

Contribution-based Compensation and Appraisal System (CCAS)

Contribution Plan

Mid-Point

Closeout

Annual

Employee

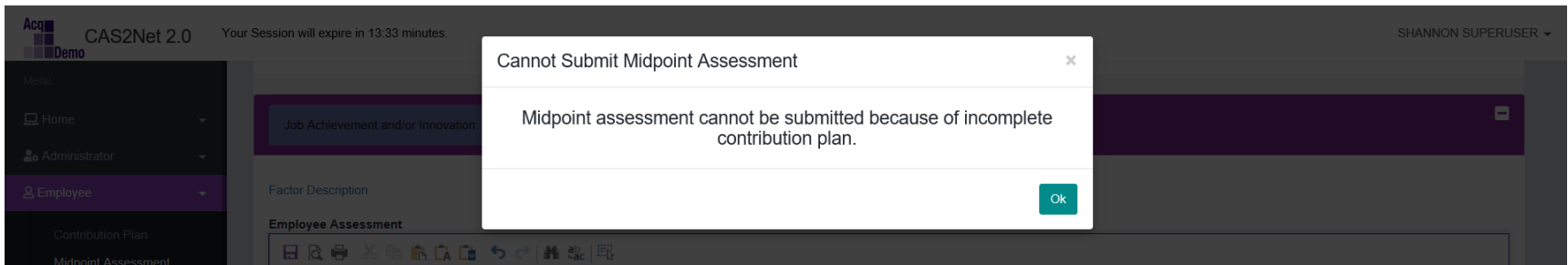
The following slides may be slightly different when you access CAS2Net due to continuing refinement of CAS2Net.

Purpose

This job aid is a guide on the work flow for the CCAS Midpoint Assessment in CAS2Net.

Midpoint Assessment

If you see this message, your pay pool business rules require an approved contribution plan



in order to initiate a midpoint self-assessment.

Midpoint Assessment – Employee

The Midpoint Self-Assessment process by the Employee is the same for Contribution Plans with Individual Objectives, Individual Objectives with Mandatory Objective(s), Individual Objectives by Three Factors, and Individual Objectives by Three Factors with Mandatory Objective(s).

Midpoint Assessment for JOE CONTRIBUTOR (Draft)

General Information

Contribution Planning

Contribution Plan Effective Date:
10-01-2018

Contribution Plan(s) For Fiscal Year:
Contribution Plan - Effective 10-01-2018 - Approved 10-25-2018

Individual Objectives:

At the beginning of the annual appraisal period, an employee and supervisor plan how the employee will contribute to the mission of the organization during the appraisal cycle. This contribution planning meeting typically includes discussion of career path and broadband level, contribution factor descriptors and discriminators, expected contribution criteria, Expected OCS (EOCS) and expected categorical level, organizational mission, expected contribution results, Performance Appraisal Quality Level (PAQL)/quality of performance, and career development.

The Contribution Planning module encourages collaboration between employees and supervisors to refine contribution and performance objectives.

A written Contribution Plan containing an employee's goals, objectives, and expected contribution and performance should be developed collaboratively by the employee and the supervisor working together to have a clear understanding of what is needed for the employee to satisfactorily and effectively contribute to the organization's mission.

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

Factor Description

Employee Assessment

Self-Assessment for each of the three factors

Characters: 8/4000
Auto Save Timeout: 300
*Character count may differ from Microsoft Word

Midpoint Assessment for AHMED ADMINISTRATOR (Draft)

General Information

Contribution Planning

Effective Date:
10-01-2018

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 completes 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

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

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

Factor Description

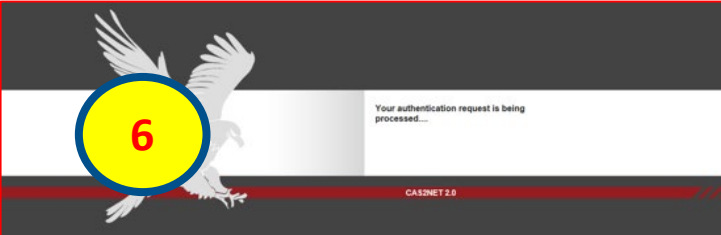
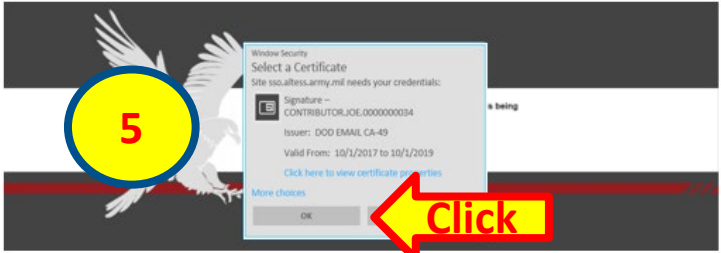
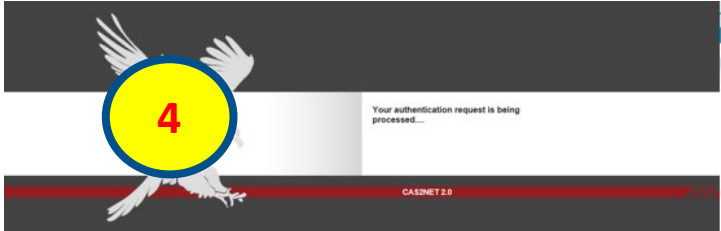
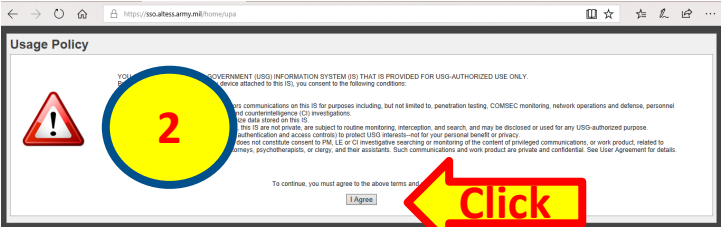
Employee Assessment

Self-Assessment for each of the three factors

Characters: 8/4000
Auto Save Timeout: 300
*Character count may differ from Microsoft Word

CAS2Net Login

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



Midpoint Assessment – Employee

The screenshot shows the CAS2Net 2.0 web application interface. At the top left, the logo and text 'CAS2Net 2.0' are visible, along with a session timer: 'Your Session will expire in 13:27 minutes.' A blue arrow points to this timer with the text 'Session Countdown Timer'. On the left, a dark navigation menu is shown with a blue arrow pointing to it labeled 'Navigation Menu'. The menu items include 'Home', 'Index', 'FAQs', 'About', 'Contact', 'Employee', 'Contribution Plan', 'Midpoint Assessment', 'Annual Assessment', 'Additional Feedback', 'eDocuments', and 'Reports'. A red arrow points to 'Midpoint Assessment' with the text 'Click'. The main content area displays 'Welcome to CAS2Net 2.0' and two purple panels. The first panel is titled 'User Notifications' and contains three entries: '03-04-2019 - Contribution Plan Returned by Supervisor 1', '03-04-2019 - Contribution Plan Returned by Supervisor 1', and '03-02-2019 - Annual Assessment Returned by Supervisor 1'. A blue arrow points to the right side of this panel with the text 'Click + to Expand Panel' and 'Click - to Collapse Panel'. The second panel is titled 'Points of Contact' and has a '+' icon on its right side. At the bottom, 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

Midpoint Assessment – Employee

Midpoint Assessment for JOE CONTRIBUTOR (Submitted)

General Information

Contribution Planning

Contribution Plan Effective Date:
10-01-2018

Contribution Plan(s) For Fiscal Year:
Contribution Plan - Effective 10-01-2018 - Approved 10-25-2018

Individual Objectives:

At the beginning of the annual appraisal period, an employee and supervisor plan how the employee will contribute to the mission of the organization during the appraisal cycle. This contribution planning meeting typically includes discussion of career path and broadband level, contribution factor descriptors and discriminators, expected contribution criteria, Expected OCS (EOCS) and expected categorical level, organizational mission, expected contribution results, Performance Appraisal Quality Level (PAQL)/quality of performance, and career development.

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

Factor Description

Employee Assessment

Characters: 0/4000

Auto Save Timeout: 300

*Character count may differ from Microsoft Word

Cancel Save Submit to Supervisor 1

Click
"Factor Descriptors"
For
Hot Link to
Level Descriptors
See Next Slide

Three Factor Tabs

Midpoint Assessment – Employee Hot Link to Factor Level Descriptors

CAS2Net 2.0 Job Achievement and/c

https://cas2net.army.mil/Html/FactorDesc/FactorDesc_1_1.html

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.</p> <p>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. 		

Midpoint Assessment – Employee

Menu

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

Midpoint Assessment for JOE CONTRIBUTOR (Draft)

General Information

Fiscal Year: 2019

Supervisor Level 1: SUPERVISOR, SAM

Supervisor Level 2:

Sub-Panel Manager:

Pay Pool Manager:

Broadband Level: III

Occupational Series:

Career Path: NH - Business Management and Technical Management Professional

Expected OCN and Range: 50 - 95 - 95

Contribution Planning

Contribution Plan Effective Date: 10-01-2018

Contribution Plan(s) For Fiscal Year:

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

Factor Description

Employee Assessment

Characters: 0/4000

*Character count may differ from Microsoft Word

4,000 Characters for Each Factor
Can Paste 3,600 Characters from Word Doc

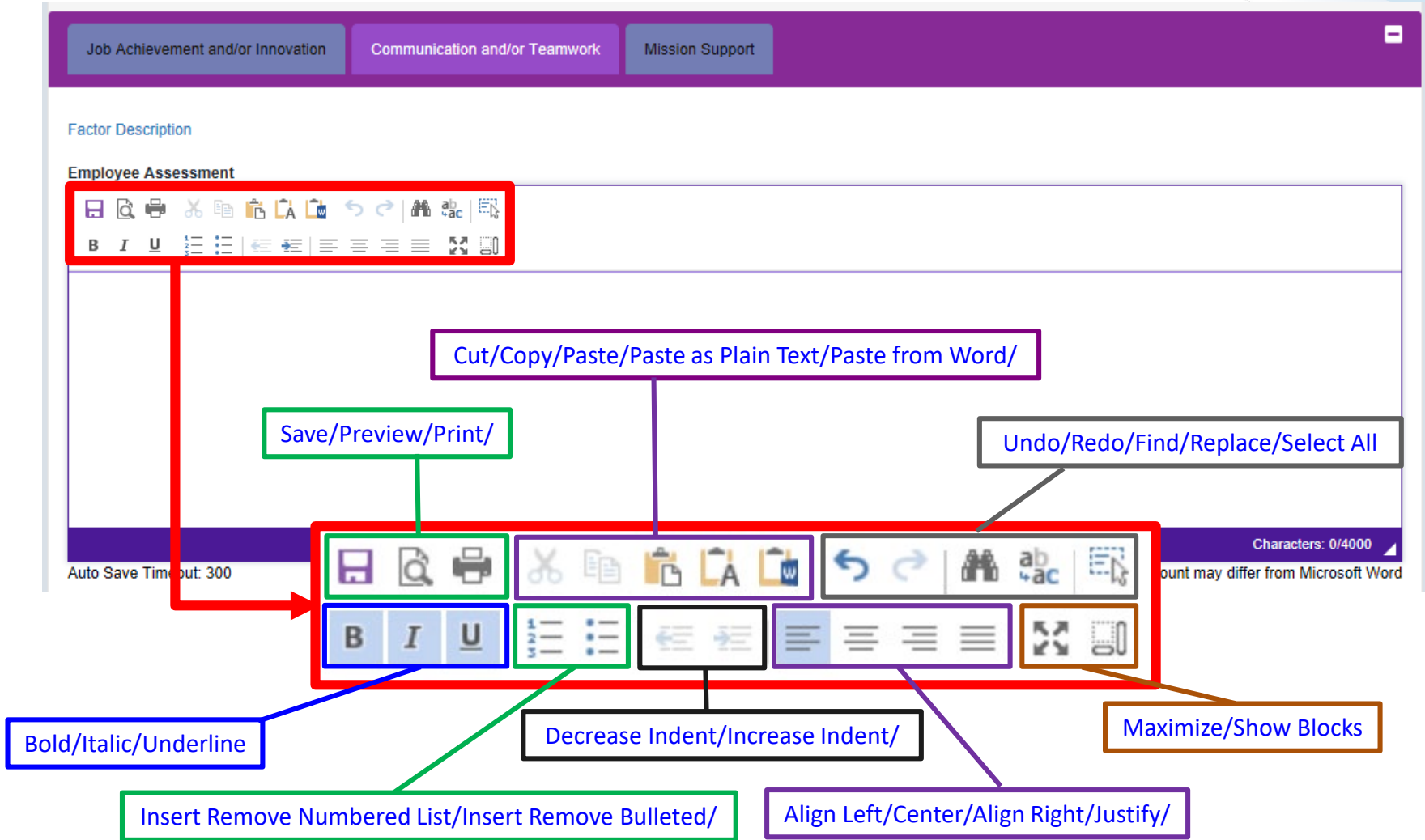
Auto Save Timeout: 300

Characters: 0/4000

*Character count may differ from Microsoft Word

Cancel Save Submit to Supervisor 1

Writing Tool Kit



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

Auto Save Timeout: 206

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 after 300 seconds (5 minutes)

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

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: 108/6000

*Character count may differ from Microsoft Word

Midpoint Assessment – Employee

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- Additional Feedback
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- Reports

Midpoint Assessment for JOE CONTRIBUTOR (Draft)

General Information

Contribution Planning

Contribution Plan Effective Date: 10-01-2018

Contribution Plan(s) For Fiscal Year: Contribution Plan - Effective 10-01-2018 - Approved 10-25-2018

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At the beginning of the annual appraisal period, an employee and supervisor plan how the employee will contribute to the mission of the organization during the appraisal cycle. This contribution planning meeting typically includes discussion of career path and broadband level, contribution factor descriptors and discriminators, expected contribution criteria, Expected OCS (EOCS) and expected categorical level, organizational mission, expected contribution results, Performance Appraisal Quality Level (PAQL)/quality of performance, and career development.

The Contribution Planning module encourages collaboration between employees and supervisors to refine contribution and performance objectives.

A written Contribution Plan containing an employee's goals, objectives, and expected contribution and performance should be developed collaboratively by the employee and the supervisor working together to have a clear understanding of what is needed for the employee to satisfactorily and effectively contribute to the organization's mission.

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

Factor Description

Employee Assessment

This year I published three technical journal articles on program analysis on widget amplification which resulted in a desired advancement in the project in direct support of our mission to better project the risk assessment.

Coordinated with a number of organization elements and contractors to resolve a classified e-mail problem that resulted in the enhancement of operational security for all parties involved. This solution was adopted command-wide.

Volunteered to take the lead in teaching six Microsoft Office classes and various administrative correspondence courses to other Office Automation Assistants and division personnel. This saved approximately \$150K in TAD and vendor training costs, which was then allocated to other priority projects.

Auto Save Timeout: 300 Characters: 754/4000 *Character count may differ from Microsoft Word

Cancel Save Submit to Supervisor 1

Type in self-assessment or paste self-assessment from a Word document

Midpoint Assessment – Employee

Menu

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

Midpoint Assessment for JOE CONTRIBUTOR (Draft)

General Information

Contribution Planning

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

Factor Description

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Coordinated with a number of organization elements and contractors to resolve a classified e-mail problem that resulted in the enhancement of operational security for all parties involved. This solution was adopted command-

Volunteered to take the lead in teaching six microservices personnel. This saved approximately \$150K in T

Characters: 754/4000

Auto Save Timeout: 219

*Character count may differ from Microsoft Word

Cancel Save Submit to Supervisor 1

Type in self-assessment or paste self-assessment from a Word document

Note: Can Bold, Underline, Italicize

Midpoint Assessment – Employee

Menu

- Home
- Employee
- Contribution Plan
- Midpoint Assessment**
- Annual Assessment
- Additional Feedback
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Midpoint Assessment for JOE CONTRIBUTOR (Draft)

General Information

Contribution Planning

Contribution Plan Effective Date: 10-01-2018

Contribution Plan(s) For Fiscal Year: Contribution Plan - Effective 10-01-2018 - Approved 10-25-2018

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

Factor Description

Employee Assessment

This year I published three technical journal articles on program risk assessment which resulted in a desired advancement in the project in direct support of our mission to better project the risk assessment.

Coordinated with a number of organization elements and contractors to resolve issues related to the enhancement of operational security for all parties involved. This solution was adopted command-wide.

Volunteered to take the lead in teaching six Microsoft Office classes and various administrative training to the Information Assistants and division personnel. This saved approximately \$150K in TAD and vendor training costs, which was then allocated to other projects.

Auto Save Timeout: 219

Characters: 754/4000

Cancel Save Submit to Supervisor 1

Click Save
Click Submit to Supervisor 1

Midpoint Assessment – Employee

The screenshot displays the CAS2Net 2.0 interface. A modal dialog box titled "Submit Midpoint Assessment" is centered on the screen, asking the user: "Are you sure you want to submit midpoint assessment for supervisor 1 approval?". The dialog has two buttons: "No" (orange) and "Yes" (green). A red arrow points to the "Yes" button with the word "Click" written on it. The background shows a text editor with a document about project risk assessment. The document text includes: "This year I published a risk assessment mission to better project the risk assessment. Coordinated with a number of organization elements and contractors to resolve a classified e-mail... parties involved. This solution was adopted command-wide. Volunteered to take the lead in teaching six Microsoft Office classes and various administrative courses... Office Automation Assistants and division personnel. This *saved approximately \$150K* in TAD and vendor training costs, which was then allocated to other projects." The interface also shows a sidebar menu with "Midpoint Assessment" selected, a top navigation bar with "CAS2Net 2.0" and "Your Session will expire in 8:39 minutes", and a bottom status bar with "Auto Save Timeout. Saved" and "Character count may differ from Microsoft Word".

Midpoint Assessment – Employee

Changed from Draft to Submitted

The screenshot displays a web application interface for a 'Midpoint Assessment for JOE CONTRIBUTOR' in a 'Submitted' state. On the left is a dark sidebar menu with options: 'Home', 'Employee', 'Contribution Plan', 'Midpoint Assessment' (highlighted with a red box), 'Annual Assessment', 'Additional Feedback', 'eDocuments', and 'Reports'. The main content area has a header 'Midpoint Assessment for JOE CONTRIBUTOR (Submitted)'. Below this are three purple expandable sections: 'General Information', 'Contribution Planning', and a section with three tabs: 'Job Achievement and/or Innovation', 'Communication and/or Teamwork', and 'Mission Support'. Under the 'Job Achievement and/or Innovation' tab, there is a 'Factor Description' section titled 'Employee Assessment' containing the text: 'Developed a computer program to track material storage and delivery of widget amplification parts from the G-4 to the PMO and testers. This tracking system cut reorder costs by 20% and improved delivery time on average by 20 days.' Below this text is a blue-bordered note: 'This record is read-only because it has been submitted to the supervisor 1 for approval.' A 'Cancel' button is located in the bottom right corner of the main content area.

Note

Midpoint Assessment – Employee - Reports

After the midpoint review is released by the supervisor, go to Menu > Employee > Reports

CAS2Net 2.0 Your Session will expire in 14:41 minutes. AHMED ADMINISTRATOR

Menu

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

Employee Reports

Fiscal Year Based Reports

Fiscal Year: 2019

Contribution Plan

Midpoint Assessment

CAS2Net 2.0 - Powered by AL TESS The information contain the Privacy Act of 1974 For Official Use Only (FOUO)

Downloading...

Please wait for download to begin!

No Yes

What do you want to do with EmployeeMidpointReview_2019.pdf (5.0 KB)? From: cas2net-test.army.mil

Open Save ^ Cancel X

Midpoint Assessment – Employee – Generated PDF

**2019 Mid-Point Review Assessment for SHANNON SUPERUSER
Year: 2019**

Broadband Level: III	Occupational Series: 0301 - MISCELLANEOUS ADMINISTRATION AND PROGRAM	Career Path: NH - Business Management and Technical Management Professional	Expected OCS: 64
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Supervisor Level 1: SUPERVISOR, FIRST LEVEL

Method of Communication: Face to Face **Date Conducted:** 02-28-2019

Contribution Planning:

Individual Objectives

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

Coordinate with organization elements and contractors to resolve a classified e-mail problem.

As the Help Desk Assistant, assist over 300 Operating Forces customers monthly by providing accurate and timely responses to all questions and requests for assistance.

Volunteer to lead teaching six Microsoft Office classes and various administrative correspondence courses.

Establish contact with matrix activities, HQ, and other services and agencies to provide/maintain accurate information on the widget amplification program.

Provide improved budget procedures and guidance.

Job Achievement and/or Innovation

Developed a computer program to track material storage and delivery of weapon system parts from the Supply Department to the Operating Forces. This tracking system cut reorder costs by 20% and improved delivery time on average by 20 days.

Communication and/or Teamwork

Coordinated with a number of organization elements and contractors to resolve a classified e-mail problem that resulted in the enhancement of operational security for all parties involved. This solution was adopted DoD-wide.

As the Help Desk Assistant, assisted over 300 Operating Forces customers monthly by providing accurate and timely responses to all questions and requests for assistance. This has resulted in improved relations between the help desk and the Operating Forces, favorable commendations to the Command, and improved communications between our projects and the Operating Forces.

Volunteered to take the lead in teaching six Microsoft Office classes and various administrative correspondence courses to other Office Automation Assistants and division personnel. This saved approximately \$15K in TAD and vendor training costs, which was then allocated to other priority projects.

Mission Support

Established contact with matrix activities, HQ, and other services and agencies to provide/maintain accurate information on the <XYZ> program. This was completed three weeks ahead of schedule and resulted in improved interoperability and assured uniform understanding of the mission.

PI - DO NOT DISTRIBUTE / FOR OFFICIAL USE ONLY

Provided improved budget procedures and guidance. Oversaw year-end closeout with all accounts meeting or exceeding HQ execution goals for the fiscal year. The improved procedures saved \$72K in funding due to timely reallocation of funding and resolution of errors.

Overall Supervisor Assessment:

Job Achievement and/or Innovation

Concur with midpoint self-assessment.

The newly developed computer program WIDGET TRACK used to track material storage and delivery of weapon system parts from the Supply Department to the Operating Forces has so far cut reorder costs by 27% and improved delivery time on average by 22 days. WIDGET TRACK is being considered for deployment across the PM.

Communication and/or Teamwork

Concur with midpoint self-assessment.

Completed coordination with 4 of 7 organization elements and contractors to resolve a classified e-mail problem that resulted in the enhancement of operational security for all parties involved. The solution had impact through the Department and was adopted DoD-wide.

As the Help Desk Assistant, resulted in improved relations between the help desk and the Operating Forces, favorable commendations to the Command, and improved communications between our projects and the Operating Forces.

The in-house teaching of six Microsoft Office classes saved approximately \$15K in TAD and vendor training costs. Plan is to expand the training to others in the command.

Mission Support

Concur with midpoint self-assessment.

Established contact with all activities on the WIDGET TRACK program, which was completed three weeks ahead of schedule enhancing an uniform understanding of the mission.

Provided improved budget procedures and guidance that will assist in the upcoming year-end closeout.

PI - DO NOT DISTRIBUTE / FOR OFFICIAL USE ONLY

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