Contribution-based Compensation and Appraisal System (CCAS)

Contribution Plan

Mid-Point

Closeout

Annual

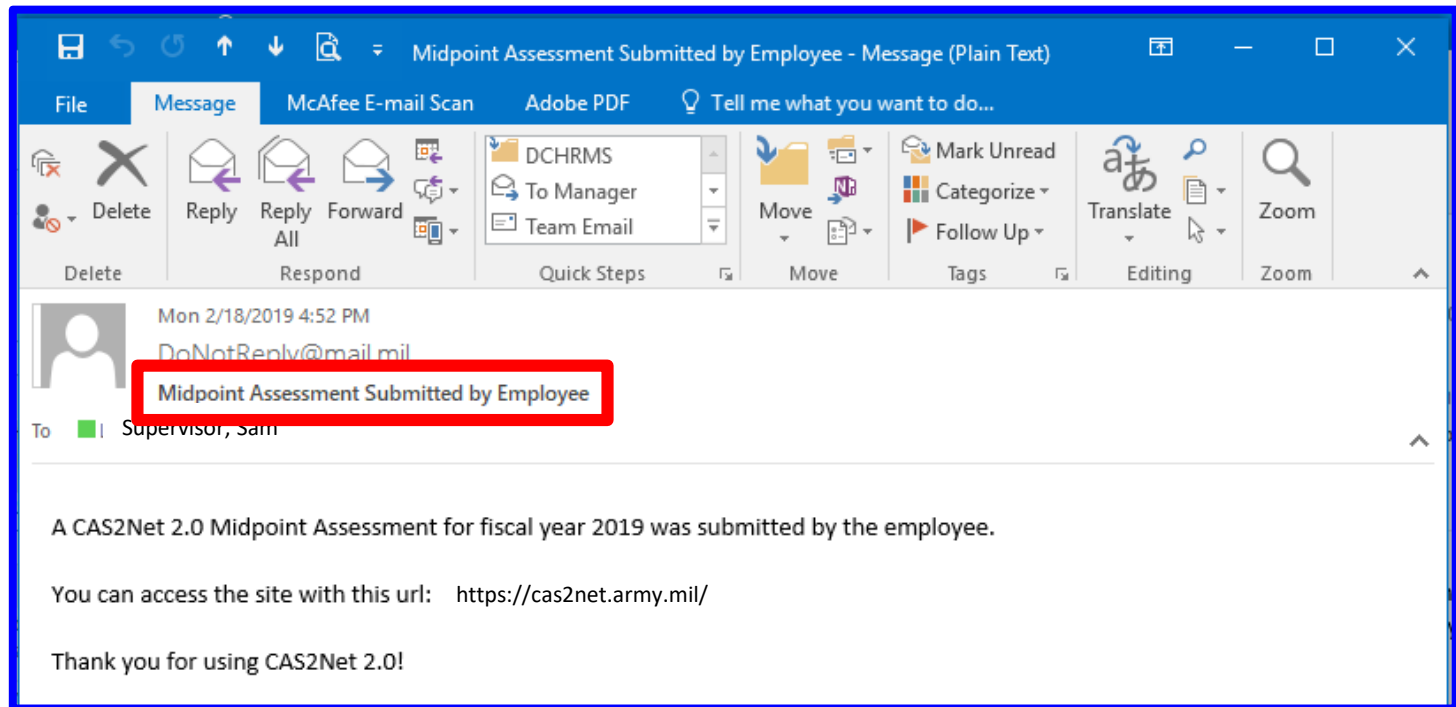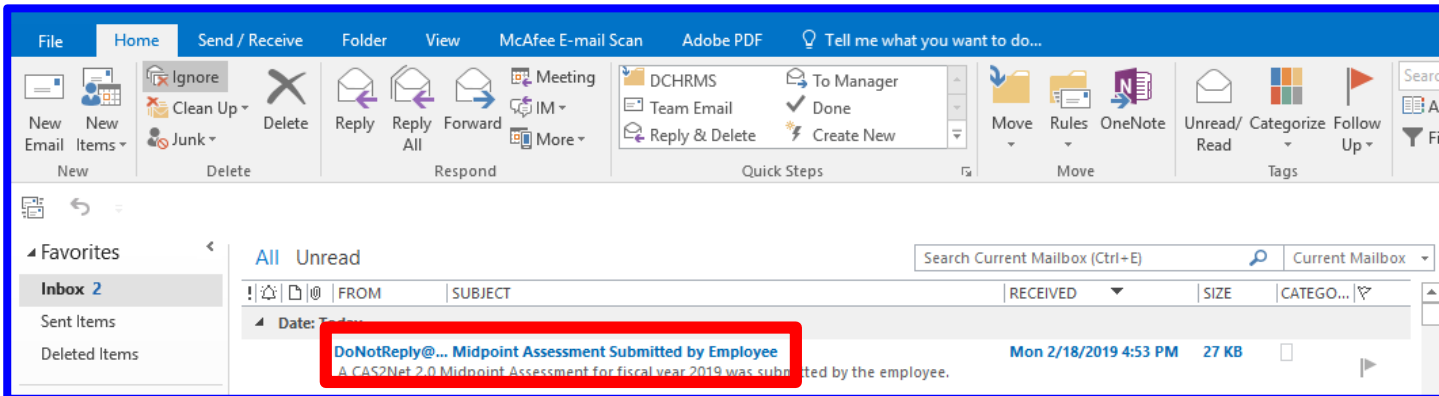## *Supervisor 1*

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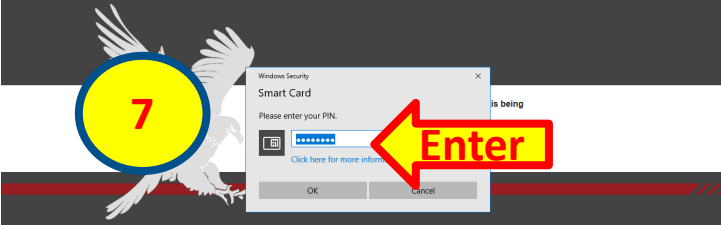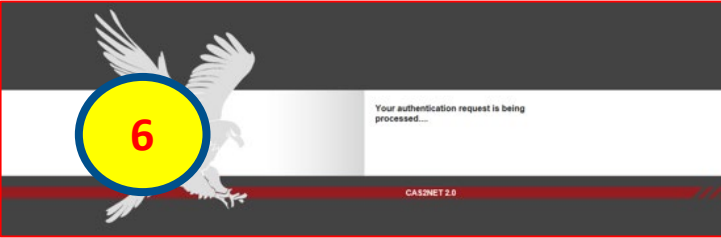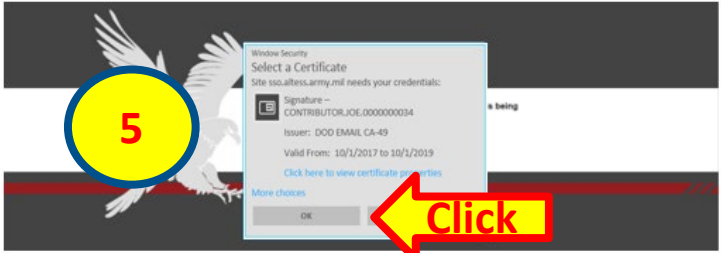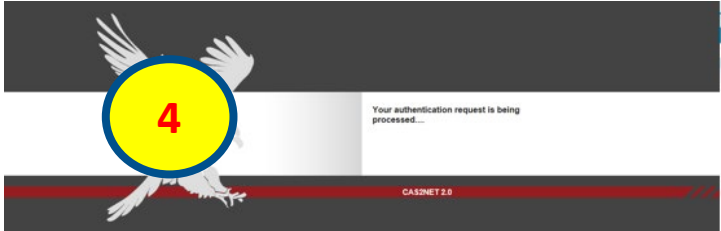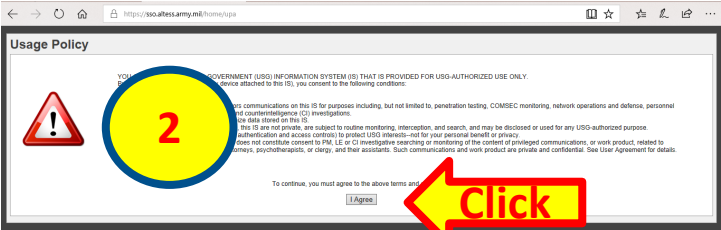
Purpose

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**

2 — Usage Policy — **Click** (I Agree)

3 — Choose sign-in method — CAC Login — **Click**

4 — Your authentication request is being processed....

5 — Window Security — Select a Certificate — Site sso.altess.army.mil needs your credentials: Signature – CONTRIBUTOR.JOE.0000000034, Issuer: DOD EMAIL CA-49, Valid From: 10/1/2017 to 10/1/2019 — **Click** (OK)

6 — Your authentication request is being processed....

7 — Windows Security — Smart Card — Please enter your PIN — **Enter**

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).

Midpoint Assessment – Supervisor

Midpoint Assessment – Supervisor

Midpoint Assessment – Supervisor

Midpoint Assessment – Supervisor

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.

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.

Characters: 0/4000

*Character count may differ from Microsoft Word

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

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

Supervisor Assessment

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

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

Three Factor Tabs

Supervisor 1 Approval Tab to document Method and Date of Communication

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

Midpoint Assessment – Supervisor
Hot Link to Factor Level Descriptors

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
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.	**NH Level I** (Score Range 0-29) • Performs assigned tasks within area of responsibility; identifies situations to supervisor or other appropriate personnel when existing guidelines do not apply. • Participates as a team member in meeting customer needs. • Productively plans individual time and assigned resources to accomplish tasks. • Effectively accomplishes assigned tasks.	• Independence • Customer Needs • Planning/Budgeting • Execution/Efficiency
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.	**NH Level II** (Score Range 22-66) • Identifies and resolves conventional problems which may require deviations from accepted policies or instructions. • Initiates meetings and interactions with customers to understand customer needs/expectations. • Optimizes resources to accomplish projects/programs within established schedules. • Effectively accomplishes projects'/programs' goals within established resource guidelines.	• Independence • Customer Needs • Planning/Budgeting • Execution/Efficiency
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.	**NH Level III** (Score Range 61-83) • Anticipates problems, develops sound solutions and action plans to ensure program/mission accomplishment. • Establishes customer alliances, anticipates and fulfills customer needs, and translates customer needs to programs/projects. • Identifies and optimizes resources to accomplish multiple projects'/programs' goals. • Effectively accomplishes multiple projects'/programs' goals within established guidelines.	• Independence • Customer Needs • Planning/Budgeting • Execution/Efficiency
Resources are utilized effectively to accomplish mission. Flexibility, adaptability and decisiveness are exercised appropriately.	**NH Level IV** (Score Range 79-100) • 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. • 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). • Formulates organizational strategies, tactics, and budget/action plan to acquire and allocate resources. • Optimizes, controls, and manages all resources across projects/programs. Develops and integrates innovative approaches to attain goals and minimize expenditures.	• Independence • Customer Needs • Planning/Budgeting • Execution/Efficiency

	VERY HIGH SCORE (Mid-level Descriptors) (Three scores available--105, 110, or 115. Select only one score.)
	
	• In addition to fully meeting the expected contribution criteria:
	  ◦ 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; and/or
	  ◦ 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.	

Writing Tool Kit

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

Auto Save

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

Auto Save is activated upon typing or pasting text

Auto Save after 300 seconds (5 minutes)

Auto Save Timeout: 206

Auto Save Timeout: Saved

Best Practice to Save Often

Spell Check

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

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:

Review and provide written assessment for each factor

employee will contribute to the mission of the organization during the appraisal cycle. This contribution
tion factor descriptors and discriminators, expected contribution criteria, Expected OCS (EOCS) and
ce Appraisal Quality Level (PAQL)/quality of performance, and career development.

visors to refine contribution and performance objectives.

bution and performance should be developed collaboratively by the employee and the supervisor working

After review and written assessment, click Supervisor 1 Approval

Job Achievement and/or Innovation | Communication and/or Teamwork | Mission Suppor | 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.

Type assessment or paste assessment from a Word document for each factor

Supervisor 1 Assessment

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

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

Characters: 255/4000

Auto Save Timeout: 300

*Character count may differ from Microsoft Word

Cancel | Save | Return to Employee | Approve

Midpoint Assessment – Supervisor

Midpoint Assessment – Supervisor

Midpoint Assessment – Supervisor

Midpoint Assessment – Supervisor

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

Midpoint Assessment – Supervisor

Midpoint Assessment – Supervisor

http://acqdemo.hci.mil

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

Midpoint Assessment – Supervisor > Reports

Midpoint Assessment – Supervisor > Reports

Midpoint Assessment – Supervisor > Reports

Midpoint Assessment – Supervisor > Reports

Midpoint Assessment – Supervisor – Generated PDF

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

Broadband Level:	Occupational Series:	Career Path:	Expected OCS:
III	0301 - MISCELLANEOUS ADMINISTRATION AND PROGRAM	NH - Business Management and Technical Management Professional	64

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.

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.

Midpoint Assessment – Supervisor Return to Employee or Modify
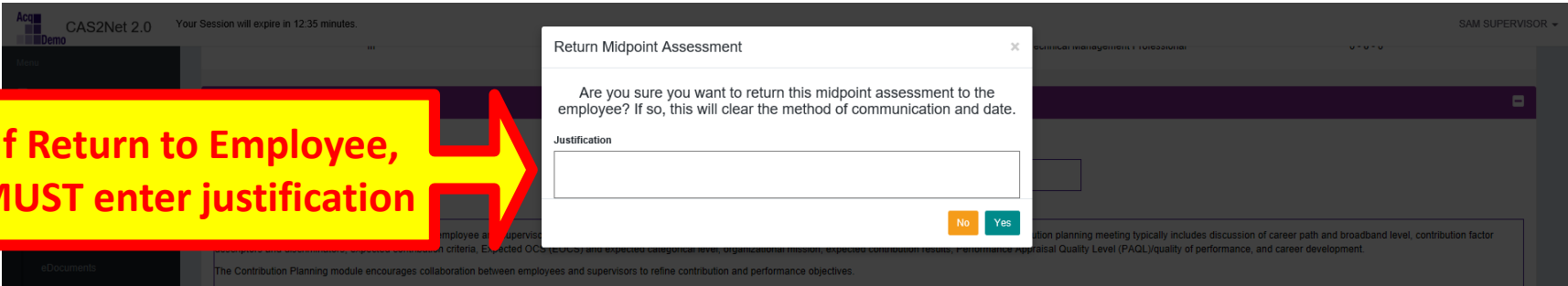
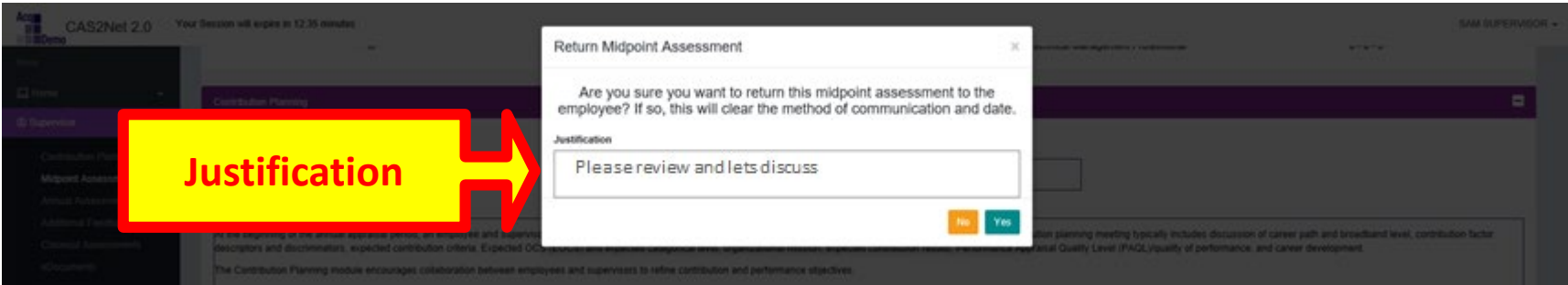# Midpoint Assessment – Supervisor

Midpoint Assessment – Supervisor
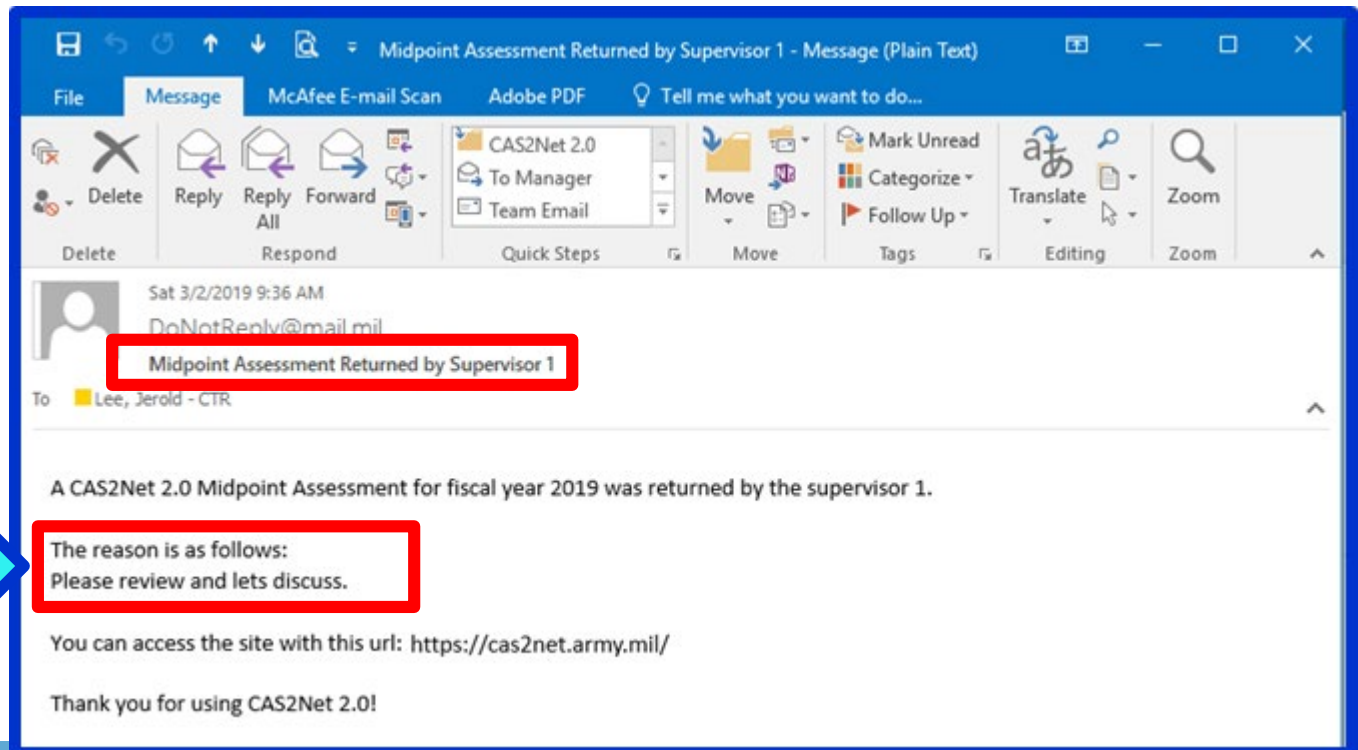
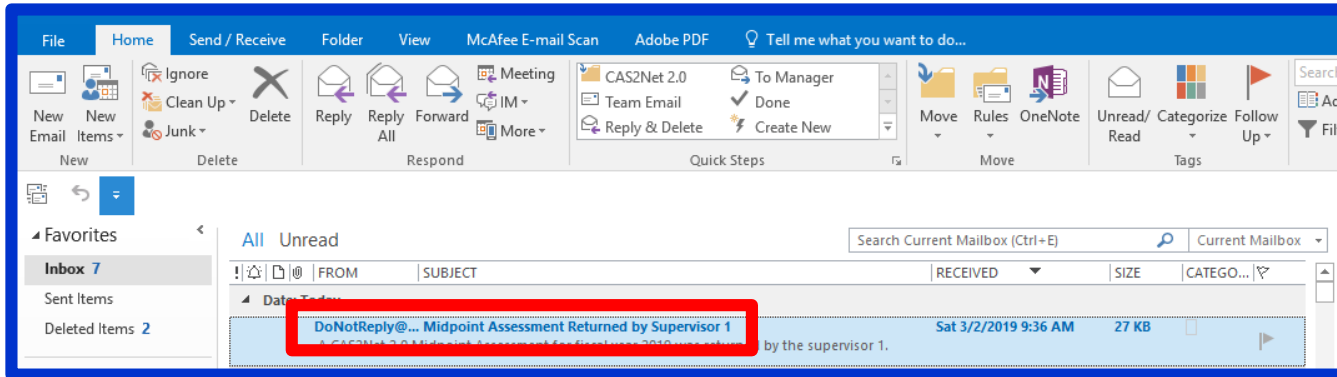# Midpoint Assessment – Supervisor

Return to Employee

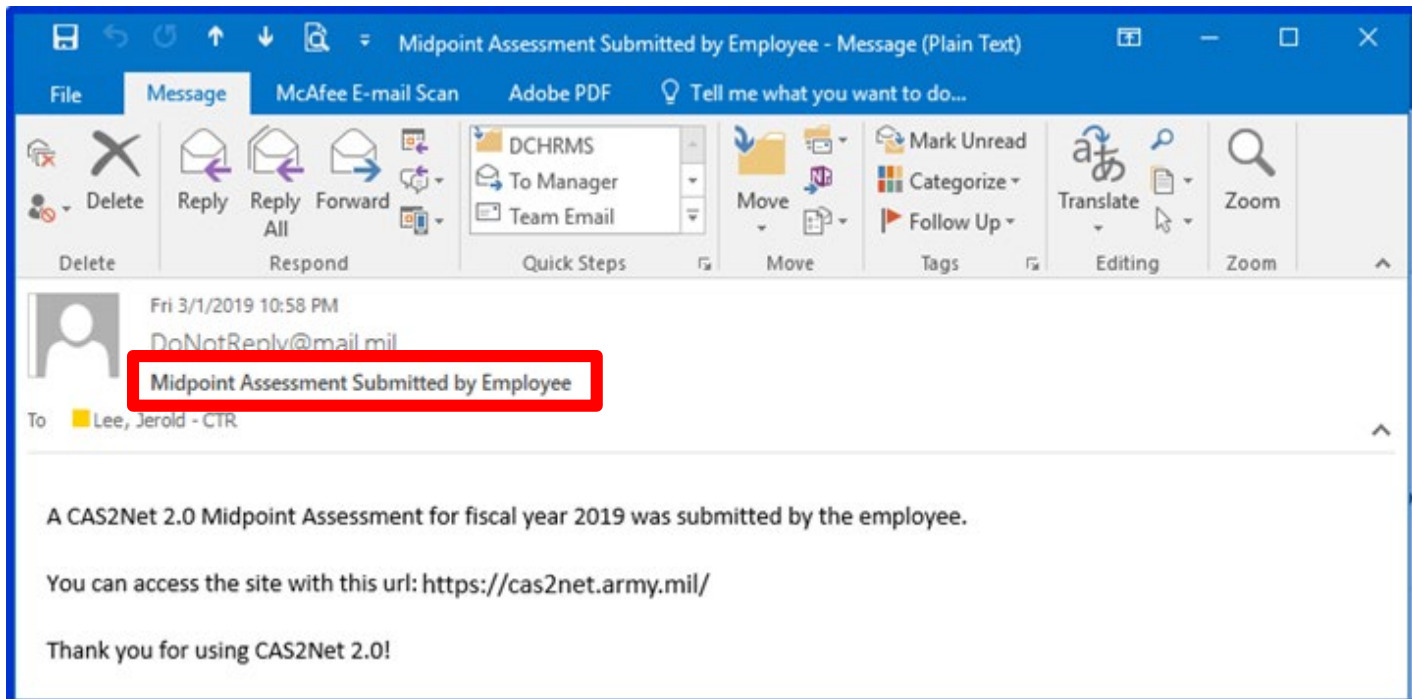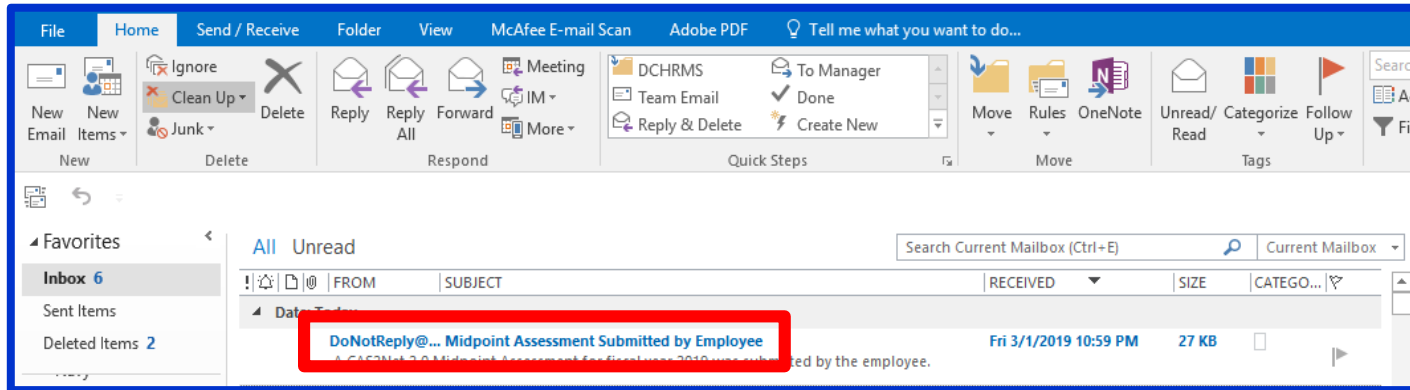**If Return to Employee, MUST enter justification**

Justification

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

Reason for Return to Employee

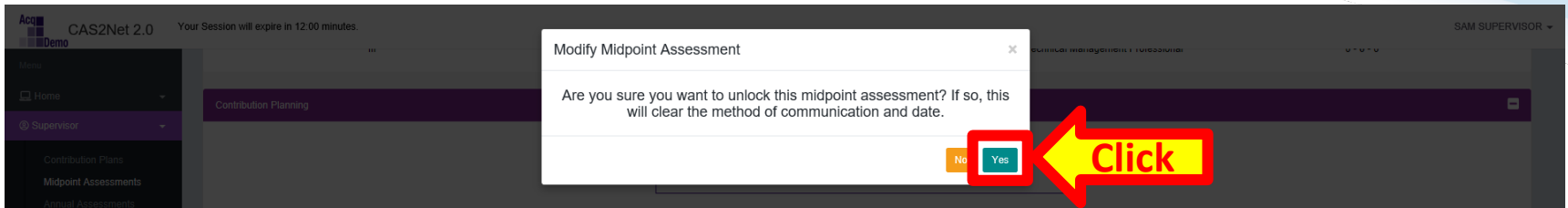# Midpoint Assessment – Email Notification Employee to Supervisor 1

Midpoint Assessment – Supervisor

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

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)

Midpoint Assessment Supervisor 2 Approval

Midpoint Assessment – <u>Supervisor 1</u> to Supervisor 2

Midpoint Assessment – <u>Supervisor 1</u> to Supervisor 2

Midpoint Assessment – <u>Supervisor 1</u> to Supervisor 2

Supervisor 1 Employee Midpoint Status Detail

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