

# Contribution-based Compensation and Appraisal System (CCAS)

Contribution Plan

**Mid-Point**

Closeout

Annual

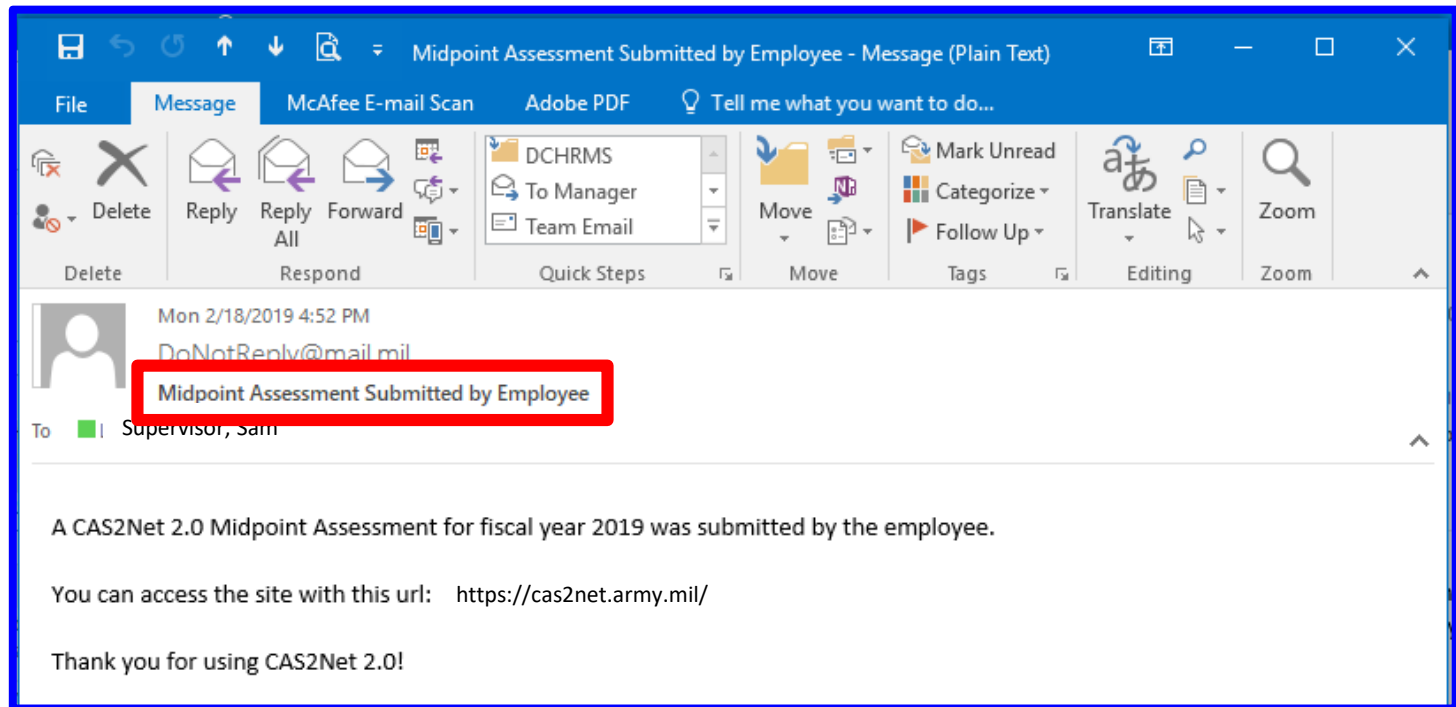
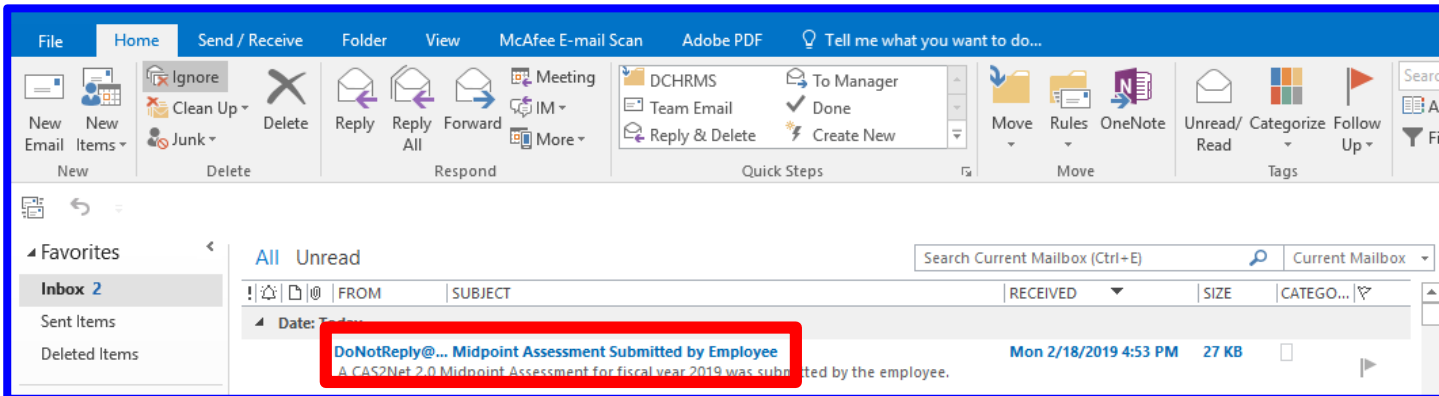
***Supervisor 1***

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

## Purpose

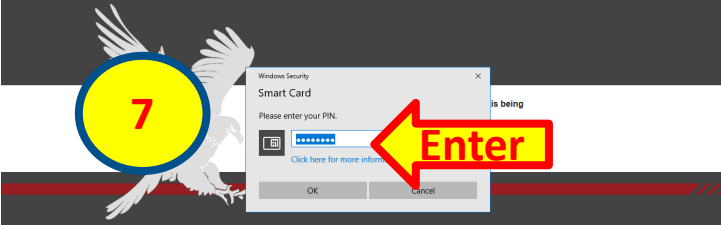
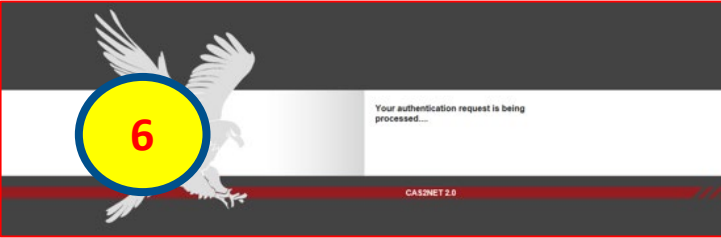
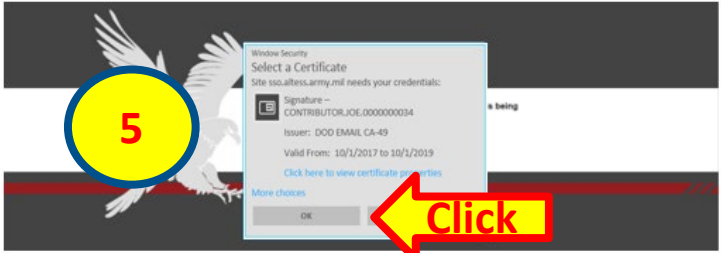
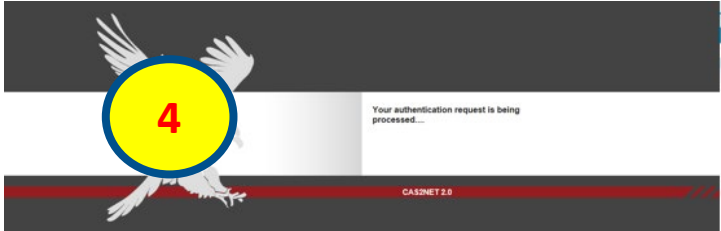
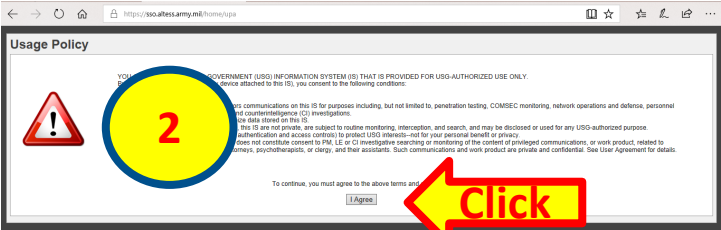
**This job aid is a guide on the work flow for the CCAS Midpoint Assessment in CAS2Net.**

# Midpoint Assessment – Employee – Email Notification



# CAS2Net Login

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



# Midpoint Assessment – Supervisor

The Midpoint Review process by the Supervisor 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).

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.

Contribution Planning

Contribution Plan Effective Date:  
10-01-2018

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

**Individual Objectives:**  
**Job Achievement and/or Innovation:**  
Develop a computer program to track material storage and delivery of weapon system parts from the Supply Department to the Operating Forces.  
**Communication and/or Teamwork:**  
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.  
**Mission Support:**  
Establish contact with matrix activities, HQ, and other services and agencies to provide/maintain accurate information on the widget amplification program.

Contribution Planning

Contribution Plan Effective Date:  
10-01-2018

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

**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:**  
**Job Achievement and/or Innovation:**  
Develop a computer program to track material storage and delivery of weapon system parts from the Supply Department to the Operating Forces.  
**Communication and/or Teamwork:**  
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.  
**Mission Support:**  
Establish contact with matrix activities, HQ, and other services and agencies to provide/maintain accurate information on the widget amplification program.

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

**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:**  
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.

# Midpoint Assessment – Supervisor

CAS2Net 2.0

Your Session will expire in 14:42 minutes.

Session Countdown Timer

Click **+** to Expand Panel  
Click **-** to Collapse Panel

Navigation Menu

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

Welcome to CAS2Net 2.0

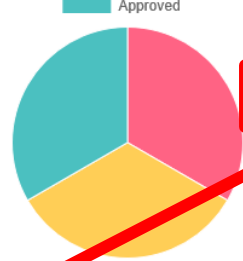
User Notifications

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

Supervisor 1 Dashboard

2019 Contribution Plan Status for Supervised Employees

Not Started Draft Approved



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Midpoint Assessments - Submitted

Search:

Name	Phone Number	Phone Ext	Phone Dsn	Email
CONTRIBUTOR, JOE				JOE.CONTRIBUTOR@WIDGET.MIL

Showing 1 to 1 of 1 entries

Previous 1 Next

Ok

Midpoint Assessments - Not Started

Search:

Name	Phone Number	Phone Ext	Phone Dsn	Email
ADMINISTRATOR, AMY				AMY.ADMINISTRATOR@WIDGET.MIL
SUPERUSER, SAMANTHA				SAMANTHA.SUPERUSER@WIDGET.MIL

Showing 1 to 2 of 2 entries

Previous 1 Next

Ok

Click on Name/Row to Open Employee's Midpoint Self-Assessment

# Midpoint Assessment – Supervisor

Menu

Home

Index

FAQs

About

Contact

Supervisor

Contribution Plans

**Midpoint Assessments**

Annual Assessments

Additional Feedback

Closeout Assessments

eDocuments

Reports

Employee

Welcome to CAS2Net 2.0

User Notifications

02-18-2019 - Midpoint Assessment Submitted by Employee

02-17-2019 - Contribution Plan Submitted by Employee

Supervisor 1 Dashboard

2019 Contribution Plan Status for Supervised Employees

2019 Midpoint Assessment Status for Supervised Employees

2018 Annual Assessment Status for Supervised Employees

Not Started Draft Approved Not Started Submitted Not Started

OR Click for list of employees supervised

Supervisor 2 Dashboard

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# Midpoint Assessment – Supervisor

Employee Midpoint Assessments

General Information

Fiscal Year: 2019

Employee has submitted to Supervisor 1

Click on Name/Row to Open Employee's Midpoint Self-Assessment

Status	Name	Supervisor 1	Supervisor 2
Submitted	CONTRIBUTOR, JOE	Supervisor 1	
* Not Started	ADMINISTRATOR, AMY		
* Not Started	SUPERUSER, SAMANTHA		

Showing 1 to 3 of 3 entries

\* In Status column: indicates an item must be initiated by the employee

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# Midpoint Assessment – Supervisor

Employee Objectives

Employee Assessment

Supervisor Assessment

# Midpoint Assessment – Supervisor

Menu

- Home
- Supervisor
- Contribution Plans
- Midpoint Assessments**
- Final Assessments
- Additional Feedback
- Closeout Assessments
- eDocuments
- Reports

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.

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    Supervisor 1 Approval

Factor Description

Employee Assessment

Developed a computer program to track material storage and delivery of widget amplification parts from the G-4 to the PMO and

Supervisor 1 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 Return to Employee Approve

# Midpoint Assessment – Supervisor

The screenshot shows a web application interface for a 'Midpoint Assessment for JOE CONTRIBUTOR (Submitted)'. The interface includes a sidebar menu on the left with options like 'Home', 'Supervisor', 'Midpoint Assessments', 'Annual Assessments', 'Additional Feedback', 'Closeout Assessment', 'eDocuments', and 'Reports'. The main content area is divided into sections: 'General Information', 'Contribution Planning', and 'Individual Objectives'. The 'Contribution Planning' section shows a 'Contribution Plan Effective Date' of 10-01-2018 and 'Contribution Plan(s) For Fiscal Year' as 'Contribution Plan - Effective 10-01-2018 - Approved 10-25-2018'. Below this, there are four tabs: 'Job Achievement and/or Innovation', 'Communication and/or Teamwork', 'Mission Support', and 'Supervisor 1 Approval'. The 'Supervisor 1 Approval' tab is highlighted with a blue callout box. A yellow callout box points to the 'Midpoint Assessments' menu item. A cyan callout box at the bottom states '4,000 Characters for Each Factor Can Paste 3,600 Characters from Word Doc'. At the bottom right, there are buttons for 'Cancel', 'Save', 'Return to Employee', and 'Approve'.

Midpoint Assessments

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, and expected contribution and performance standards. The Contribution Planning module encourages collaboration between employees and supervisors to refine 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, and expected contribution and performance standards. The Contribution Planning module encourages collaboration between employees and supervisors to refine 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, and expected contribution and performance standards.

Three Factor Tabs

Supervisor 1 Approval Tab to document Method and Date of Communication

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

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

# Midpoint Assessment – Supervisor Hot Link to Factor Level Descriptors

CAS2Net 2.0 Mission Support x + v

https://cas2net.army.mil/Html/FactorDesc/FactorDesc\_3\_1.html

**CAREER PATH:** Business Management and Technical Management (NH)  
**FACTOR:** 3. Mission Support  
**FACTOR DESCRIPTION:** This factor captures understanding and execution of organizational goals and priorities; working with customers to develop a mutual understanding of their requirements; monitoring and influencing cost parameters or work, tasks, and projects; and establishing priorities that reflect mission and organizational goals appropriate for the positions classified to the broadband levels of the NH career path.

Expected Contribution Criteria	Classification Level and Appraisal Descriptors	Discriminators
<p>Possesses an operational understanding of the organizational goals and priorities and fully complies with administrative policies, regulations and procedures when performing job operations. Works with customers to develop a mutual understanding of their requirements. Probes for detail, as appropriate, and pays attention to crucial details of needs or requests. Monitors and influences cost parameters of work, tasks, and projects, ensuring an optimum balance between cost and value. Establishes priorities that reflect mission and organizational needs.</p> <p>Work is timely, efficient, and of acceptable quality. Completed work meets project/program objectives. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Resources are utilized effectively to accomplish mission. Flexibility, adaptability and decisiveness are exercised appropriately.</p>	<p><b>NH Level I</b> (Score Range 0-29)</p> <ul style="list-style-type: none"> <li>Performs assigned tasks within area of responsibility; identifies situations to supervisor or other appropriate personnel when existing guidelines do not apply.</li> <li>Participates as a team member in meeting customer needs.</li> <li>Productively plans individual time and assigned resources to accomplish tasks.</li> <li>Effectively accomplishes assigned tasks.</li> </ul>	<ul style="list-style-type: none"> <li>Independence</li> <li>Customer Needs</li> <li>Planning/Budgeting</li> <li>Execution/Efficiency</li> </ul>
	<p><b>NH Level II</b> (Score Range 22-66)</p> <ul style="list-style-type: none"> <li>Identifies and resolves conventional problems which may require deviations from accepted policies or instructions.</li> <li>Initiates meetings and interactions with customers to understand customer needs/expectations.</li> <li>Optimizes resources to accomplish projects/programs within established schedules.</li> <li>Effectively accomplishes projects'/programs' goals within established resource guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>Independence</li> <li>Customer Needs</li> <li>Planning/Budgeting</li> <li>Execution/Efficiency</li> </ul>
	<p><b>NH Level III</b> (Score Range 61-83)</p> <ul style="list-style-type: none"> <li>Anticipates problems, develops sound solutions and action plans to ensure program/mission accomplishment.</li> <li>Establishes customer alliances, anticipates and fulfills customer needs, and translates customer needs to programs/projects.</li> <li>Identifies and optimizes resources to accomplish multiple projects'/programs' goals.</li> <li>Effectively accomplishes multiple projects'/programs' goals within established guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>Independence</li> <li>Customer Needs</li> <li>Planning/Budgeting</li> <li>Execution/Efficiency</li> </ul>
	<p><b>NH Level IV</b> (Score Range 79-100)</p> <ul style="list-style-type: none"> <li>Defines, integrates, and implements strategic direction for vital programs with long-term impact on large numbers of people. Initiates actions to resolve major organizational issues. Promulgates innovative solutions and methodologies.</li> <li>Assess and promulgate, fiscal, and other factors affecting customer and program/project needs. Works with customer at management levels to resolve problems affecting programs/projects (e.g., problems that involve determining priorities and resolving conflicts among customers' requirements).</li> <li>Formulates organizational strategies, tactics, and budget/action plan to acquire and allocate resources.</li> <li>Optimizes, controls, and manages all resources across projects/programs. Develops and integrates innovative approaches to attain goals and minimize expenditures.</li> </ul>	<ul style="list-style-type: none"> <li>Independence</li> <li>Customer Needs</li> <li>Planning/Budgeting</li> <li>Execution/Efficiency</li> </ul>
	<p><b>VERY HIGH SCORE (Mid-level Descriptors)</b> (Three scores available--105, 110, or 115. Select only one score.)</p> <ul style="list-style-type: none"> <li>In addition to fully meeting the expected contribution criteria:               <ul style="list-style-type: none"> <li>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;</li> <li>Created novel and innovative business methods and processes that contributed substantially beyond expectations to accomplishment of current work and the mission of the organization; and/or</li> <li>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.</li> </ul> </li> </ul>	

# 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 software interface for 'Contribution Planning'. At the top, there is a purple header bar. Below it, an 'Effective Date' field is set to '10-01-2018'. The main area is titled 'Individual Objectives:'. A toolbar is visible at the top of this area, enclosed in a red box. Below the main toolbar, a larger, more detailed toolbar is shown, also enclosed in a red box. This detailed toolbar is annotated with several callout boxes:

- Save/Preview/Print/**: Points to the first three icons of the top row in the detailed toolbar.
- Cut/Copy/Paste/Paste as Plain Text/Paste from Word/**: Points to the next five icons of the top row.
- Undo/Redo/Find/Replace/Select All**: Points to the next five icons of the top row.
- Bold/Italic/Underline**: Points to the 'B', 'I', and 'U' icons in the second row.
- Insert Remove Numbered List/Insert Remove Bulleted/**: Points to the list creation and removal icons in the second row.
- Decrease Indent/Increase Indent/**: Points to the indent adjustment icons in the second row.
- Align Left/Center/Align Right/Justify/**: Points to the text alignment icons in the second row.
- Maximize/Show Blocks**: Points to the window and block management icons in the second row.

Auto Save Timeout: 300

Characters: 0/6000

Count may differ from Microsoft Word

# 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 Timeout: Saved

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

Cancel Save Submit to Supervisor 1

**Auto Save after 300 seconds (5 minutes)**

**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: 103/6000

\*Character count may differ from Microsoft Word

# Midpoint Assessment – Supervisor

The screenshot shows a web application interface for a 'Midpoint Assessment for JOE CONTRIBUTOR (Submitted)'. On the left is a dark sidebar menu with options: Home, Supervisor, Midpoint Assessments (highlighted with a red box), Annual Assessments, Additional Feedback, Closeout Assessments, eDocuments, Reports, and Employee. The main content area has a purple header 'General Information' and a 'Contribution Planning' section with input fields for 'Contribution Plan Effective Date' (10-01-2018) and 'Contribution Plan(s) For Fiscal Year' (Contribution Plan - Effective 10-01-2018 - Approved 10-25-2018). Below this is a 'Supervisor 1 Approval' button (highlighted with a red box). A large yellow callout box with a red border points to the 'Supervisor 1 Approval' button, containing the text: 'Review and provide written assessment for each factor'. Another yellow callout box with a red border points to the 'Supervisor 1 Approval' button, containing the text: 'After review and written assessment, click Supervisor 1 Approval'. A third yellow callout box with a red border points to the 'Supervisor 1 Assessment' text area, containing the text: 'Type assessment or paste assessment from a Word document for each factor'. The interface also shows a 'Factor Description' section with an 'Employee Assessment' text area 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.' and a 'Supervisor 1 Assessment' text area containing the text: 'Concur with employee self-assessment for the midpoint review. The newly developed tracking system was shared with and adopted by all PMOs in the command. Savings in reorder costs will have a significant positive impact for this PM and across the command.'



# Midpoint Assessment – Supervisor

Menu

- Home
- Supervisor
- Midpoint Assessments**

Midpoint Assessment for JOE CONTRIBUTOR (Submitted)

General Information

Contribution Planning

Contribution Plan Effective Date: 10-01-2018

**Note:**  
Supervisor **CANNOT APPROVE** if assessment or Date/Method of Communication is missing.

- Supervisor 1 Assessment for "Job Achievement and/or Innovation" is required.
- Supervisor 1 Assessment for "Communication and/or Teamwork" is required.
- Supervisor 1 Assessment for "Mission Support" is required.
- Communication Method is required.
- Date Communicated is required.
- Communicated By is required.

Reports

- Employee

Supervisor 1 Assessment

Criteria, Expected OCS (EOCS) and career development.

the employee and the supervisor working

Auto Save Timeout: 300

Characters: 255/4000

\*Character count may differ from Microsoft Word

Cancel Save Return to Employee Approve

# Midpoint Assessment – Supervisor

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.

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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    **Supervisor 1 Approval**

Method(s) of Communication  
 Face To Face  
 Tele-Conference  
 Video Conference  
 Email  
 Other

Communicated By  Supervisor

**Options** → Cancel Save Return to Employee Approve

# Midpoint Assessment – Supervisor

The screenshot shows a web application interface for a 'Midpoint Assessment for JOE CONTRIBUTOR (Submitted)'. On the left is a dark sidebar menu with options: Home, Supervisor, Contribution Plans, Midpoint Assessments (highlighted with a red box), Annual Assessments, Additional Feedback, Closeout Assessments, eDocuments, and Reports. Below the menu is an 'Employee' dropdown. The main content area has a purple header 'General Information' and a 'Contribution Planning' section. It contains two input fields: 'Contribution Plan Effective Date' with the value '10-01-2018', and 'Contribution Plan(s) For Fiscal Year' with the value 'Contribution Plan - Effective 10-01-2018 - Approved 10-25-2018'. Below this is a text area for 'Individual Objectives' containing descriptive text. At the bottom, there are four tabs: 'Job Achievement and/or Innovation', 'Communication and/or Teamwork', 'Mission Support', and 'Supervisor 1 Approval' (highlighted with a red box). Below the tabs are two sections: 'Method(s) of Communication' with checkboxes for Face To Face, Tele-Conference, Video Conference, Email, and Other; and 'Date Communicated' with a date picker and a 'Communicated By' dropdown (highlighted with a red box). At the bottom right are buttons for 'Cancel', 'Save', 'Return to Employee', and 'Approve'. Three yellow callout boxes with red borders provide instructions: one points to the 'Supervisor 1 Approval' tab, another points to the 'Communicated By' dropdown, and a third points to the 'Face To Face' checkbox.

**Complete  
Supervisor 1 Approval Tab**

**Select** →

← **Select**

↑ **Check Box  
To Auto-Populate  
Supervisor's Name**

# Midpoint Assessment – Supervisor

Menu

Home

Supervisor

Contribution Plans

**Midpoint Assessments**

Annual Assessments

Additional Feedback

Closeout Assessments

eDocuments

Reports

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.

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
Supervisor 1 Approval

**Method(s) of Communication**

Face To Face

Tele-Conference

Video Conference

Email

Other

**Date Communicated**

02-19-2019

**Communicated By**  Supervisor

SUPERVISOR, SAM

Cancel
Save
Return to Employment

Click
➔

Approve

If pay pool business rules require Supervisor 2 Approval, change view to slide show then click on this button.

# Midpoint Assessment – Supervisor

Submit Midpoint Assessment

Are you sure you want to submit the midpoint assessment and release it to the employee?

Yes

Click

Employee Midpoint Assessments

General Information

Fiscal Year: 2019

Employee Midpoint Assessments - Supervisor 1

Released to Employee

		Email	Current Supervisor 1	Date Communicated	Supervisor 1	Supervisor 2
Released	CONTRIBUTOR, JOE	JOE.CONTRIBUTOR@WIDGET.MIL	SUPERVISOR, SAM	02-19-2019	SUPERVISOR, SAM	
Draft	ADMINISTRATOR, AMY	JEROLD.LEE@HCI.MIL	SUPERVISOR, SAM			
* Not Started	SUPERUSER, SAMANTHA	JEROLD.LEE@HCI.MIL	SUPERVISOR, SAM			

Showing 1 to 3 of 3 entries

\* In Status column: indicates an item must be initiated by the employee

# Midpoint Assessment – Supervisor

CAS2Net 2.0 Your Session will expire in 14:47 minutes.

SAM SUPERVISOR

Home

Index  
FAQs  
About  
Contact

Supervisor

Employee

Welcome to CAS2Net 2.0

User Notifications

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

Supervisor 1 Dashboard

2019 Contribution Plan Status for Supervised Employees

Draft Approved

2019 Midpoint Assessment Status for Supervised Employees

Not Started Released

2018 Annual Assessment Status for Supervised Employees

Not Started

Click

Edit Profile  
Log Out

Click To Logout

Click

Click

Midpoint Assessments - Released

Search:

Name	Phone Number	Phone Ext	Phone Dsn	Email
CONTRIBUTOR, JOE				JEROLD.LEE@HCI.MIL

Showing 1 to 1 of 1 entries

Previous 1 Next

Ok

Midpoint Assessments - Not Started

Search:

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

Showing 1 to 2 of 2 entries

Previous 1 Next

Ok

To Modify or Return the Midpoint to the employee, change to slide show then click on this button

# Midpoint Assessment – Supervisor > Reports

The screenshot shows the 'Supervisor Reports' page. On the left is a dark sidebar menu with the following items: Menu, Home, Supervisor (highlighted in purple), Contribution Plans, Midpoint Assessments, Annual Assessments, Additional Feedback, Closeout Assessments, eDocuments, Reports (highlighted with a red box), and Employee. The main content area is titled 'Supervisor Reports' and contains a purple header 'Fiscal Year Based Reports'. Below this is a 'Fiscal Year' dropdown menu set to '2019', with a red arrow pointing to it from a yellow box labeled 'Select Applicable Year'. Underneath are three blue buttons: 'Contribution Plan', 'Midpoint Assessment' (with a red arrow pointing to it from a yellow box labeled 'Click'), and another unlabeled button. At the bottom of the page, a green footer 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)'.

# Midpoint Assessment – Supervisor > Reports

Supervisor Reports

Fiscal Year Based Reports

Fiscal Year: 2019

Contribution Plan

Midpoint Assessment

CAS2Net 2.0 - Powered by ALTESS The information contains information that is exempt from the Privacy Act of 1974 For Official Use Only (FOUO)

Select Employees

Select Employees for Report Generation

Show 10 entries Search:

Select	Name	Pay Pool	Sub-Panel	Pay Pool Manager	Sub-Panel Manager	Supervisor 1	Supervisor 2	Functional Reviewer
<input type="checkbox"/>	SUPERUSER, SHANNON	PP99999	PP99999	LEVEL, SECOND	LEVEL, SECOND	SUPERVISOR, FIRST		

Previous 1 Next

Cancel Continue



# Midpoint Assessment – Supervisor > Reports

CAS2Net 2.0 Your Session will expire in 13:04 minutes

Acq Demo

Menu

- Home
- Supervisor
- Contribution Plans
- Midpoint Assessments
- Annual Assessments
- Additional Feedback
- Closeout Assessments
- eDocuments
- Reports
- Employee

FIRST SUPERVISOR

Select Employees x

Select Employees for Report Generation +

Show  entries Search:

Select	Name	Pay Pool	Sub-Panel	Pay Pool Manager	Sub-Panel Manager	Supervisor 1	Supervisor 2	Functional Reviewer
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

No data available in table

Showing 0 to 0 of 0 entries Previous Next

Selected Users +

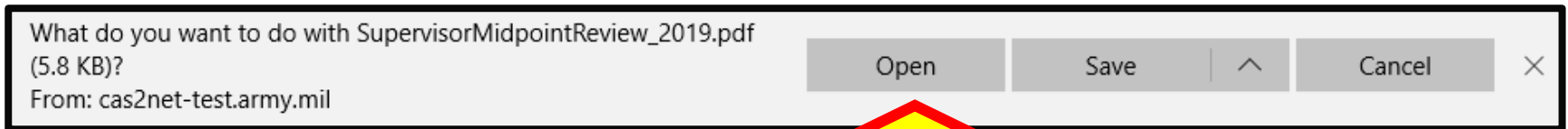
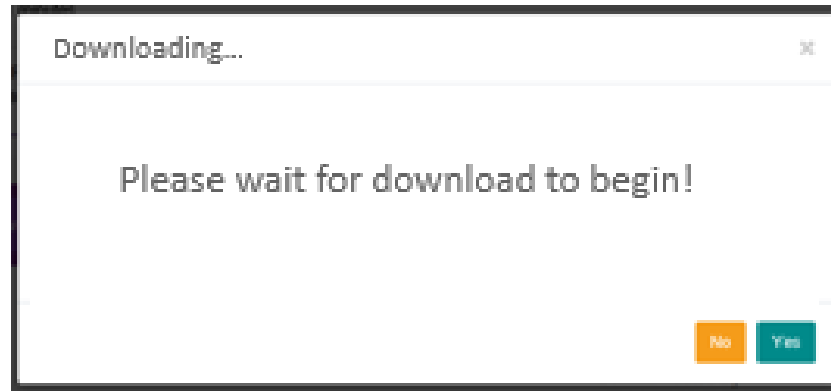
Select	Name	Pay Pool	Sub-Panel	Pay Pool Manager	Sub-Panel Manager	Supervisor 1	Supervisor 2	Functional Reviewer
<input checked="" type="checkbox"/>	SUPERUSER, SHANNON	PP99999	PP99999	LEVEL, SECOND	LEVEL, SECOND	SUPERVISOR, FIRST		

Showing 1 to 1 of 1 entries

Cancel
Continue



# Midpoint Assessment – Supervisor > Reports



# Midpoint Assessment – Supervisor – Generated PDF

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

<b>Broadband Level:</b> III	<b>Occupational Series:</b> 0301 - MISCELLANEOUS ADMINISTRATION AND PROGRAM	<b>Career Path:</b> NH - Business Management and Technical Management Professional	<b>Expected OCS:</b> 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.

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# Midpoint Assessment – Supervisor Return to Employee or Modify

# Midpoint Assessment – Supervisor

Menu

- Home
- Supervisor
- Contribution Plans
- Midpoint Assessments**
- Annual Assessments
- Additional Feedback
- Closeout Assessments
- eDocuments
- Reports

Employee

Midpoint Assessment for JOE CONTRIBUTOR (Submitted)

General Information

Contribution Planning

Contribution Plan Effective Date:  
10-01-2018

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 | Supervisor 1 Approval

Factor Description

Employee Assessment

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.

Supervisor 1 Assessment

Concur with employee self-assessment for the midpoint review. The newly developed tracking system was shared with and adopted by all PMOs in the command.

*Savings in reorder costs will have a significant positive impact for this PM and across the command.*

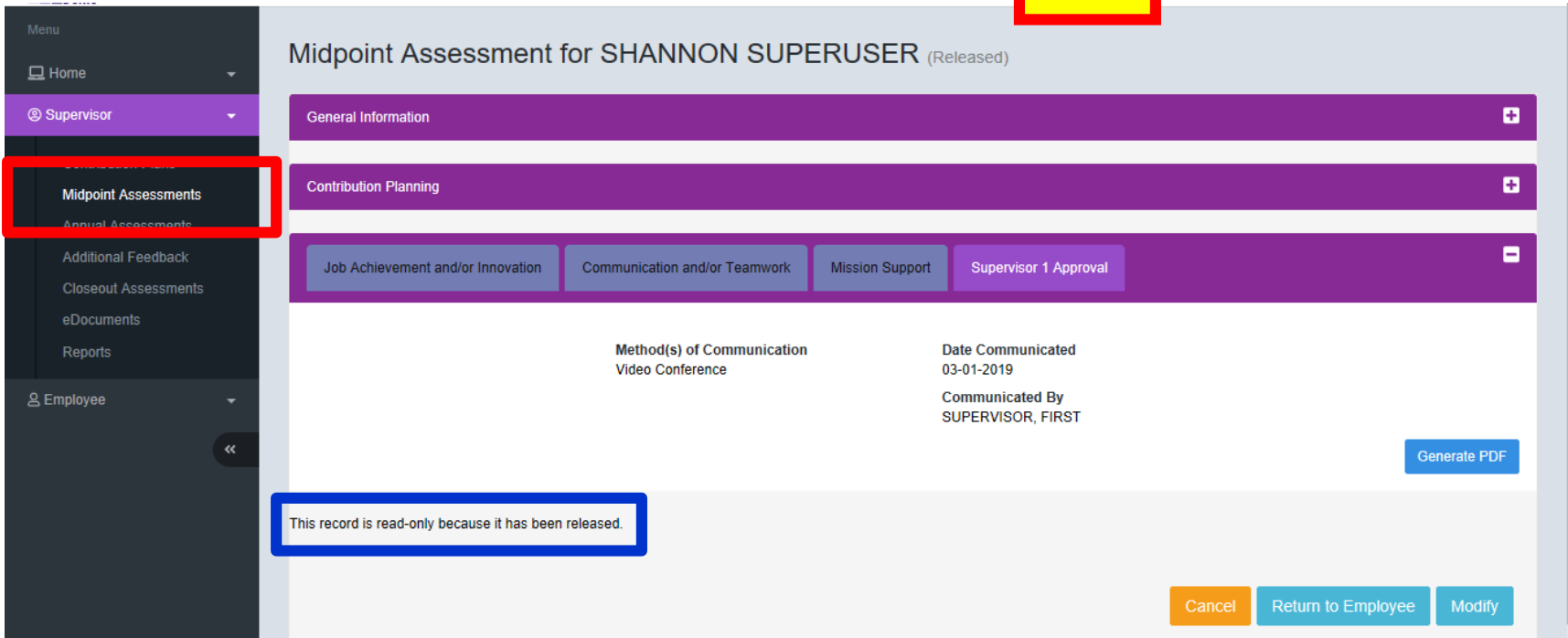
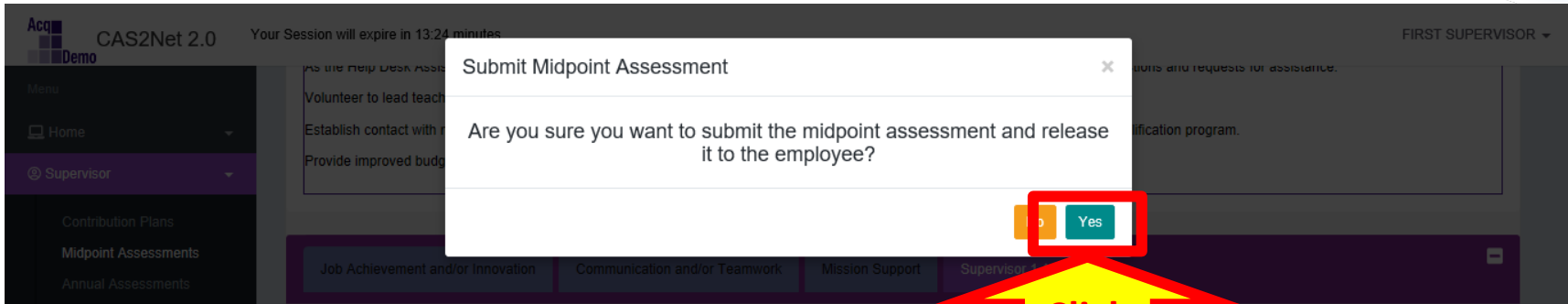
This record is read-only because it has been released.

Cancel | Return to Employee | Modify

Note

Options to Return to Employee or to Modify

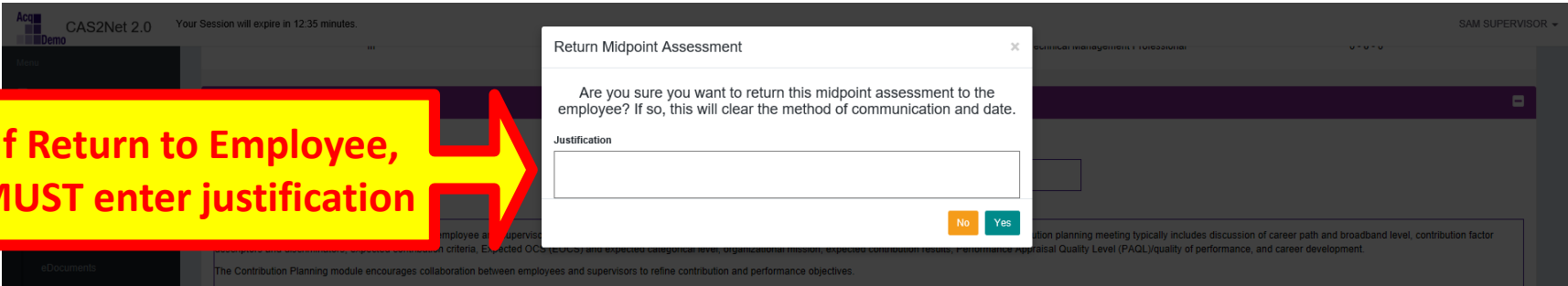
# Midpoint Assessment – Supervisor



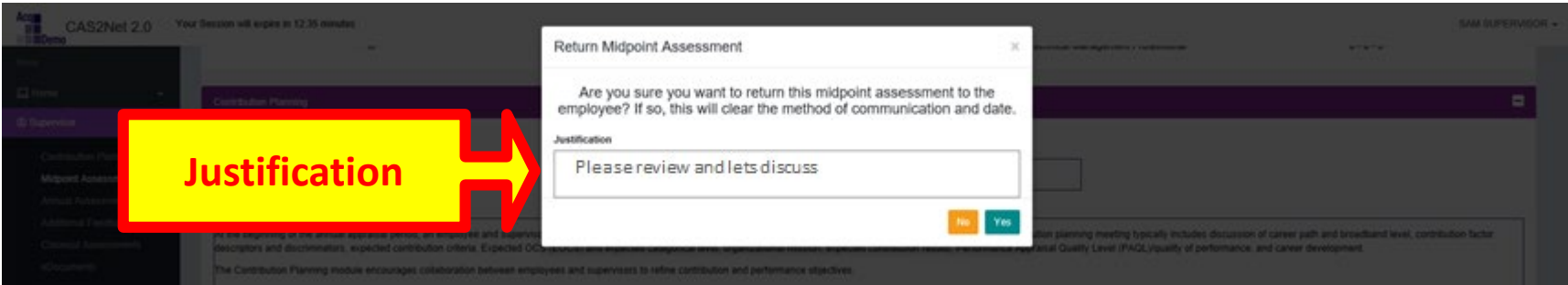
# Midpoint Assessment – Supervisor

## Return to Employee

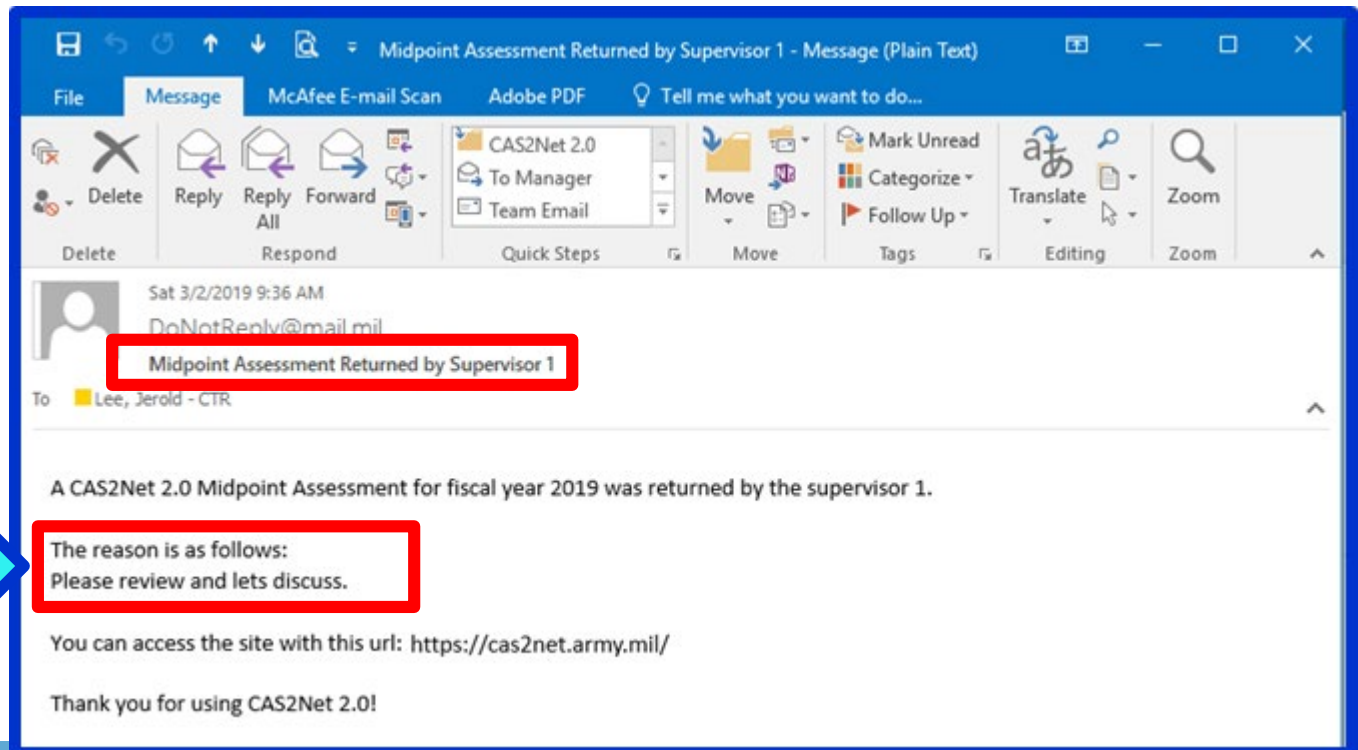
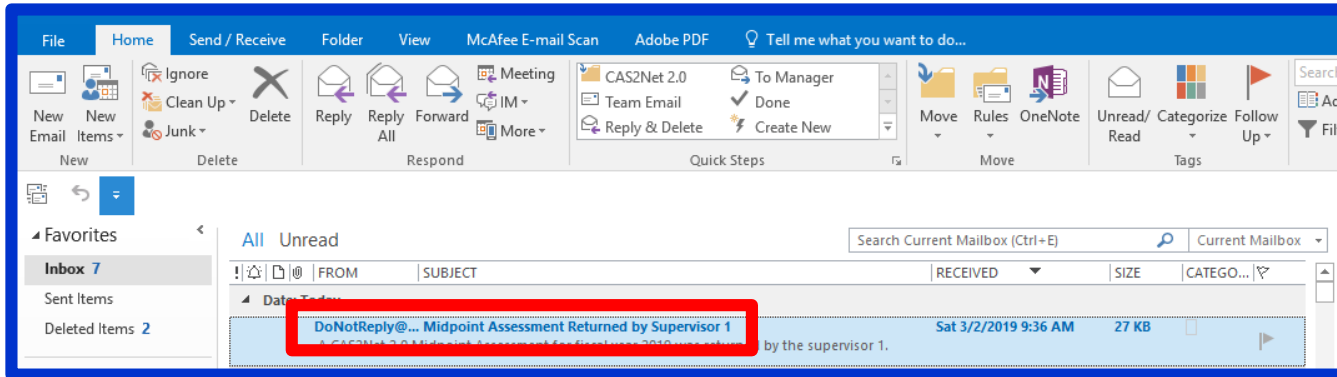
**If Return to Employee, MUST enter justification**



**Justification**



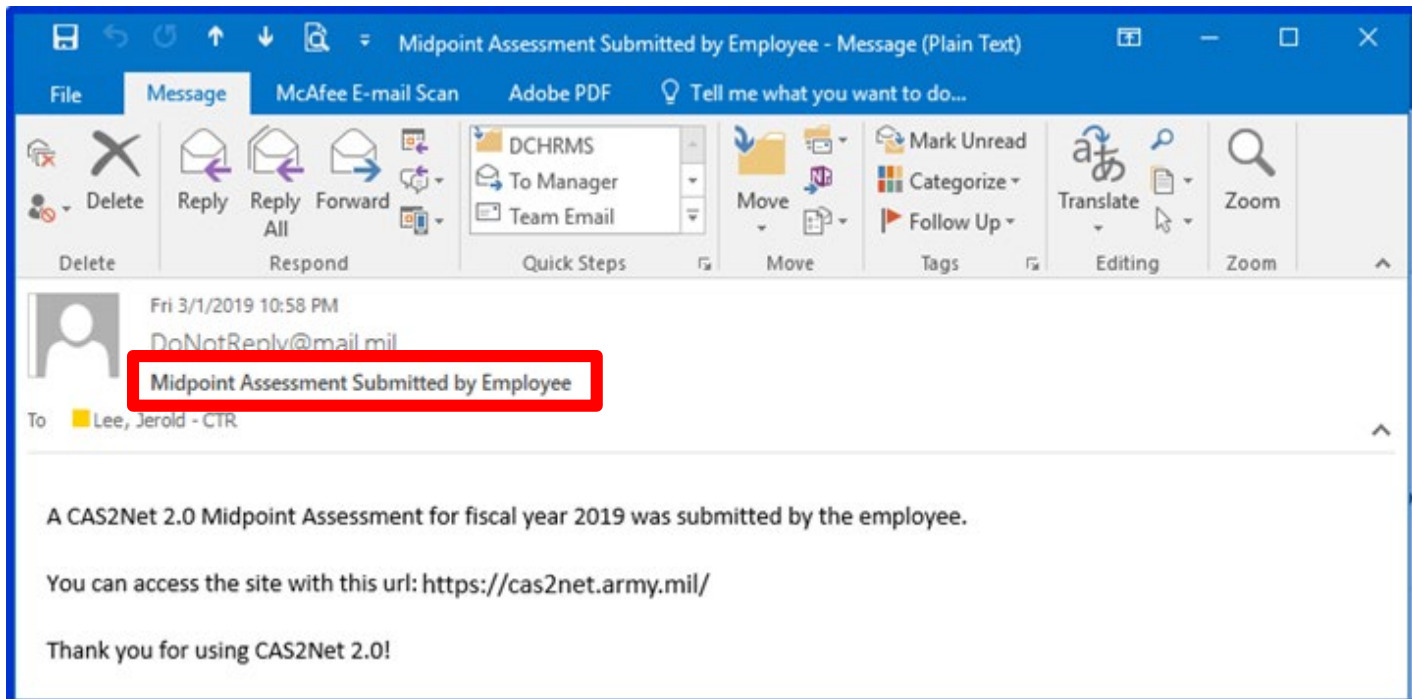
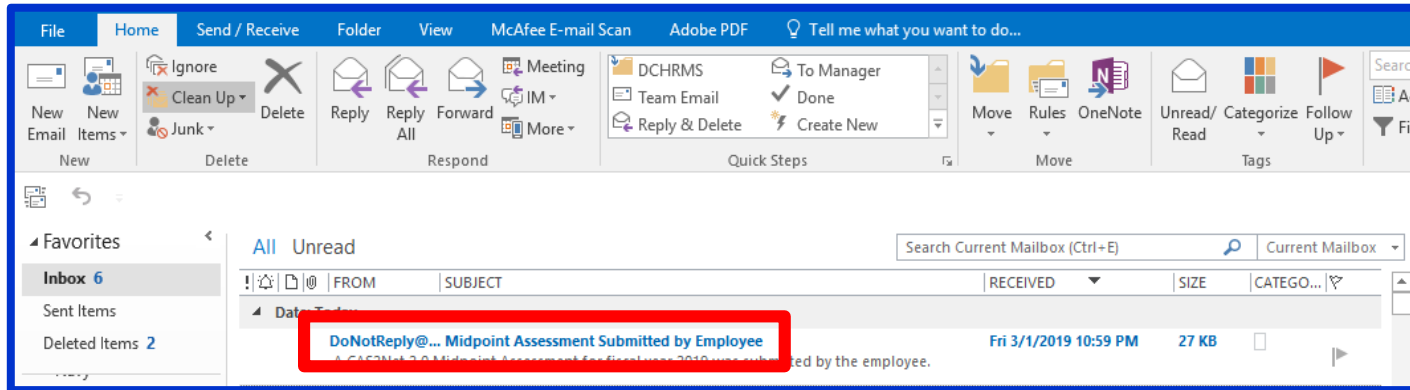
# Midpoint Assessment – Email Notification CAS2Net to Employee (Supervisor 1 will not see this email)



Reason for Return to Employee



# Midpoint Assessment – Email Notification Employee to Supervisor 1

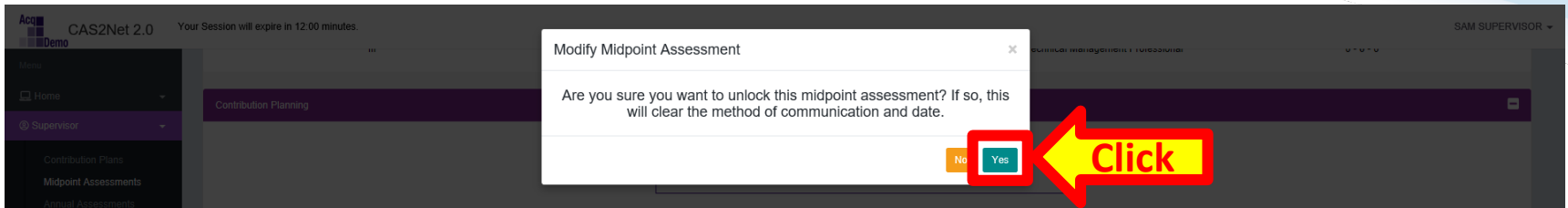


# Midpoint Assessment – Supervisor

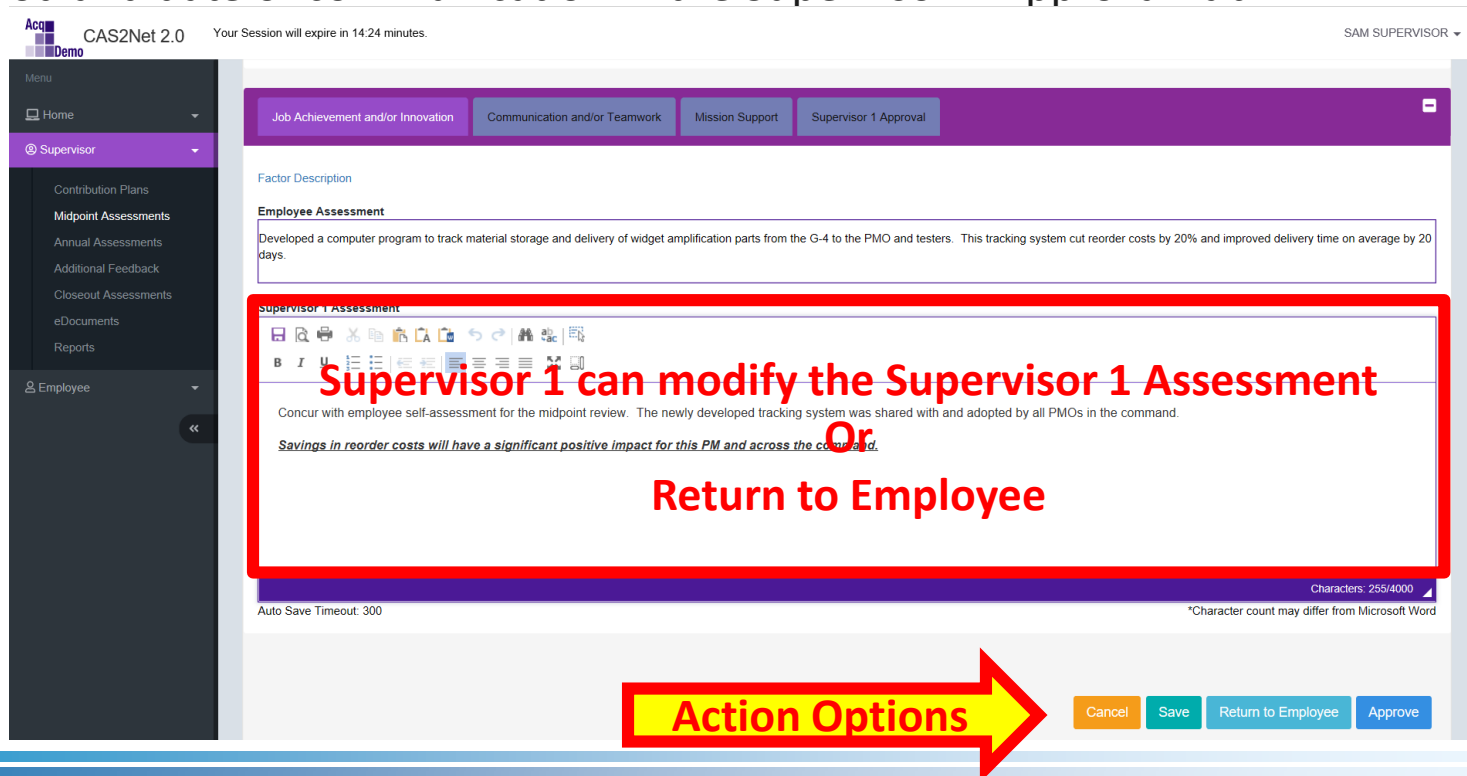
Review Self-Assessment, complete supervisor assessment, enter method and date of communication, and approve.

The screenshot displays the 'Midpoint Assessment – Supervisor' interface. On the left, a dark sidebar menu contains options like 'Home', 'Supervisor', 'Midpoint Assessments' (highlighted with a red box), 'Annual Assessments', 'Additional Feedback', 'Closeout Assessments', 'eDocuments', 'Reports', and 'Employee'. The main area features a purple header with tabs: 'Job Achievement and/or Innovation', 'Communication and/or Teamwork', 'Mission Support', and 'Supervisor 1 Approval'. Below the tabs, the 'Supervisor 1 Approval' tab is selected, showing a form with sections for 'Factor Description', 'Employee Assessment', and 'Supervisor Assessment'. At the bottom, there are fields for 'Method(s) of Communication' (with checkboxes for Face To Face, Tele-Conference, Video Conference, Email, and Other), 'Date Communicated' (03-01-2019), and 'Communicated By' (SUPERVISOR, FIRST). A red box highlights the 'Approve' button, with a large red arrow pointing to it and the word 'Click' written below.

# Midpoint Assessment – Supervisor



Modify: Supervisor can only modify the Supervisor Assessment then must communicate modification with employee and document the review by entering the method and date of communication in the Supervisor 1 Approval Tab.



# Midpoint Assessment – Supervisor (Return to Employee)

Employee Midpoint Assessments - Supervisor 1

Search:

Status	Name	Email	Current Supervisor 1	Date Communicated	Supervisor 1	Supervisor 2
Draft - Returned	SUPERUSER, SHANNON	JEROLD.LEE@HCI.MIL	SUPERVISOR, FIRST LEVEL		SUPERVISOR, FIRST LEVEL	
Not Started	ADMINISTRATOR, ABBY	JEROLD.LEE@HCI.MIL	SUPERVISOR, FIRST LEVEL			

**Draft Returned to Employee**



Menu

- Home
- Supervisor
- Midpoint Assessments**
- Annual
- Addit
- Close
- eDocuments
- Reports
- Employee

**Submitted by Employee**



Employee Midpoint Assessments - Supervisor 1

Search:

Status	Name	Email	Current Supervisor 1	Date Communicated	Supervisor 1	Supervisor 2
Submitted	SUPERUSER, SHANNON	JEROLD.LEE@HCI.MIL	SUPERVISOR, FIRST LEVEL		SUPERVISOR, FIRST LEVEL	
Not Started	ADMINISTRATOR, ABBY	JEROLD.LEE@HCI.MIL	SUPERVISOR, FIRST LEVEL			

**Released to Employee**



Employee Midpoint Assessments - Supervisor 1

Search:

Status	Name	Email	Current Supervisor 1	Date Communicated	Supervisor 1	Supervisor 2
Released	SUPERUSER, SHANNON	JEROLD.LEE@HCI.MIL	SUPERVISOR, FIRST LEVEL	03-01-2019	SUPERVISOR, FIRST LEVEL	
Not Started	ADMINISTRATOR, ABBY	JEROLD.LEE@HCI.MIL	SUPERVISOR, FIRST LEVEL			

# Midpoint Assessment Supervisor 2 Approval

# Midpoint Assessment – Supervisor 1 to Supervisor 2

Menu

- Home
- Supervisor
  - Contribution Plans
  - Midpoint Assessments**
  - Annual Assessments
  - Additional Feedback
  - Closeout Assessments
  - eDocuments
  - Reports
- Employee

Job Achievement and/or Innovation | Communication and/or Teamwork | Mission Support | Supervisor 1 Approval

Method(s) of Communication

- Face To Face
- Tele-Conference
- Video Conference
- Email
- Other

Date Communicated

03-01-2019

Communicated By  Supervisor

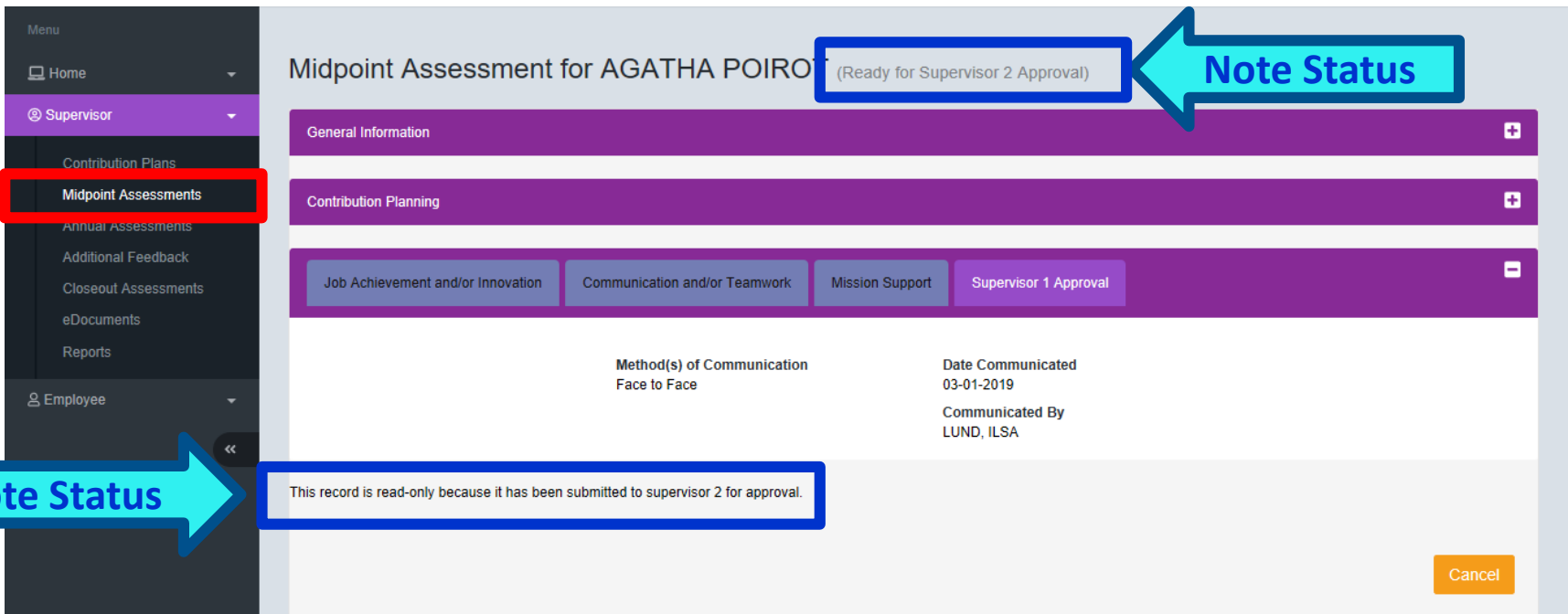
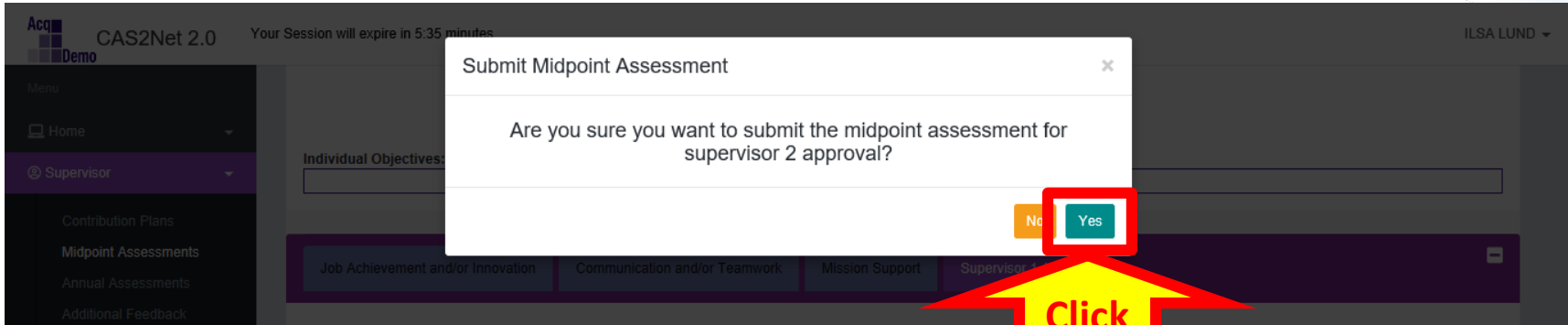
LUND, ILSA

Cancel Save Return to Employee **Submit to Supervisor 2**

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Click

# Midpoint Assessment – Supervisor 1 to Supervisor 2



# Midpoint Assessment – Supervisor 1 to Supervisor 2

## Supervisor 1 Employee Midpoint Status Detail

CAS2Net 2.0 Your Session will expire in 14:49 minutes. ILSA LUND

Menu

- Home
- Supervisor
- Midpoint Assessments**
- Additional Feedback
- Closeout Assessments
- eDocuments
- Reports

Employee Midpoint Assessments

General Information

Fiscal Year: 2019

Employee Midpoint Assessments - Supervisor 1

Search:

Status	Employee Name	Email	Current Supervisor 1	Date Communicated	Supervisor 1	Supervisor 2
Ready for Supervisor 2 Approval	POIROT, AGATHA	JEROLD.LEE@HCI.MIL	LUND, ILSA	03-04-2019	LUND, ILSA	BLAINE, RICK
Draft	WATSON, SHERLOCK	JEROLD.LEE@HCI.MIL	LUND, ILSA			
* Not Started	SUPERUSER, SABASTIAN	JEROLD.LEE@HCI.MIL	LUND, ILSA			

Showing 1 to 4 of 4 entries

\* In Status column: indicates an item must be initiated by the employee

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Click

Edit Profile  
Log Out

Click To Logout

Ready for Supervisor 2 Approval



# CAS2Net

## Questions, Issues, Problems

Altess ServiceNow Service Desk

24/7/365

[usarmy.radford.peo-eis.other.service-desk@mail.mil](mailto:usarmy.radford.peo-eis.other.service-desk@mail.mil)

or

1-800-981-3234