

Some Pay Pool Business Rules May Require Supervisor 2 Approval

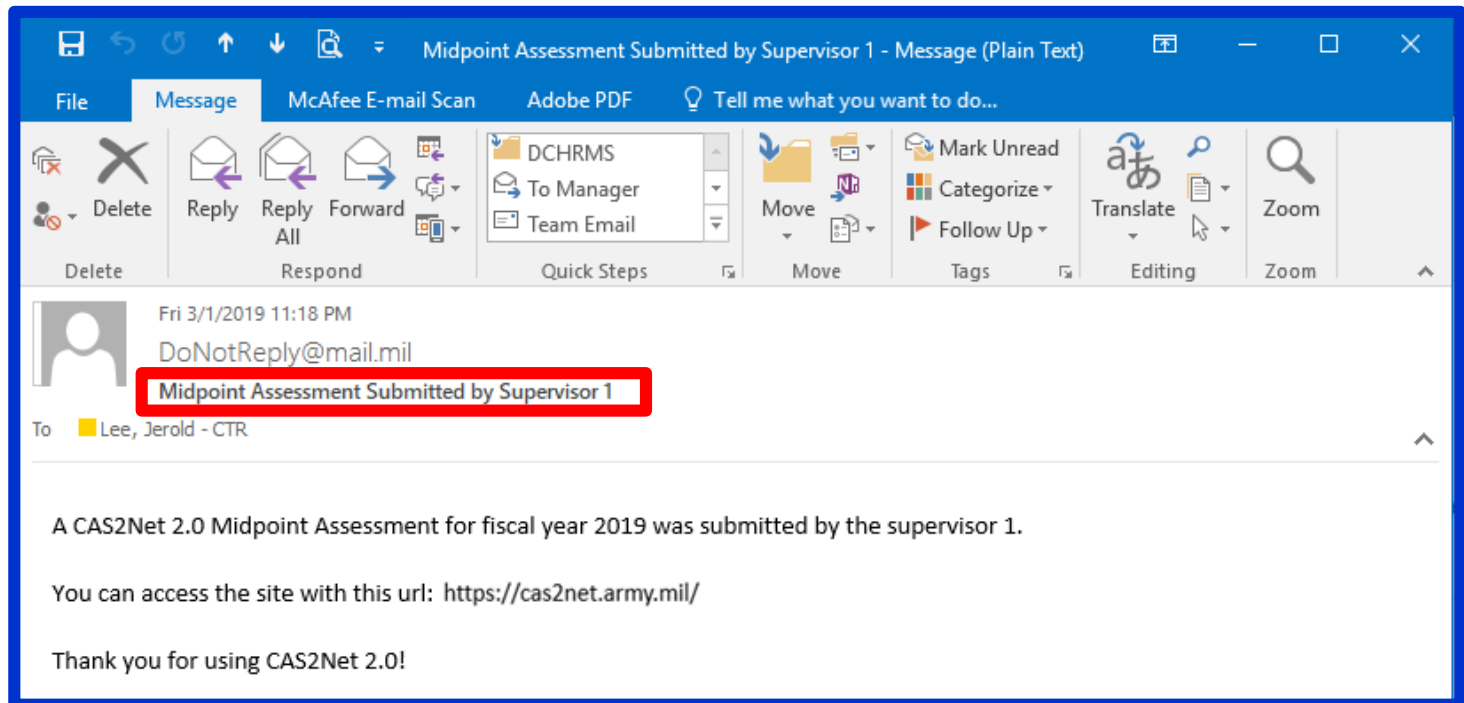
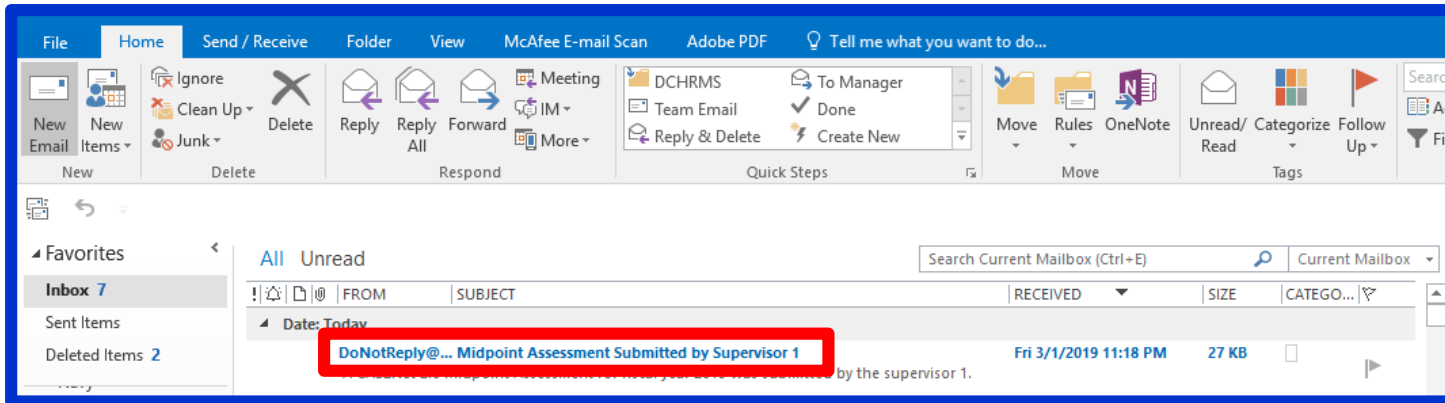
Midpoint Assessment Supervisor 2 Approval

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

Purpose

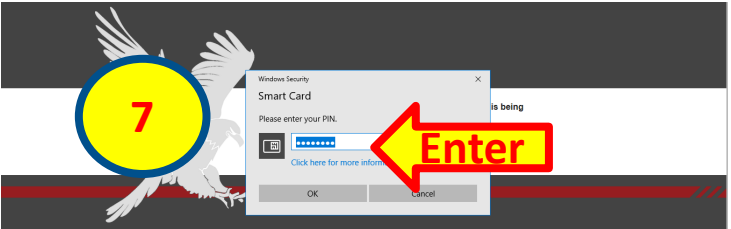
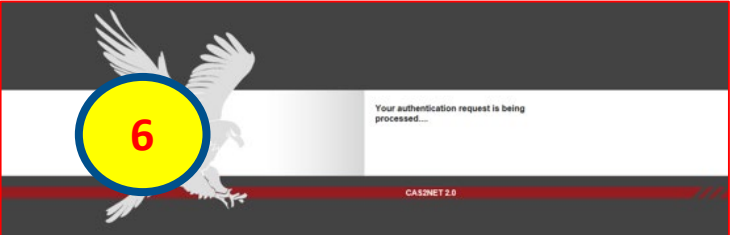
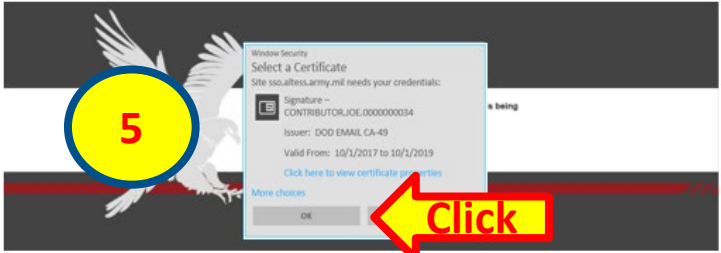
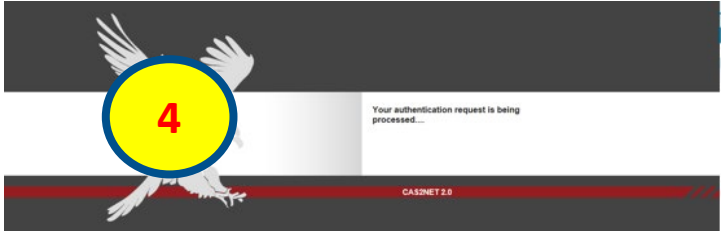
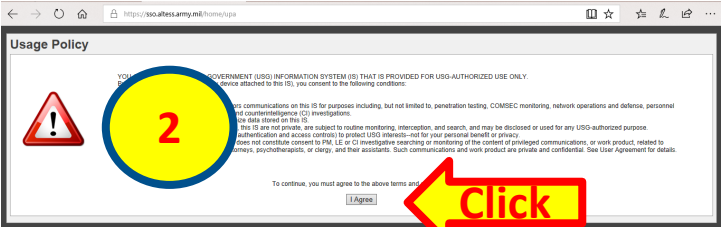
This job aid is a guide on the work flow for the CCAS Midpoint Assessment in CAS2Net.

Midpoint Assessment – Email Notification Supervisor 1 to Supervisor 2 Approval



CAS2Net Login

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



CAS2Net Overview

Midpoint Assessment – Supervisor 2 Approval

Navigation Menu

User's Name

Click ▾

Your Session will expire in 14:08 minutes.

Session Countdown Timer

Edit Profile
Log Out

Click To Logout

Acq Demo CAS2Net 2.0

Menu

- Home
- Manager
 - Appraisal Status
 - Offline Interface
 - Contribution Plans
 - Midpoint Assessments
 - Annual Assessments
 - eDocuments
- Supervisor
 - Contribution Plans
 - Midpoint Assessments
 - Annual Assessments
 - Additional Feedback
 - Closeout Assessments
 - eDocuments
 - Reports

Welcome to CAS2Net 2.0

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

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

Click + to Expand Panel
Click - to Collapse Panel

Midpoint Assessment – Supervisor 2 Approval

The screenshot shows the CAS2Net 2.0 dashboard. On the left is a dark navigation menu with the following items: Menu, Home (with a dropdown arrow), Index (highlighted with a red box), FAQs, About, Contact, Manager (with a dropdown arrow), Supervisor (with a dropdown arrow), and Employee (with a dropdown arrow). The main content area has a header 'Welcome to CAS2Net 2.0' and a list of dashboard options: User Notifications, Points of Contact, Manager Dashboard, Supervisor 1 Dashboard, and Supervisor 2 Dashboard. Below these are three pie charts: '2019 Contribution Plan Status for Supervised Employees' (with legend: Not Started, Draft, Submitted, Approved), '2019 Midpoint Assessment Status for Supervised Employees' (with legend: Not Started, Draft, Released), and '2018 Annual Assessment Status for Supervised Employees' (with legend: Not Started). A yellow arrow with the text 'Click on Pie Slice' points to a slice in the 2019 Midpoint Assessment chart. At the bottom of the dashboard, there is a green bar with the text: 'CAS2Net 2.0 - Powered by ALTESS The information contained herein is covered by the Privacy Act of 1974 For Official Use Only (FOUO)'.

The screenshot shows a pop-up window titled 'Midpoint Assessments - Released'. It contains a search bar and a table with the following data:

Name	Phone Number	Phone Ext	Phone Dsn	Email
POIROT, AGATHA				JEROLD.LEE@HCI.MIL

Below the table, it says 'Showing 1 to 1 of 1 entries'. There are 'Previous' and 'Next' buttons, with '1' in the middle. An 'OK' button is at the bottom right.

Midpoint Assessment – Supervisor 2 Approval

Employee Midpoint Assessments

General Information

Fiscal Year: 2019

Employee Midpoint Assessments - Manager

Show: 25 entries

Status	Name	Email	Current Supervisor 1	Date Communicated	Supervisor 1	Supervisor 2
Ready for Supervisor 2 Approval	POIROT, AGATHA	JEROLD.LEE@HCI.MIL	LUND, ILSA	03-01-2019	LUND, ILSA	BLAINE, RICK
Draft	ADMINSTRATOR, AHMED	JEROLD.LEE@HCI.MIL	LUND, ILSA			
Draft	WATSON, SHERLOCK	JEROLD.LEE@HCI.MIL	LUND, ILSA			

Showing 1 to 3 of 3 entries

Must Use Supervisor Menu for Supervisor 2 Approval

Employee Midpoint Assessments

General Information

Employee Midpoint Assessments - Supervisor 1

Click Name / Row

Status	Name	Email	Current Supervisor 2	Date Communicated	Supervisor 1	Supervisor 2
Ready for Supervisor 2 Approval	POIROT, AGATHA	JEROLD.LEE@HCI.MIL	BLAINE, RICK	03-01-2019	LUND, ILSA	BLAINE, RICK
Draft	ADMINSTRATOR, AHMED	JEROLD.LEE@HCI.MIL	BLAINE, RICK			
Draft	WATSON, SHERLOCK	JEROLD.LEE@HCI.MIL	BLAINE, RICK			

Showing 1 to 3 of 3 entries

Midpoint Assessment – Supervisor 2 Approval

Menu

- Home
- Manager
- Supervisor
- Midpoint Assessments
- Annual Assessments
- Additional Feedback
- Closeout Assessments
- eDocuments
- Reports

Employee

Midpoint Assessment for AGATHA POIROT (Released)

General Information

Fiscal Year: 2019

Supervisor Level 1: LUND, ILSA	Supervisor Level 2: BLAINE, RICK	REVIEW	Sub-Panel Manager: BLAINE, RICK
Broadband Level: III	Occupational Series:	Career Path: NH - Business Management and Technical Management Professional	Pay Pool Manager: BLAINE, RICK
			Expected OCS and Range: 80 - 83 - 87

Contribution Planning

Contribution Plan Effective Date:
10-01-2018

Individual Objectives:

Job Achievement and/or Innovation:
Develop a computer program to track material storage and delivery of weapon system parts from the Support 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.

Midpoint Assessment – Supervisor 2 Approval

Menu

- Home
- Manager
- Supervisor**
- Contribution Plans

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

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

Factor Description

Employee Assessment

Created and developing a computer program, WIDGET DTRS, with the goal to track material storage and delivery of weapon system parts from the Supply Department to the Operating Forces. Development is on track and will be available for deployment ahead of the planned completion date of April 15, 2019.

Supervisor 1 Assessment

Concur with employee midpoint self-assessment.

The newly created and developed computer program, WIDGET DTRS, is meeting the goal to track material storage and delivery of weapon system parts from the Supply Department to the Operating Forces. Development is on track and ahead of the planned completion date of April 15, 2019.

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

Factor Descriptor

Employee Assessment

Coordinated with 4 of 8 organization elements and all contractors to identify issues associated with the classified e-mail problem..

As the Help Desk Assistant, assist over 2127 Operating Forces customers since the beginning of the fiscal year. The goal was 300 customers per month to provide accurate and timely responses to all questions and requests for assistance. Resolved 83% of the requests with the remaining 17% forwarded to the responsible action officers.

Created, developed and conducted six Microsoft Office classes and various administrative correspondence courses to the executive assistants in the PM..

Supervisor 1 Assessment

Concur with employee self-assessment.

Completed 4 of 8 organization elements coordination and with all contractors to identify issues associated with the classified e-mail problem..

As the Help Desk Assistant, assisted over 2127 Operating Forces customers significantly exceeding the goal of 300 customers per month with accurate and timely responses to all questions and requests for assistance. .

The six Microsoft Office classes and various administrative correspondence courses to the executive assistants in the PM were well attended and is being considered extending these classes to all action officers.

Midpoint Assessment - Employee Hot Link to Factor Level Descriptors

CAS2Net 2.0 Communication and/or Teamwork

https://cas2net.army.mil/Html/FactorDesc/FactorDesc_2_1.html

CAREER PATH: Business Management and Technical Management (NH)
FACTOR: 2. Communication and/or Teamwork
FACTOR DESCRIPTION: This factor captures communication, both verbal and written; interactions with customers, coworkers, and groups; and assignments crossing functional boundaries appropriate for the positions classified to the broadband levels of the NH career path.

Expected Contribution Criteria	Classification Level and Appraisal Descriptors	Discriminators
<p>Effectively communicates, verbally and in writing, as needed to coordinate work and keep chain-of-command, coworkers and customers informed of work-related issues, developments and statuses. Actively seeks and promotes diverse ideas and inputs. Works well with others to accomplish mission requirements.</p> <p>Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at the appropriate level. Personal and organizational interactions exhibit and foster teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately.</p>	<p>NH Level I (Score Range 0-29)</p> <ul style="list-style-type: none"> Clearly explains status/results of assigned tasks. Provides timely data and written analyses for input to management/technical reports or contractual documents. Contributes ideas in own area of expertise. Interacts cooperatively with others. Routinely completes assignments, as required, in support of team goals. 	<ul style="list-style-type: none"> Oral Written Contribution to Team Effectiveness
	<p>NH Level II (Score Range 22-66)</p> <ul style="list-style-type: none"> Presents informational briefings. Writes, or is a major contributor to, management/technical reports or contractual documents. Uses varied approaches to resolve or collaborate on projects/programs issues. Facilitates cooperative interactions with others. Guides/supports others in executing team assignments. Proactively functions as an integral part of the team. 	<ul style="list-style-type: none"> Oral Written Contribution to Team Effectiveness
	<p>NH Level III (Score Range 61-83)</p> <ul style="list-style-type: none"> Presents briefings to obtain consensus/approval. Reviews and approves, or is a major contributor to/ lead author of, management reports or contractual documents for external distribution. Provides inputs to policies. Introduces and/or implements innovative approaches to resolve unusual/difficult issues significantly impacting important policies or programs. Promotes and maintains environment of cooperation and teamwork. Leads and guides others in formulating and executing team plans. Sought by team members to contribute to teaming. 	<ul style="list-style-type: none"> Oral Written Contribution to Team Effectiveness
	<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; 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. 	

Midpoint Assessment – Supervisor 2 Approval

- Options**
- Cancel = No action now
 - Return to Supervisor 1
 - Approve



Midpoint Assessment – Supervisor 2 Approval

Midpoint Assessment for AGATHA POIROT (Released)

General Information

Contribution Planning

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

Method(s) of Communication: Face to Face
Date Communicated: 03-01-2019
Communicated By: LUND, ILSA

Generate PDF

Cancel

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

Option to print assessment

Employee Midpoint Assessments

General Information

Employee Midpoint Assessments - Supervisor 1

Employee Midpoint Assessments - Supervisor 2

Show 25 entries

Status	Name	Email	Current Supervisor 2	Date Communicated	Supervisor 1	Supervisor 2
Released	POIROT, AGATHA	JEROLD.LEE@HCI.MIL	BLAINE, RICK	03-01-2019	LUND, ILSA	BLAINE, RICK
Draft	ADMINISTRATOR, AHMED	JEROLD.LEE@HCI.MIL	BLAINE, RICK			
Draft	WATSON, SHERLOCK	JEROLD.LEE@HCI.MIL	BLAINE, RICK			

Showing 1 to 3 of 3 entries

Previous 1 Next

Midpoint Assessment Released to Employee and to Supervisor

Midpoint Assessment – Supervisor 2 Return to Supervisor 1

Midpoint Assessment – Supervisor 2 Approval

Menu

- Home
- Manager
- 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

Factor Description

Employee Assessment

Completed the initial contact with matrix activities, HQ, and other services and agencies to provide information on the WIDGET DTRS..

Supervisor 1 Assessment

Concur with employee self-assessment.
Initial contact with matrix activities, HQ, and other services and agencies was completed two months ahead of schedule to provide information on the WIDGET DTRS..

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

Method(s) of Communication: Face to Face

Date Communicated: 03-01-2019

Communicated By: LUND, ILSA

Cancel | Return to Supervisor 1 | Approve

Click Return to Supervisor 1

Midpoint Assessment – Supervisor 2 Approval Return to Supervisor 1

Return Midpoint Assessment

Are you sure you want to return this midpoint assessment to the supervisor 1? If so, this will clear the method of communication and date.

Justification

No Yes

If Return to Employee, MUST enter justification

Return Midpoint Assessment

Are you sure you want to return this midpoint assessment to the supervisor 1? If so, this will clear the method of communication and date.

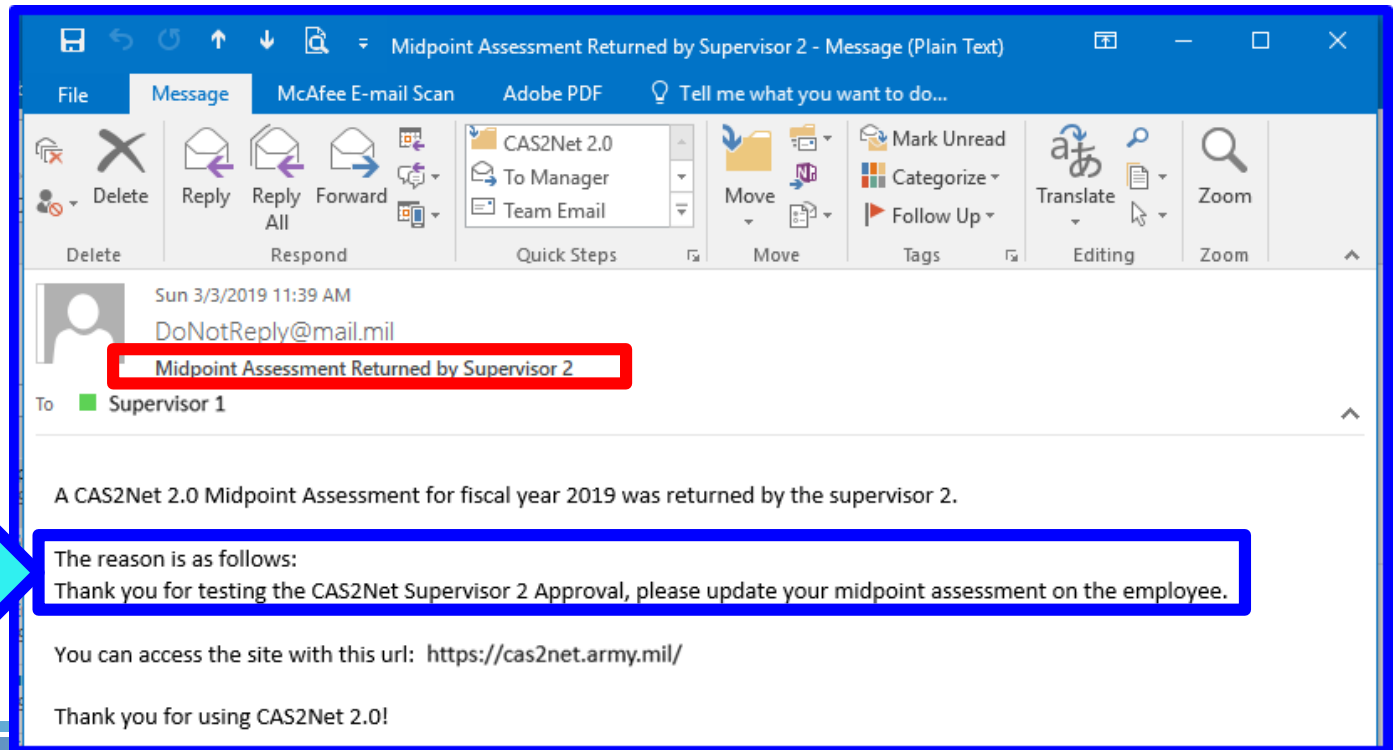
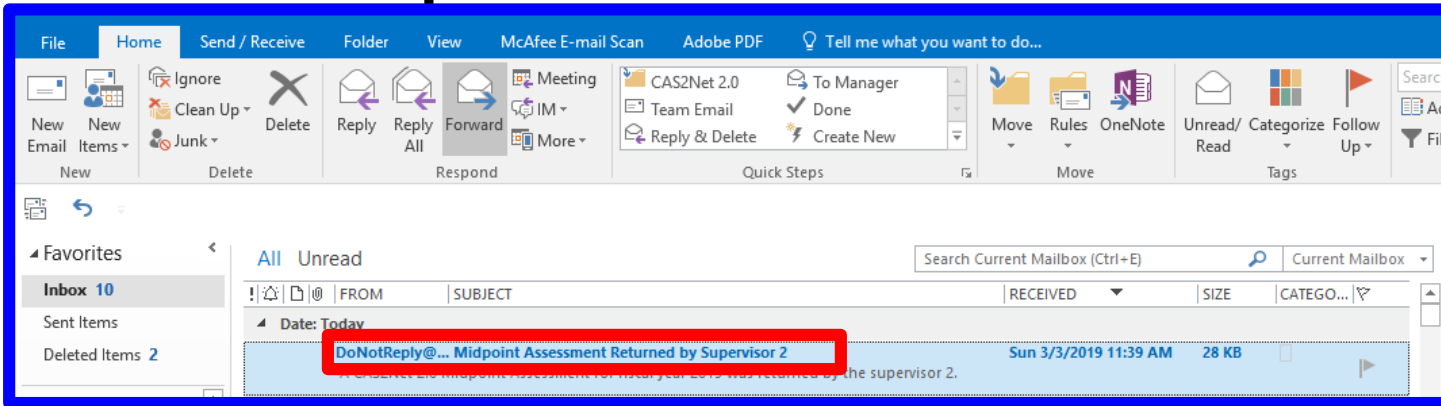
Justification

Thank you for testing the Cas2Net Supervisor 2 Approval, please update your midpoint assessment on the employee.

No Yes

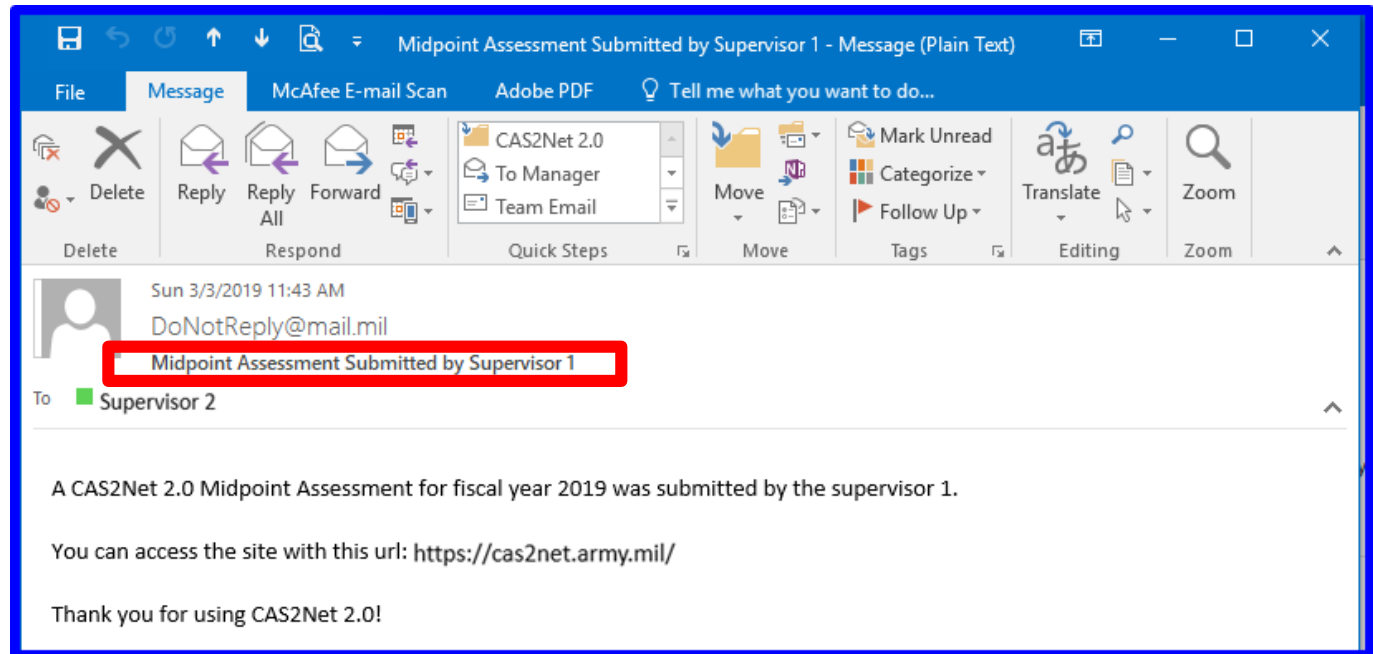
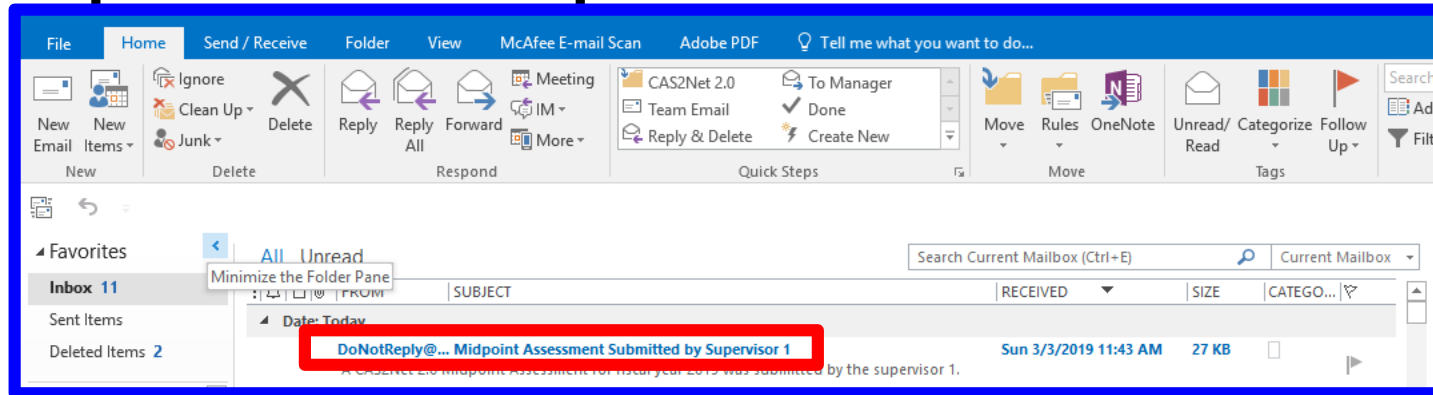
Justification

Midpoint Assessment – Supervisor 2 Approval Return to Supervisor 1



Reason for
Return to
Supervisor 1

Midpoint Assessment – Supervisor 2 Approval Supervisor 1 to Supervisor 2



Midpoint Assessment – Supervisor 2 Approval

Revised / Updated Supervisor 1 Assessment

The screenshot displays a web interface for a 'Midpoint Assessment for AHMED ADMINSTRATOR (Ready for Supervisor 2 Approval)'. On the left is a dark sidebar menu with options: Home, Manager, Supervisor, Contribution Plans, Midpoint Assessments (highlighted with a red box), Annual Assessments, Additional Feedback, Closeout Assessments, eDocuments, and Reports. Below the menu are sections for Employee and Supervisor. The main content area shows a list of assessment factors, each with a 'Review' button (highlighted with a red box) and a 'Supervisor 1 Approval' button. The factors listed are: Contribution Planning, Job Achievement and/or Innovation, Communication and/or Teamwork, and Mission Support. Below the list, there is a detailed view of the 'Job Achievement and/or Innovation' factor, showing 'Employee Assessment' and 'Supervisor 1 Assessment' sections. At the bottom right, a red arrow points to an 'Approve' button with the text 'If agree, Click Approve'.

Midpoint Assessment – Supervisor 2 Approval

Submit Midpoint Assessment

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

No Yes

Click

Employee Midpoint Assessments

General Information

Employee Midpoint Assessments - Supervisor 1

Employee Midpoint Assessments - Supervisor 2

Show 25 entries Search:

		Email	Current Supervisor 2	Date Communicated	Supervisor 1	Supervisor 2
Released	ADMINSTRATOR, AHMED	JEROLD.LEE@HCI.MIL	BLAINE, RICK	03-01-2019	LUND, ILSA	BLAINE, RICK
Released	POIROT, AGATHA	JEROLD.LEE@HCI.MIL	BLAINE, RICK	03-01-2019	LUND, ILSA	BLAINE, RICK
Draft	WATSON, SHERLOCK	JEROLD.LEE@HCI.MIL	BLAINE, RICK			

Showing 1 to 3 of 3 entries Previous 1 Next

Released

Midpoint Assessment – Supervisor 2 Approval

Menu

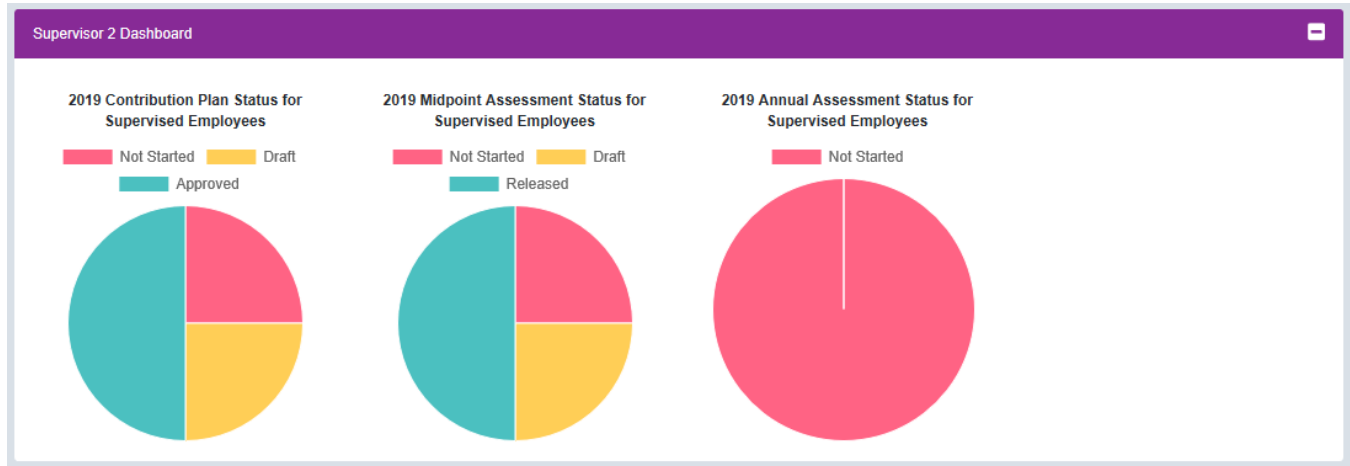
- Home
- Index**
- FAQs
- About
- Contact
- Manager
 - Supervisor
 - Contribution Plans
 - Midpoint Assessments
 - Annual Assessments
 - Additional Feedback
 - Closeout Assessments
 - eDocuments
 - Reports
 - Employee

Employee Midpoint Assessments - Supervisor 2

Show 25 entries Search:

Status	Name	Email	Current Supervisor 2	Date Communicated	Supervisor 1	Supervisor 2
Released	ADMINSTRATOR, AHMED	AHMED.ADMINISTRATOR@WIDGET.MIL	BLAINE, RICK	03-01-2019	LUND, ILSA	BLAINE, RICK
Released	POIROT, AGATHA	AGATHA.POIROT@WIDGET.MIL	BLAINE, RICK	03-01-2019	LUND, ILSA	BLAINE, RICK
Draft	WATSON, SHERLOCK	SHERLOCK.WATSON@WIDGET.MIL	BLAINE, RICK			

Showing 1 to 3 of 3 entries Previous 1 Next



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