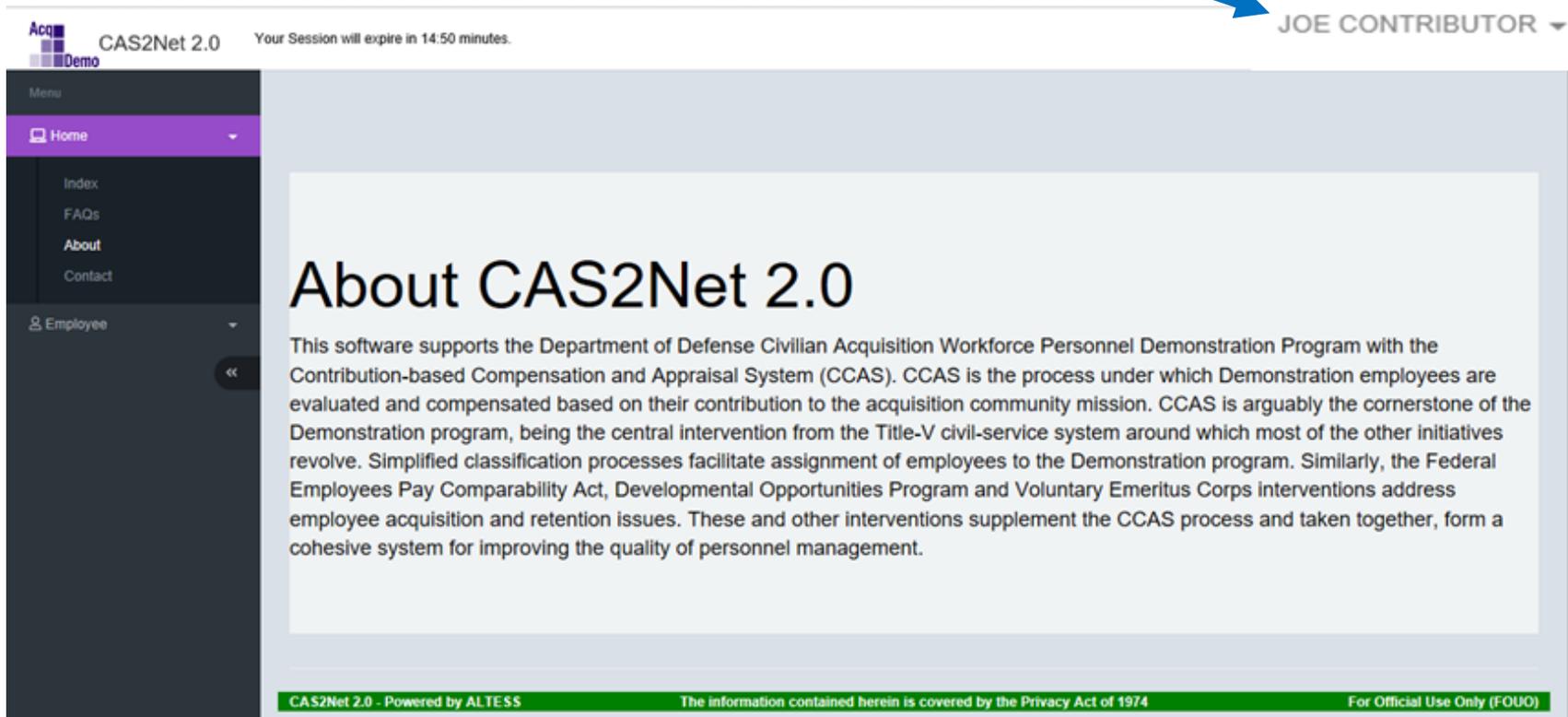
Your Session Has Expired!



CAS2Net – Overview – Logout

Your User Name is at the upper right corner of the screen

Click ▾



Acq Demo CAS2Net 2.0 Your Session will expire in 14:50 minutes. JOE CONTRIBUTOR ▾

Menu

- Home
- Index
- FAQs
- About
- Contact

Employee ▾

About CAS2Net 2.0

This software supports the Department of Defense Civilian Acquisition Workforce Personnel Demonstration Program with the Contribution-based Compensation and Appraisal System (CCAS). CCAS is the process under which Demonstration employees are evaluated and compensated based on their contribution to the acquisition community mission. CCAS is arguably the cornerstone of the Demonstration program, being the central intervention from the Title-V civil-service system around which most of the other initiatives revolve. Simplified classification processes facilitate assignment of employees to the Demonstration program. Similarly, the Federal Employees Pay Comparability Act, Developmental Opportunities Program and Voluntary Emeritus Corps interventions address employee acquisition and retention issues. These and other interventions supplement the CCAS process and taken together, form a cohesive system for improving the quality of personnel management.

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CAS2Net – Overview > Logout

Your User Name is at the upper right corner of the screen



Acq Demo CAS2Net 2.0 Your Session will expire in 14:50 minutes.

Menu

- Home
- Index
- FAQs
- About
- Contact

Employee

JOE CONTRIBUTOR ▾

- Edit Profile
- Log Out

About CAS2Net 2.0

This software supports the Department of Defense Civilian Acquisition Workforce Personnel Demonstration Program (CAWPDP) and the Contribution-based Compensation and Appraisal System (CCAS). CCAS is the process under which employees are evaluated and compensated based on their contribution to the acquisition community mission. CCAS is the cornerstone of the Demonstration program, being the central intervention from the Title-V civil-service system around which most of the other initiatives revolve. Simplified classification processes facilitate assignment of employees to the Demonstration program. Similarly, the Federal Employees Pay Comparability Act, Developmental Opportunities Program and Voluntary Emeritus Corps interventions address employee acquisition and retention issues. These and other interventions supplement the CCAS process and taken together, form a cohesive system for improving the quality of personnel management.

CAS2Net 2.0 - Powered by ALTESS The information contained herein is covered by the Privacy Act of 1974 For Official Use Only (FOUO)

CAS2Net – Overview > Edit Profile

Your User Name is at the upper right corner of the screen

The screenshot shows the CAS2Net 2.0 web application interface. At the top left, there is a logo for 'Acq Demo' and the text 'CAS2Net 2.0'. To the right of this, it says 'Your Session will expire in 14:50 minutes.' In the upper right corner, the user's name 'JOE CONTRIBUTOR' is displayed with a dropdown arrow. Below the user name, there is a menu with two options: 'Edit Profile' and 'Log Out'. The 'Edit Profile' option is highlighted with a red rectangular box. A yellow callout box with the word 'Click' and a red arrow points to the 'Edit Profile' button. A blue arrow points from the text 'Your User Name is at the upper right corner of the screen' to the user name 'JOE CONTRIBUTOR'. The main content area of the page displays the heading 'About CAS2Net 2.0' followed by a paragraph of text describing the software's purpose and its support for the Department of Defense Civilian Acquisition Workforce Personnel Demonstration Program. At the bottom of the page, there is a green footer bar containing the text 'CAS2Net 2.0 - Powered by ALTESS', 'The information contained herein is covered by the Privacy Act of 1974', and 'For Official Use Only (FOUO)'.

CAS2Net – Overview > Edit Profile > User Profile

Each *User Profile* has five panels...

Acq Demo CAS2Net 2.0 Your Session will expire in 14:26 minutes.

Menu
 Home
 Employee

User Profile - CONTRIBUTOR, JOE

General User Information	Panel 1	+
Organization Information	Panel 2	Supervisor 1 History ⓘ +
Salary Information	Panel 3	+
Organization Roles	Panel 4	+
Trusted Agents	Panel 5	+

Cancel Save

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CAS2Net – Overview > Edit Profile > User Profile General User Information

User can only update:

Click  to Collapse Panel

User Profile - CONTRIBUTOR, JOE

General User Information -

EDIPI 0000000034	Prefix	First JOE	Middle	Last CONTRIBUTOR	Suffix
Phone Number	Phone Ext		DSN		
Email JOE.CONTRIBUTOR@WIDGET.MIL			Title ANALYST		

Can Access CAS2Net 2.0 <input type="radio"/> No <input checked="" type="radio"/> Yes	Is Demo Employee <input type="radio"/> No <input checked="" type="radio"/> Yes	Is System Owner <input checked="" type="radio"/> No <input type="radio"/> Yes	Is Regional Manager <input checked="" type="radio"/> No <input type="radio"/> Yes
Can Be Supervisor <input checked="" type="radio"/> No <input type="radio"/> Yes	Can Be Functional Reviewer <input checked="" type="radio"/> No <input type="radio"/> Yes	Can Edit User History <input checked="" type="radio"/> No <input type="radio"/> Yes	Can Impersonate Restricted Users <input checked="" type="radio"/> No <input type="radio"/> Yes

Source document for the information is the User's SF-50's

CAS2Net – Overview > Edit Profile > User Profile Organization Information

For Information Only – Not Editable by User

Organization Information
Supervisor 1 History ⓘ

AcqDemo Start Date	Start Date in Organization		
10-21-2018	10-21-2018		
Career Path	Broadband Level	Occupational Series	
NH - Business Management and Technical Managem	III		
Career Field	Certification Level Required	Certification Level Completed	
	Select Option	Select Option	
Organization Level (Pay Pool / Sub-Panel)	Office Symbol	HRSO	
PP99999 - PM Widget	Office Symbol		
Supervisor 1	Supervisor 2	Functional Reviewer	
SUPERVISOR, SAM			
Pay Pool Manager	Email	Phone Number	
SECOND LEVEL, CORA	JEROLD.LEE@HCI.MIL		
Sub-Panel Manager	Email	Phone Number	
SECOND LEVEL, CORA	JEROLD.LEE@HCI.MIL		

CAS2Net – Overview > Edit Profile > User Profile Organization Information

For Information Only – Not Editable by User

If you click



Popup

Supervisor Change History

Search:

Date	Level	From	To	By
No data available in table				

Showing 0 to 0 of 0 entries Previous Next

Ok

CAS2Net – Overview > Edit Profile > User Profile Salary Information

For Information Only – Not Editable by User

Salary Information ☰

Retained Pay Status
 No Yes

Presumptive Status

Control Point Salary

Basic Pay

Locality

Locality Rate

CAS2Net – Overview > Edit Profile > User Profile Organization Roles

For Information Only – Not Editable by User

Organization Roles in the Pay Pool process are:

Manager

Secondary Manager

Administrator

Super User

Most User Profiles will not have any data

Organization Roles

Show 10 entries Search:

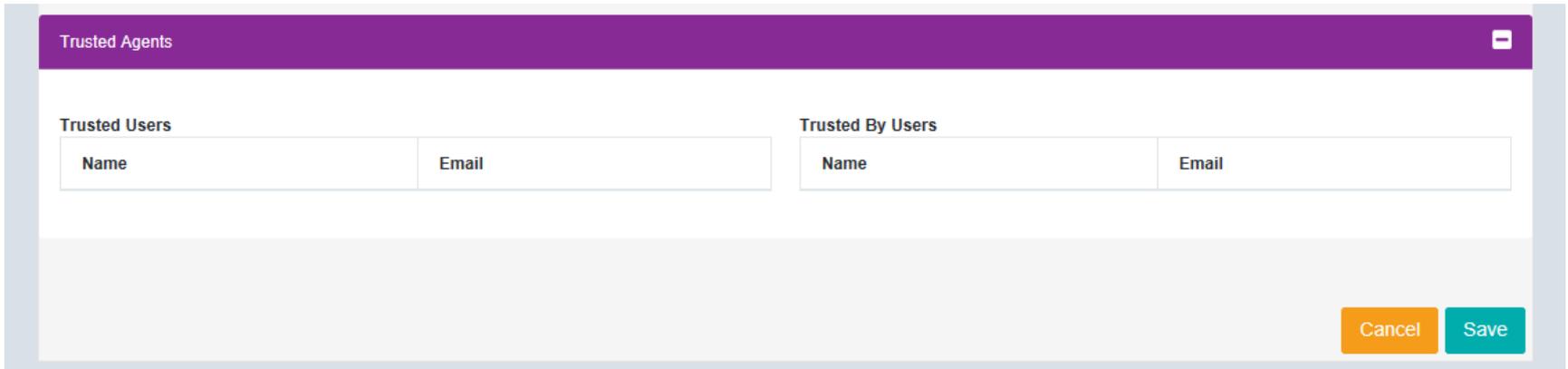
Organization	Role
No data available in table	

Showing 0 to 0 of 0 entries Previous Next

CAS2Net – Overview > Edit Profile > User Profile Trusted Users

For Information Only – Not Editable by User

A **Trusted User** is a CAS2Net user who will serve as the backup for a specific Supervisor who may be unavailable to perform the Supervisor function in CAS2Net.



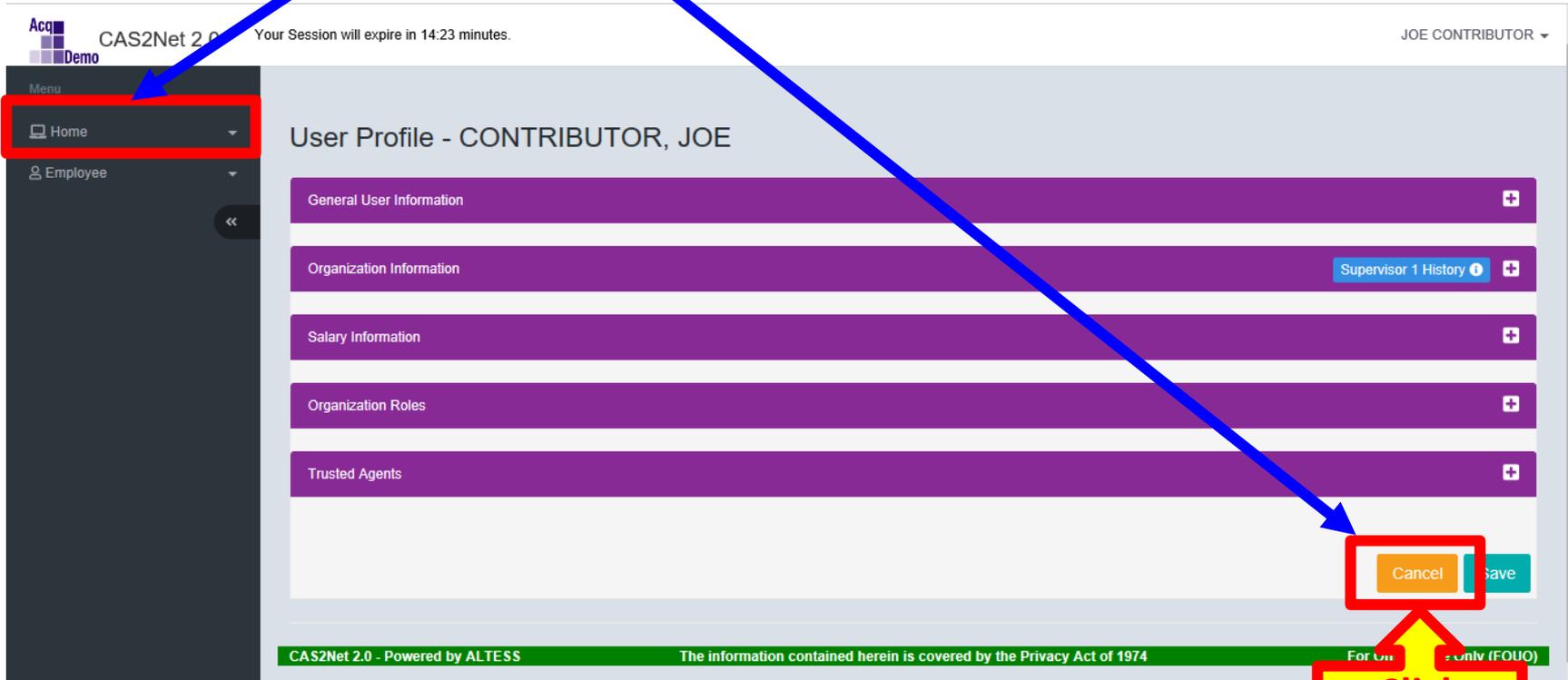
Trusted Users		Trusted By Users	
Name	Email	Name	Email

Cancel Save

The Trusted Agent functionality is assigned by the Pay Pool Superuser to an user to perform another user’s supervisory role. The user who inherits the new role is known as the “Trusted Agent”. There is an audit function that will identify that the source of the action was the trusted agent.

CAS2Net – Overview > Edit Profile > User Profile Exit User Profile

To exit User Profile, click Cancel or use the Navigation Menu to another selection



CAS2Net – Overview > Contact

Menu

- Home
- Index
- FAQs
- About
- Contact**
- Employee

Your first point of contact should be your supervisor or your pay pool administrator.

Contact

Your first point of contact should be your supervisor 1 or pay pool administrator.

Component/Organization Contact Information

For technical assistance contact PD ALTESS Service Desk ([1-800-981-3234](tel:1-800-981-3234))

Component	POC	Email Address
AcqDemo Program Management Office		AcqDemo.Contact@hci.mil
	Rebecca Hampshire	rebecca.hampshire@navy.mil
Navy PEO Carriers	Maurice Ward	maurice.ward@navy.mil
Navy RD&A	Diana Keast	diana.keast@navy.mil
Navy SSP		
USMC-MARCORSYSCOM		
USMC-MCTSSA		
USSOCOM	Kim Pongratz	kim.pongratz@us.af.mil
USTRANSCOM	Angela Catchings	angela.r.catchings.civ@mail.mil
	Donetta Calderon	donetta.i.calderon.civ@mail.mil
4th Estate-DAU	Roberto Reyes	Roberto.reyes@dau.mil
	Kim Attaway-Kelley	Kim.Attaway-Kelley@dau.mil
	Tina Richards	tina.richards@dau.mil
4th Estate-DCMA	DCMA contact	dcma.lee.hq.mbx.acqdemo-cas2net@mail.mil
4th Estate-DTMRM	Sheila Wright	sheila.r.wright.civ@mail.mil
4th Estate-MDA	Diane Bavis	diane.bavis@mda.mil
4th Estate-OUSD(AT&L)	Lewis Zehmer	lewis.h.zehmer.civ@mail.mil
	George Osborn	george.m.osborn.civ@mail.mil
4th Estate-WHS AD	Felicia Smith	felicia.m.smith18.civ@mail.mil

22 Feb 2019

The information contained herein is covered by the Privacy Act of 1974.

Should this be changed to `usarmy.radford.peo-eis.other.service-desk@mail.mil`

CAS2Net – Overview

Menus for Different Users

Menu

- Home
 - Index
 - FAQs
 - About
 - Contact

Menu

- Home
- System Owner
- Administrator
- Supervisor
- Employee

Supervisor

- Contribution Plans
- Midpoint Assessments
- Annual Assessments
- Additional Feedback
- Closeout Assessments
- eDocuments
- Reports

Employee

- Contribution Plan
- Midpoint Assessment
- Annual Assessment
- Additional Feedback
- eDocuments
- Reports

System Owner

- Pay Pool Status
- Global Config
- Fiscal Year Detail
- Pay Pool Notices
- Reports
- Upload DCPDS Data
- Metadata
 - System Notifications
 - FAQ Topics
 - FAQs
 - Locality
 - Occupational Series
 - HRSO

Manager

- Contribution Plans
- Midpoint Assessments
- Annual Assessments

Administrator

- Appraisal Status
- Offline Interface
- Organization Management
- Mandatory Objectives
- Pay Pool Notices
- Reports
- Trusted Agent
- User Management
 - Assigned
 - Transfers
 - Archived/Unassigned
 - Replace Supervisor 1
 - Replace Supervisor 2
 - Replace Functional Reviewer
 - Bulk Add
 - Bulk Update
 - CMS Settings

CAS2Net – Overview > Menu > Home > Employee Information Panels for Different Users

The screenshot displays the CAS2Net 2.0 web application interface. At the top left, the logo 'Acq Demo' is visible, followed by the text 'CAS2Net 2.0' and a session timer 'Your Session will expire in 14:33 minutes.'. On the top right, the user is identified as 'JOE CONTRIBUTOR'. A dark grey navigation menu on the left contains a 'Home' section with a dropdown arrow and an 'Employee' section with a dropdown arrow. The 'Home' section lists 'Index', 'FAQs', 'About', and 'Contact'. The 'Employee' section lists 'Contribution Plan', 'Midpoint Assessment', 'Annual Assessment', 'Additional Feedback', 'eDocuments', and 'Reports'. The main content area features a 'Welcome to CAS2Net 2.0' message and two expandable panels: 'User Notifications' (labeled 'Panel 1 – User Notifications') and 'Points of Contact' (labeled 'Panel 2 – Points of Contact'). A blue callout box in the upper right of the main area provides instructions: 'Click [plus icon] to Expand Panel' and 'Click [minus icon] to Collapse Panel'. At the bottom of the main content area, a green banner contains the text: 'CAS2Net 2.0 - Powered by ALTESS', 'The information contained herein is covered by the Privacy Act of 1974', and 'For Official Use Only (FOUO)'.

CAS2Net – Overview > Menu > Home > Supervisor Information Panels for Different Users

The screenshot displays the CAS2Net 2.0 user interface. At the top left, the logo and version 'CAS2Net 2.0' are shown, along with a session expiration notice: 'Your Session will expire in 14:09 minutes.' The user is identified as 'SAM SUPERVISOR'. A sidebar menu on the left contains sections for 'Home', 'Supervisor', and 'Employee'. The main content area shows a 'Welcome to CAS2Net 2.0' message followed by four purple panels, each with a title and an expand/collapse icon. A green footer bar contains the text: 'CAS2Net 2.0 - Powered by ALTESS', 'The information contained herein is covered by the Privacy Act of 1974', and 'For Official Use Only (FOUO)'.

Click  to Expand Panel
Click  to Collapse Panel

Panel 1 – User Notifications

Panel 2 – Points of Contact

Panel 3 – Supervisor 1 Dashboard

Panel 4 – Supervisor 2 Dashboard

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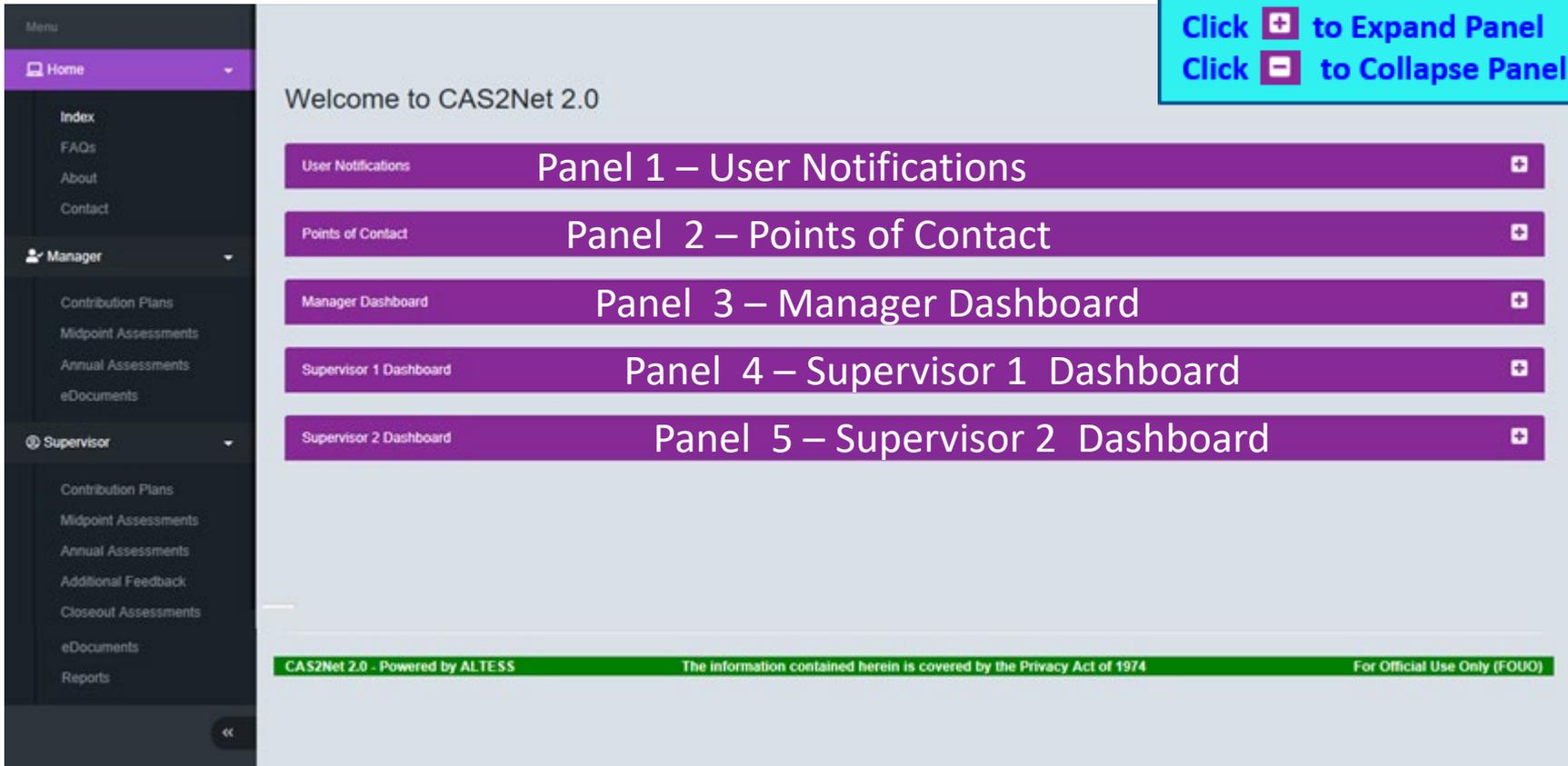
CAS2Net – Overview > Menu > Home > Manager Information Panels for Different Users

The screenshot displays the CAS2Net 2.0 interface. At the top left, the logo and text 'CAS2Net 2.0' are visible, along with a session expiration notice: 'Your Session will expire in 14:35 minutes.' The top right corner shows the user's role: 'CORA SECOND LEVEL'. A dark sidebar on the left contains a 'Menu' with categories: 'Home', 'Manager', 'Supervisor', and 'Employee'. The main content area shows a 'Welcome to CAS2Net 2.0' message followed by four purple expandable panels:

- Points of Contact: Panel 1 – Points of Contact
- Manager Dashboard: Panel 2 – Manager Dashboard
- Supervisor 1 Dashboard: Panel 3 – Supervisor 1 Dashboard
- Supervisor 2 Dashboard: Panel 4 – Supervisor 2 Dashboard

A callout box in the top right of the main area provides instructions: 'Click [plus icon] to Expand Panel' and 'Click [minus icon] to Collapse Panel'. At the bottom of the main area, a green banner contains the text: 'CAS2Net 2.0 - Powered by ALTESS', 'The information contained herein is covered by the Privacy Act of 1974', and 'For Official Use Only (FOUO)'.

CAS2Net – Overview > Menu > Home > Manager Information Panels for Different Users



The screenshot displays the CAS2Net 2.0 interface. On the left is a dark navigation menu with sections for Home, Manager, and Supervisor. The main content area shows a 'Welcome to CAS2Net 2.0' message followed by five purple expandable panels:

- Panel 1 – User Notifications
- Panel 2 – Points of Contact
- Panel 3 – Manager Dashboard
- Panel 4 – Supervisor 1 Dashboard
- Panel 5 – Supervisor 2 Dashboard

A callout box in the top right corner provides instructions: 'Click  to Expand Panel' and 'Click  to Collapse Panel'.

At the bottom of the interface, a green footer bar contains the text: 'CAS2Net 2.0 - Powered by ALTESS', 'The information contained herein is covered by the Privacy Act of 1974', and 'For Official Use Only (FOUO)'.

CAS2Net Enhancements > Home > Index Notifications and POCs

Menu

- Home
- Index
- FAQs
- About
- Contact

Welcome to CAS2Net 2.0

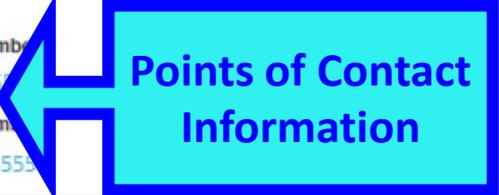
User Notifications

- 02-20-2019 - Annual Assessment Submitted by Employee
- 02-19-2019 - Annual Assessment Submitted by Employee
- 02-18-2019 - Midpoint Assessment Submitted by Employee
- 02-17-2019 - Contribution Plan Submitted by Employee

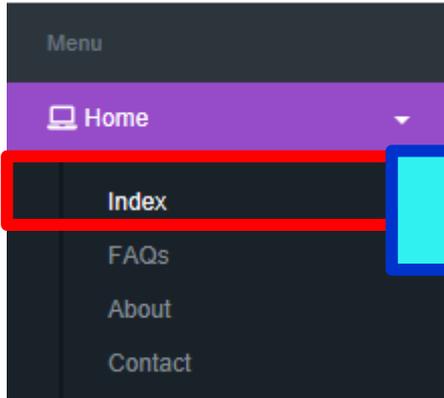


Points of Contact

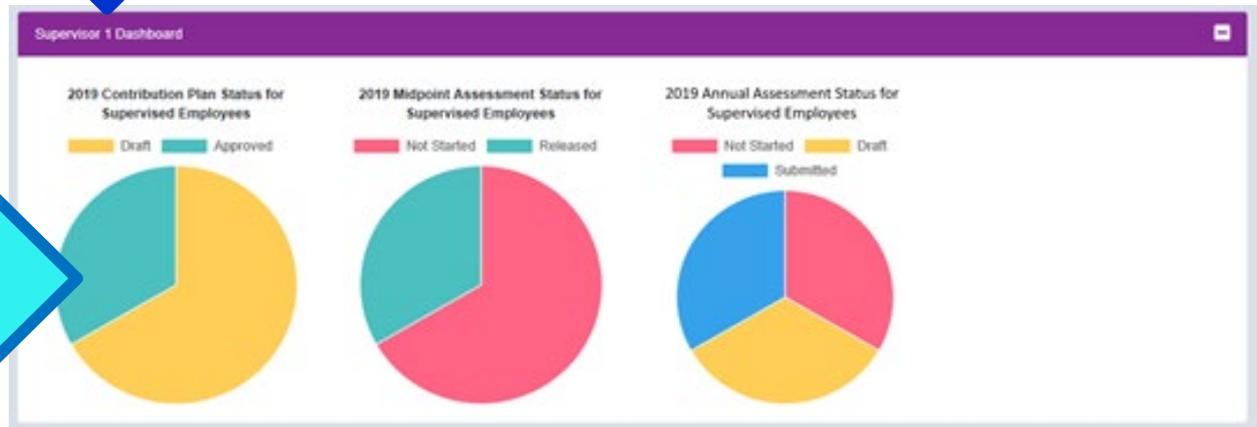
Pay Pool Manager SECOND LEVEL, CORA	Email CORA.SECONDLEVEL@WIDGET.MIL	Phone Number 575-555-5555
Sub-Panel Manager SECOND LEVEL, CORA	Email CORA.SECONDLEVEL@WIDGET.MIL	Phone Number 575-555-5555



CAS2Net Enhancements > Home > Index Dashboards for Supervisors



Supervisor 1 Dashboard



Click on Pie Slice for Employee Detail

Employee Detail
(Click on Name to Open File)

CAS2Net 2.0 Your Session will expire in 13:55 minutes

CORA SECOND LEVEL

Contribution Plans - Approved

Search:

Name	Phone Number	Phone Ext	Phone Dsn	Email
ADMINISTRATOR, AMY				JEROLD.LEE@HCI.MIL

Showing 1 to 1 of 1 entries

Previous 1 Next

Ok

CAS2Net Enhancements > Home > Index

Some Pay Pool Business May Require Supervisor 2 Approval

Contribution Plan, Midpoint Assessment, Closeout Assessment, Additional Feedback, and Annual Assessment

Supervisor 2 Dashboard

2019 Contribution Plan Status for Supervised Employees

Status	Count
Not Started	1
Draft	2
Submitted	1
Ready for Supervisor 2 Approval	1

2019 Midpoint Assessment Status for Supervised Employees

Status	Count
Not Started	1
Draft	3

2019 Annual Assessment Status for Supervised Employees

Status	Count
Not Started	4

Click on Pie Slice for Employee Detail

Employee Detail (Click on Name to Open File)

Contribution Plans - Approved

Search:

Name	Phone Number	Phone Ext	Phone Dsn	Email
ADMINISTRATOR, AMY				JEROLD.LEE@HCI.MIL

Showing 1 to 1 of 1 entries

Previous 1 Next

OK

CAS2Net Enhancements > Home > Index Dashboards for Manager

Manager Dashboard

Select Group / Pay Pool / Sub-Panel
1010 - USAASC HQ

Select Supervisor 1: Select Option
Select Supervisor 2: Select Option
Select Functional Reviewer: Select Option

2019 Contribution Plan Status for Employees
 Not Started (Pink), Draft (Yellow), Submitted (Blue), Approved (Teal)

2019 Midpoint Assessment Status for Employees
 Not Started (Pink), Draft (Yellow)

2019 Annual Assessment Status for Employees
 Not Started (Pink), Draft (Yellow)

Click on Pie Slice for Employee Detail

Employee Detail
(Click on Name to Open File)

Contribution Plans - Approved

Search:

Name	Phone Number	Phone Ext	Phone Dsn	Email
ADMINISTRATOR, AMY				JEROLD.LEE@HCI.MIL

Showing 1 to 1 of 1 entries

Previous 1 Next

Ok

CAS2Net Enhancements – Session Countdown Timer

Contribution Plan, Midpoint Assessment, Closeout Assessment, Additional Feedback, and Annual Assessment

Your Session will expire in 14:20 minutes. Your Session will expire in 14:20 minutes.

Your Session will expire in 2:49 minutes. Your Session will expire in 2:49 minutes.

Your Session will expire in 55 seconds!! Your Session will expire in 55 seconds.

Refresh Session
Your Session will expire in 55 seconds!
Refresh your session?

Click

CAS2Net Enhancements - Writing Tool Kit

Contribution Plan, Midpoint Assessment, Closeout Assessment, Additional Feedback, and Annual Assessment

Contribution Planning

Effective Date:
10-01-2018

Individual Objectives:

The screenshot shows a web-based writing tool interface. At the top, there is a purple header bar with the text 'Contribution Planning' and a close button. Below this is a date selection field for 'Effective Date' set to '10-01-2018'. The main content area is titled 'Individual Objectives:' and contains a large text input field. A red box highlights a toolbar at the top of this field, which includes icons for save, print, undo, redo, and other editing functions. Below the text field, a larger toolbar is shown with various icons for text formatting and editing. Several callout boxes with colored borders point to specific groups of icons in this toolbar:

- Save/Preview/Print/** (Green box) points to the save, print, and preview icons.
- Cut/Copy/Paste/Paste as Plain Text/Paste from Word/** (Purple box) points to the cut, copy, and paste icons.
- Undo/Redo/Find/Replace/Select All** (Black box) points to the undo, redo, find, and replace icons.
- Bold/Italic/Underline** (Blue box) points to the B, I, and U text formatting icons.
- Decrease Indent/Increase Indent/** (Black box) points to the indent and outdent icons.
- Align Left/Center/Align Right/Justify/** (Purple box) points to the text alignment icons.
- Maximize/Show Blocks** (Brown box) points to the maximize and show blocks icons.
- Insert Remove Numbered List/Insert Remove Bulleted/** (Green box) points to the list creation and removal icons.

At the bottom of the interface, there is a status bar with the text 'Auto Save Timeout: 300' and 'Characters: 0/6000'. A note at the bottom right states 'Amount may differ from Microsoft Word'.

CAS2Net Enhancements - Auto Save

Contribution Plan, Midpoint Assessment, Closeout Assessment, Additional Feedback, and Annual Assessment

Contribution Planning

Effective Date:
10-01-2018

Individual Objectives:

Develop a computer program to track material storage and delivery of widget amplification parts.

Auto Save is activated upon typing or pasting text

Contribution Planning

Auto Save Timeout: 206

Auto Save after 300 seconds (5 minutes)

10-01-2018

Individual Objectives:

Develop a computer program to track material storage and delivery of widget amplification parts. Consolidate

Auto Save Timeout: Saved

Characters: 108/6000
*Character count may differ from Microsoft Word

Cancel Save Submit to Supervisor 1

Best Practice to Save Often

CAS2Net Enhancements - Spell Check

Contribution Plan, Midpoint Assessment, Closeout Assessment, Additional Feedback, and Annual Assessment

Contribution Planning

Effective Date: 10-01-2018

Individual Objectives:

Develop a computer program to track material storage and delivery of widget amplification parts. Consolidate

Auto Save Timeout: 73 Characters: 103/6000

*Character count may differ from Microsoft Word

CAS2Net Enhancements – Hot Link to Factor Descriptors

Contribution Plan, Midpoint Assessment, Closeout Assessment, Additional Feedback, and Annual Assessment

Click
 “Factor Descriptors”
 For
 Hot Link to
 Level Descriptors
 See Next Slide

Job Achievement and/or Innovation Communication and/or Teamwork Mission Support

Factor Description

Individual Objectives

Develop a computer program to track material storage and delivery of weapon system parts from the Supply Department to the Operating Forces.

Characters: 142/4000

Auto Save Timeout: 172 *Character count may differ from Microsoft Word

Cancel Save Submit to Supervisor 1

CAS2Net Enhancements – Hot Link to Factor Descriptors

Contribution Plan, Midpoint Assessment, Closeout Assessment, Additional Feedback, and Annual Assessment

CAREER PATH: Business Management and Technical Management (NH)
 FACTOR: 1. Job Achievement and/or Innovation
 FACTOR DESCRIPTION: This factor captures qualifications, critical thinking, calculated risks, problem solving, leadership, supervision, and personal accountability aspects appropriate for the positions classified to the broadband levels of the NH career path

Expected Contribution Criteria	Classification Level and Appraisal Descriptors	Discriminators
<p>Produces desired results, in the needed timeframe, with the appropriate level of supervision through the use of appropriate knowledge, skills, abilities and understanding of the technical requirements of the job. Achieves, demonstrates and maintains the appropriate qualifications necessary to assume and execute key acquisition and/or support requirements.</p> <p>Demonstrates skilled critical thinking in identifying, analyzing and solving complex issues, as appropriate. Takes and displays personal accountability in leading, overseeing, guiding, and/or managing programs and projects within assigned areas of responsibility.</p> <p>Work is timely, efficient and of acceptable quality. Completed work meets project/program objectives. Leadership and/or supervision effectively promotes commitment to organization goals. Flexibility, adaptability, and decisiveness are exercised appropriately.</p> <p>For Supervisors (as appropriate): Recruits, develops, motivates, and retains quality team members in accordance with EEO/AA and Merit System Principles. Takes timely/appropriate personnel actions, communicates mission and organizational goals; by example, creates a positive, safe, and challenging work environment; distributes work and empowers team members.</p>	<p>NH Level I (Score Range 0-29)</p> <ul style="list-style-type: none"> Proactively seeks opportunities to contribute to assigned tasks. Seeks and takes advantage of development opportunities. Takes initiative to pursue completion of qualification requirements. Effectively accepts feedback on assigned and accomplished work, and incorporates it to create a better end product. Resolves routine problems within established guidelines. Seeks assistance as required. Takes initiative in determining and implementing appropriate procedures. Conducts activities on a collective task, assists supervisor, or other appropriate personnel, as needed. 	<ul style="list-style-type: none"> Leadership Role Mentoring/Employee Development Accountability Complexity/Difficulty Creativity Scope Impact
	<p>NH Level II (Score Range 22-66)</p> <ul style="list-style-type: none"> Actively contributes as a team member/leader; provides insight and recommends changes or solutions to problems. Identifies and pursues individual/team development opportunities. Achieves and maintains qualification and certification requirements. Proactively guides, coordinates, and consults with others to accomplish projects, assuming ownership of personal processes and products. Identifies, analyzes, and resolves complex/difficult problems. Adapts existing plans and techniques to accomplish complex projects/programs. Recommends improvements to the design or operation of systems, equipment, or processes. Plans and conducts functional technical activities for projects/programs. 	<ul style="list-style-type: none"> Leadership Role Mentoring/Employee Development Accountability Complexity/Difficulty Creativity Scope Impact
	<p>NH Level III (Score Range 61-83)</p> <ul style="list-style-type: none"> Considered a functional/technical expert by others in the organization; is regularly sought out by others for advice and assistance. Pursues or creates certification, qualification, and/or developmental programs and opportunities for self and others. Guides, motivates, and oversees the activities of individuals and teams with focus on project/program issues. Assumes ownership of processes and products, as appropriate. Develops, integrates, and implements solutions to diverse, highly complex problems across multiple areas and disciplines. Develops plans and techniques to fit new situations to improve overall program and policies. Establishes precedents in application of problem-solving techniques to enhance existing processes. Defines, directs, or leads highly challenging projects/programs. 	<ul style="list-style-type: none"> Leadership Role Mentoring/Employee Development Accountability Complexity/Difficulty Creativity Scope Impact
	<p>NH Level IV (Score Range 79-100)</p> <ul style="list-style-type: none"> Recognized as a technical/functional authority within and outside of the organization. Fosters the development of others by providing guidance or sharing expertise. Directs assignments to encourage employee development and cross-functional growth to meet organizational needs. Pursues professional self-development. Leads, defines, manages, and integrates efforts of several groups or teams. Assumes and assigns ownership of processes and products, as appropriate. Assesses and provides strategic direction for resolution of mission-critical problems, policies, and procedures. Works with senior management to establish new fundamental concepts and criteria and stimulate the development of new policies, methodologies, and techniques. Converts strategic goals into programs or policies. Defines, establishes, and directs organizational focus on challenging and highly complex projects/programs. 	<ul style="list-style-type: none"> Leadership Role Mentoring/Employee Development Accountability Complexity/Difficulty Creativity Scope Impact
<p>VERY HIGH SCORE (Mid-level Descriptors) (Three scores available—105, 110, or 115. Select only one score.)</p> <ul style="list-style-type: none"> In addition to fully meeting the expected contribution criteria: <ul style="list-style-type: none"> Contributed results substantially beyond what was expected in the face of extremely difficult obstacles; contributions were exemplary in quality, quantity, and/or impact to the stated expectations for the goals/objectives described in the contribution plan; Created novel and innovative business methods and processes that contributed substantially beyond expectations to accomplishment of current work and the mission of the organization Demonstrated the highest standards of professionalism establishing the model for others to follow. Accomplishments and outcomes were of such magnitude that they contributed to the extraordinary success of the organization in exceeding its mission goals and objectives for the year. 		

CAS2Net Enhancements – Contribution Plan

Contribution Planning

Individual Objectives:

Still 6,000 Characters for Individual Objectives
Can Paste 5,400 Characters from Word Doc

Characters: 0/6000

Auto Save Timeout: 214

*Character count may differ from Microsoft Word

Some Pay Pool Business May Require Individual Employee Objectives for Each Contribution Factor

Contribution Planning

Job Achievement and/or Innovation Communication and/or Teamwork Mission Support

Factor Description

Individual Objectives

4,000 Characters Per Factor for Individual Objectives
Can Paste 3,600 Characters from Word Doc Per Factor

Characters: 0/4000

Auto Save Timeout: 300

*Character count may differ from Microsoft Word

CAS2Net Enhancements – Contribution Plan

Contribution Planning -

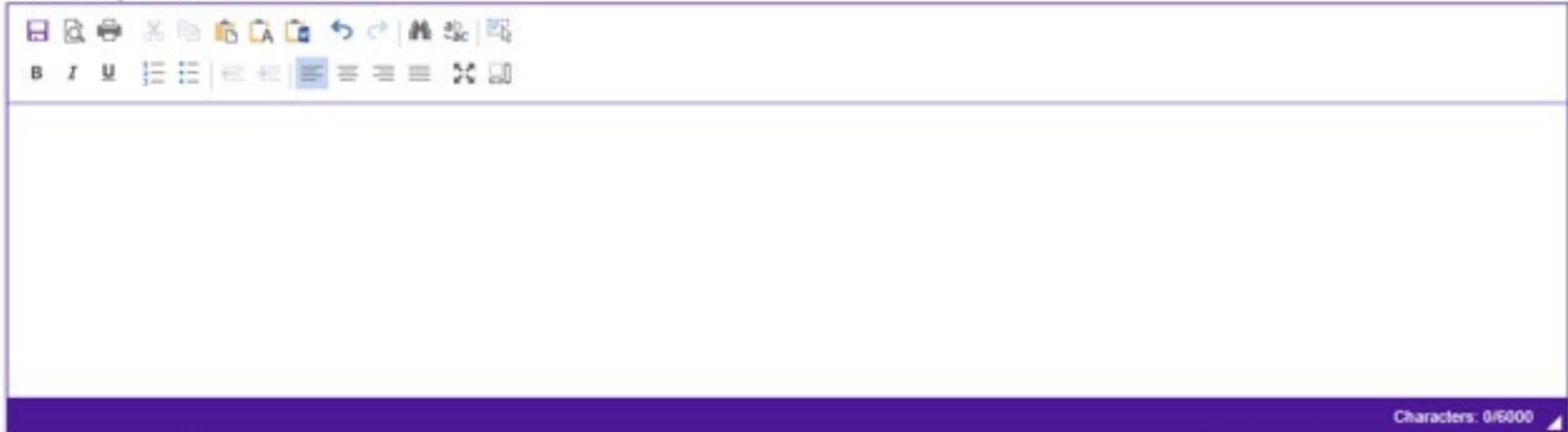
Some Pay Pool Business Rules May Require Mandatory Objective(s)

Mandatory Objectives:

IDP, Certification and CLPs:

Reviews, discusses and updates the Individual Development Plan (IDP) with the supervisor at counseling milestones to include as a minimum: initial performance review, mid-point review and end of cycle review; and complete 80 continuous learning points (CLPs) within the 2-year cycle (goal is 40 CLPs yearly). If applicable, ensures that IDP includes the timeline for attainment of acquisition certification within the allotted grace period of assignment to the encumbered acquisition position and at the appropriate level (I, II, or III).

Individual Objectives:



Characters: 0/6000

Auto Save Timeout: 214

*Character count may differ from Microsoft Word

CAS2Net Enhancements – Contribution Plan

Contribution Planning

Some Pay Pool Business Rules May Require Objective(s) for Each Factor

Mandatory Objectives:

IDP, Certification and CLPs:

Reviews, discusses and updates the Individual Development Plan (IDP) with the supervisor at counseling milestones to include as a minimum: initial performance review, mid-point review and end of cycle review; and complete 80 continuous learning points (CLPs) within the 2-year cycle (goal is 40 CLPs yearly). If applicable, ensures that IDP includes the timeline for attainment of acquisition certification within the allotted grace period of assignment to the encumbered acquisition position and at the appropriate level (I, II, or III).

Job Achievement and/or Innovation Communication and/or Teamwork Mission Support

Factor Description

Individual Objectives

Rich text editor toolbar with icons for Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Font Color, Background Color, Text Color, Text Background Color, and Print. Below the toolbar is a large empty text area for entering individual objectives.

Characters: 0/4000

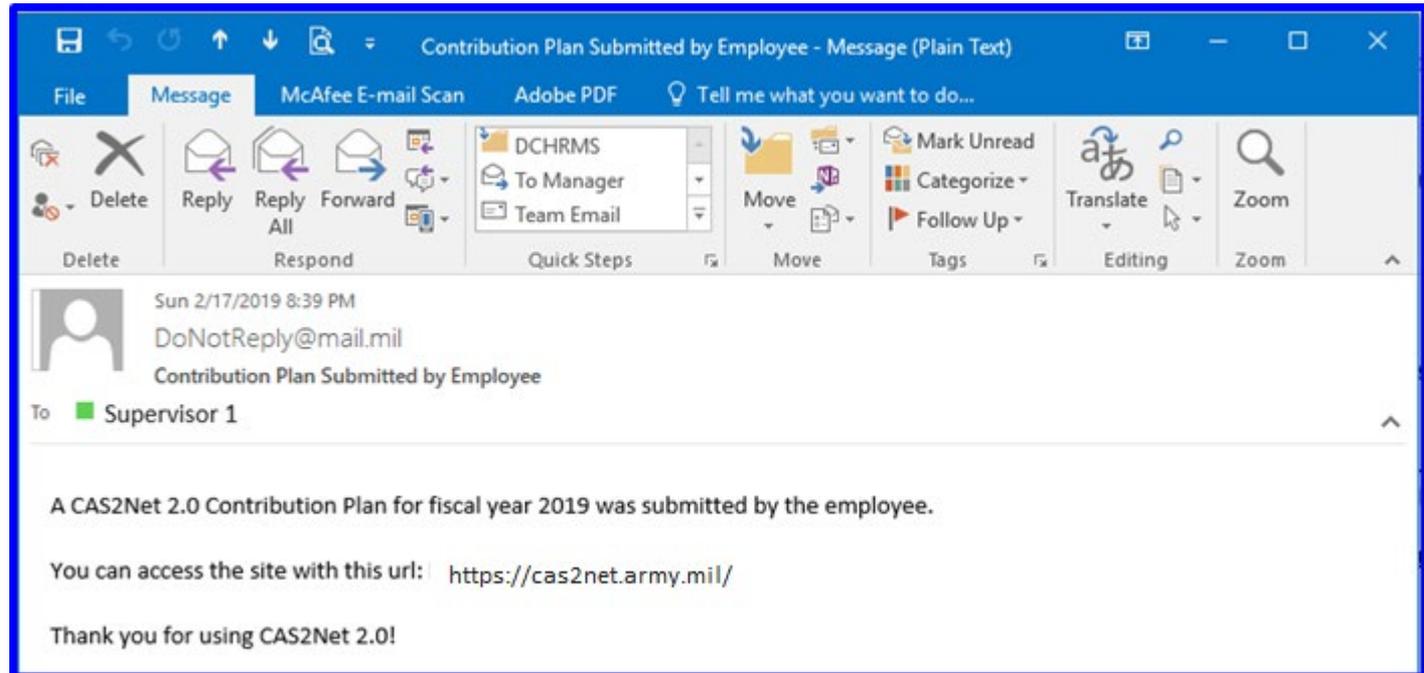
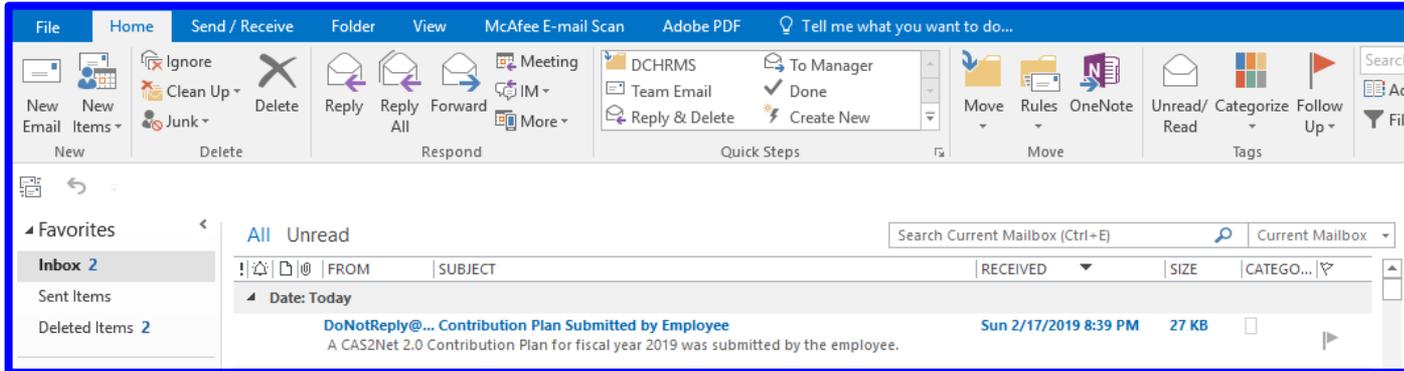
Auto Save Timeout: 300

*Character count may differ from Microsoft Word

CAS2Net Enhancement - Email Notification

Whenever An Action Requires Review, Return and/or Approval

Contribution Plan, Midpoint Assessment, Closeout Assessment, Additional Feedback, and Annual Assessment



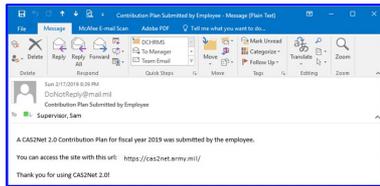
CAS2Net Enhancement - Email Notification

Whenever An Action Requires Review, Return and/or Approval

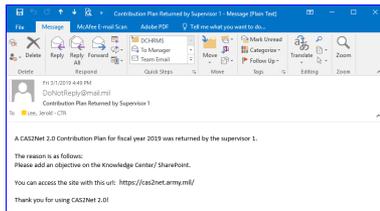
Contribution Plan, Midpoint Assessment, Closeout Assessment, Additional Feedback, and Annual Assessment

Contribution Plan

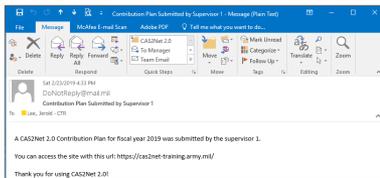
CAS2Net to Supervisor 1



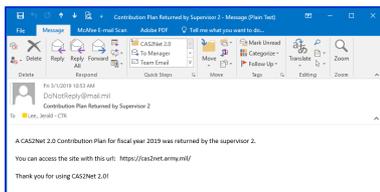
CAS2Net Return to Employee



CAS2Net to Supervisor 2

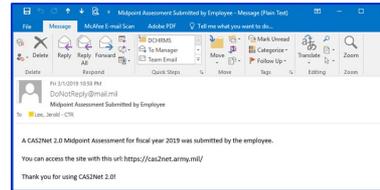


CAS2Net Return to Supervisor 1

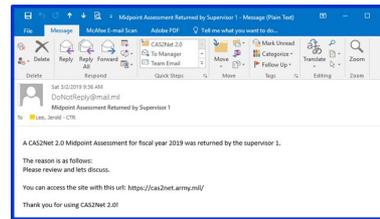


Midpoint Assessment

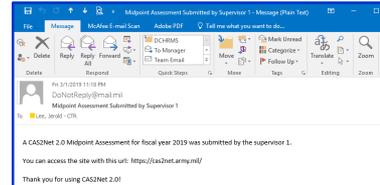
CAS2Net to Supervisor 1



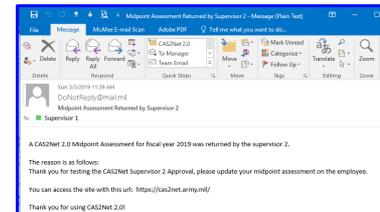
CAS2Net Return to Employee



CAS2Net to Supervisor 2

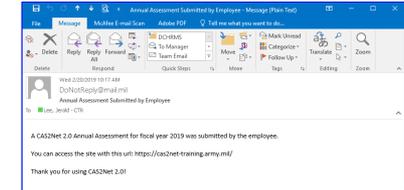


CAS2Net Return to Supervisor 1

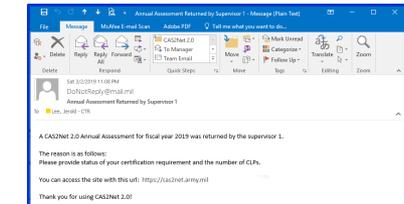


Annual Assessment

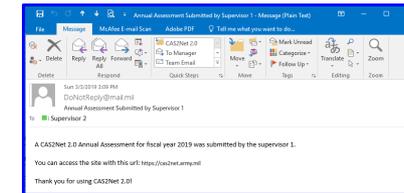
CAS2Net to Supervisor 1



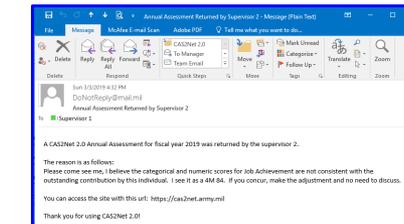
CAS2Net Return to Employee



CAS2Net to Supervisor 2



CAS2Net Return to Supervisor 1

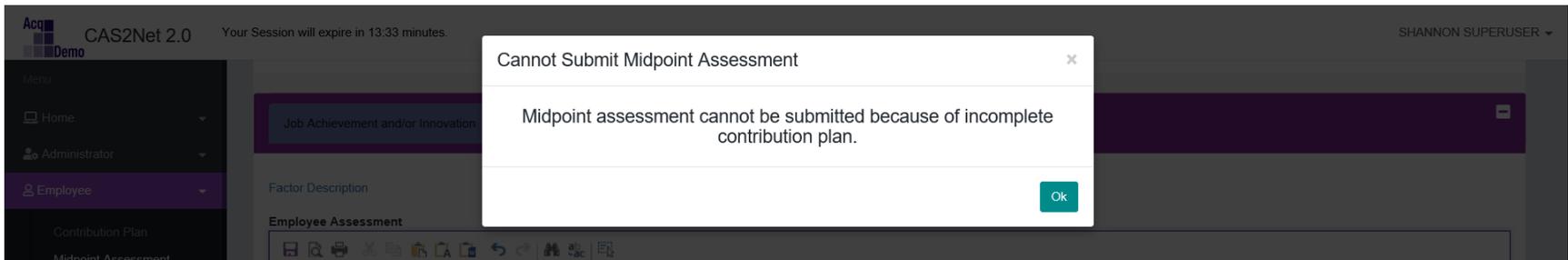


CAS2Net will send an email to the user with approval authority (Supervisor 1 and Supervisor 2) and email on action returned to Employee and Supervisor 1, i.e., contribution plan, midpoint, closeout, and annual.

CAS2Net Enhancement –

Approved Contribution Plan Required for Midpoint and Annual Self-Assessment

If you see this message



it means your pay pool business rules require an approved contribution plan in order to submit a midpoint self-assessment and annual self-assessment.

CAS2Net Enhancements > Reports

Initial View

The screenshot shows the 'Employee Reports' page. The left sidebar menu is expanded to 'Reports'. The main content area has a purple header 'Fiscal Year Based Reports' and a 'Fiscal Year' dropdown menu currently set to '2019'. A green footer bar contains the text: 'CAS2Net 2.0 - Powered by ALTESS The information contained herein is covered by the Privacy Act of 1974 For Official Use Only (FOUO)'.

Once the Contribution Plan is approved, it is available in Reports

The screenshot shows the 'Employee Reports' page. The left sidebar menu is expanded to 'Reports'. The main content area has a purple header 'Fiscal Year Based Reports' and a 'Fiscal Year' dropdown menu set to '2019'. A blue button labeled 'Contribution Plan' is now visible below the dropdown. A green footer bar contains the text: 'CAS2Net 2.0 - Powered by ALTESS The information contained herein is covered by the Privacy Act of 1974 For Official Use Only (FOUO)'.

Approved Contribution Plan and Completed Midpoint

The screenshot shows the 'Employee Reports' page. The left sidebar menu is expanded to 'Reports'. The main content area has a purple header 'Fiscal Year Based Reports' and a 'Fiscal Year' dropdown menu set to '2019'. Two blue buttons are now visible: 'Contribution Plan' and 'Midpoint Assessment'. A green footer bar contains the text: 'CAS2Net 2.0 - Powered by ALTESS The information contained herein is covered by the Privacy Act of 1974 For Official Use Only (FOUO)'.

CAS2Net Enhancements > Reports

Employee Reports

Fiscal Year Based Reports

Fiscal Year

- 2019
- 2018
- 2017
- 2016
- 2015

Current Year Plus Four Previous Years

Employee Reports

Fiscal Year Based Reports

Fiscal Year

2018

- Contribution Plan
- Midpoint Assessment
- Annual Assessment
- Salary Appraisal Form

Select Click

CAS2Net 2.0 - Powered by ALTESS The information contained herein is covered by the Privacy Act of 1974 For Official Use Only (FOUO)

CAS2Net Enhancements > Reports

Menu

- Home
- Employee
- Contribution Plan
- Midpoint Assessment
- Annual Assessment
- Additional Feedback
- Reports

Employee Reports

Fiscal Year Based Reports

Fiscal Year: 2019

Contribution Plan

Midpoint Assessment

Annual Assessment

Or open APPROVED Contribution Plan, Midpoint or Closeout to Generate PDF report

Menu

- Home
- Employee
- Contribution Plan
- Midpoint Assessment
- Annual Assessment
- Additional Feedback
- eDocuments
- Reports

Contribution Planning

Supervisor 1 Approval

Method(s) of Communication	Date Communicated
Face to Face	10-25-2018
Communicated via Email	
Communicated via Phone	
SUPERVISOR, SAM	

Generate PDF

This record is read-only because it has been approved.

CAS2Net

Questions, Issues, Problems

Altess ServiceNow Service Desk

24/7/365

usarmy.radford.peo-eis.other.service-desk@mail.mil

or

1-800-981-3234