

# 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 Annual Assessment in CAS2Net.**

# Annual Assessment – Employee

The Annual 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).

**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**

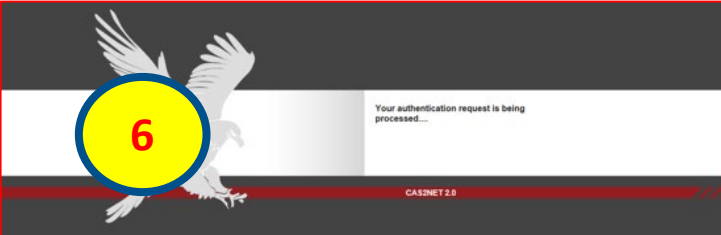
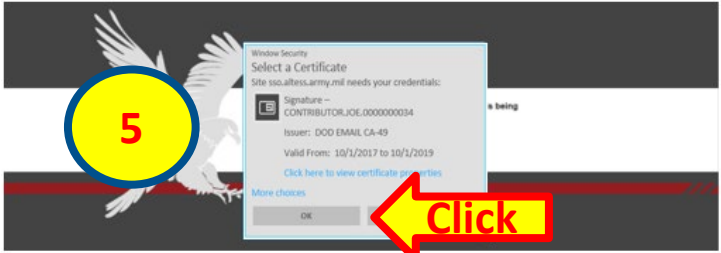
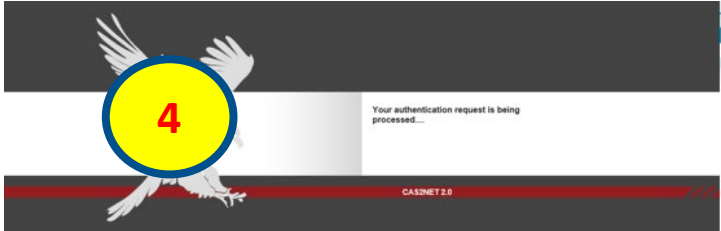
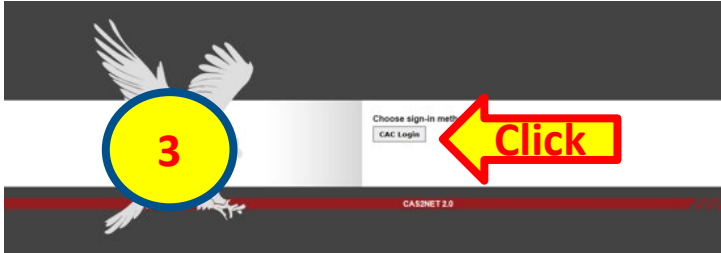
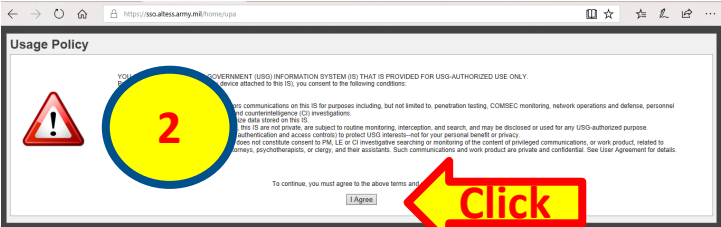
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10-01-2018

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

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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.

# CAS2Net Login

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



# Annual Assessment - Employee

CAS2Net 2.0 Your Session will expire in 13:37 minutes. JOE CONTRIBUTOR

Menu

- Home
- Index
- FAQs
- About
- Contact
- Employee
- Contribution Plan
- Annual Assessment
- eDocuments
- Reports

Welcome to CAS2Net 2.0

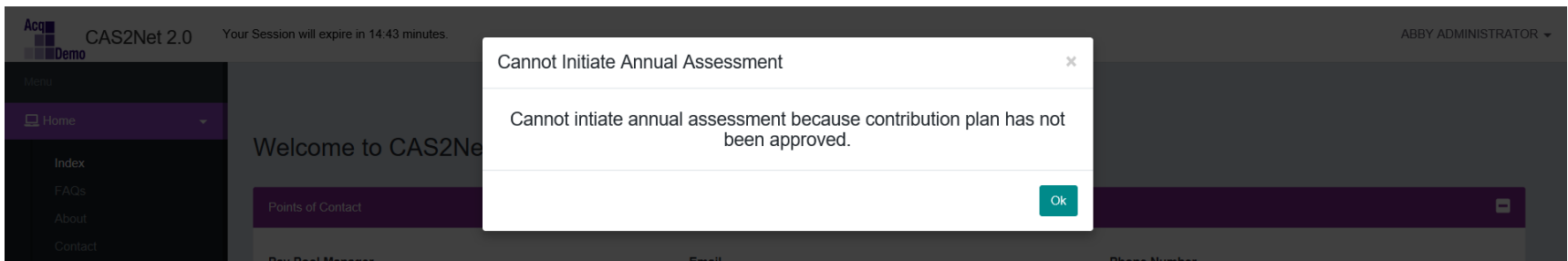
Points of Contact

Supervisor 1	Email	Phone Number
SUPERVISOR, SAM	JEROLD.LEE@HCI.MIL	

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

# Annual Assessment

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



in order to initiate an annual self-assessment.

# Annual Assessment - Employee

Menu

- Home
- Employee
- Contribution Plan
- Annual Assessment
- eDocuments
- Reports

## Annual Assessment for JOE CONTRIBUTOR (draft)

General Information

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 OCS and Range: 63 - 66 - 70

Current Contribution Plan Details

Contribution Plan Effective Date:  
10-01-2018

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

Midpoint Assessment For Fiscal Year:  
Midpoint Assessment - Completed 02-19-2019

Individual Objectives:

At the beginning of the annual appraisal period planning meeting typically includes discussion expected categorical level, organizational miss

The Contribution Planning module encourages

Contribution Plan Effective Date: 10-01-2018	appraisal cycle. This contribution i, Expected OCS (EOCS) and development.
Contribution Plan(s) For Fiscal Year: Contribution Plan - Effective 10-01-2018 - Approved 10-25-2018	
Midpoint Assessment - Approved 02-19-2019	

Factor Description

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

Employee Assessment

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

Auto Save Timeout: 300 Character count may differ from Microsoft Word

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

Three Factor Tabs

# Annual 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><b>NH Level I</b> (Score Range 0-29)</p> <ul style="list-style-type: none"> <li>Clearly explains status/results of assigned tasks.</li> <li>Provides timely data and written analyses for input to management/technical reports or contractual documents.</li> <li>Contributes ideas in own area of expertise. Interacts cooperatively with others.</li> <li>Routinely completes assignments, as required, in support of team goals.</li> </ul>	<ul style="list-style-type: none"> <li>Oral</li> <li>Written</li> <li>Contribution to Team</li> <li>Effectiveness</li> </ul>
	<p><b>NH Level II</b> (Score Range 22-66)</p> <ul style="list-style-type: none"> <li>Presents informational briefings.</li> <li>Writes, or is a major contributor to, management/technical reports or contractual documents.</li> <li>Uses varied approaches to resolve or collaborate on projects/programs issues. Facilitates cooperative interactions with others.</li> <li>Guides/supports others in executing team assignments. Proactively functions as an integral part of the team.</li> </ul>	<ul style="list-style-type: none"> <li>Oral</li> <li>Written</li> <li>Contribution to Team</li> <li>Effectiveness</li> </ul>
	<p><b>NH Level III</b> (Score Range 61-83)</p> <ul style="list-style-type: none"> <li>Presents briefings to obtain consensus/approval.</li> <li>Reviews and approves, or is a major contributor to/ lead author of, management reports or contractual documents for external distribution. Provides inputs to policies.</li> <li>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.</li> <li>Leads and guides others in formulating and executing team plans. Sought by team members to contribute to teaming.</li> </ul>	<ul style="list-style-type: none"> <li>Oral</li> <li>Written</li> <li>Contribution to Team</li> <li>Effectiveness</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

The screenshot shows a software interface titled "Contribution Planning" with a purple header. Below the header, there is a date selection field for "Effective Date" set to "10-01-2018". The main area is labeled "Individual Objectives:" and contains a rich text editor toolbar. A red box highlights the top portion of this toolbar, which includes icons for Save, Print, Cut, Copy, Paste, Paste as Plain Text, Paste from Word, Undo, Redo, Find, Replace, and Select All. Below this, a larger red box highlights the bottom portion of the toolbar, including Bold, Italic, Underline, Numbered List, Bulleted List, Indent, Text Alignment, and Show Blocks. Several callout boxes with colored borders point to specific icons: a green box for "Save/Preview/Print/" points to the Save icon; a purple box for "Cut/Copy/Paste/Paste as Plain Text/Paste from Word/" points to the Cut, Copy, and Paste icons; a black box for "Undo/Redo/Find/Replace/Select All" points to the Undo, Redo, Find, Replace, and Select All icons; a blue box for "Bold/Italic/Underline" points to the B, I, and U icons; a green box for "Insert Remove Numbered List/Insert Remove Bulleted/" points to the list icons; a black box for "Decrease Indent/Increase Indent/" points to the indent icons; a purple box for "Align Left/Center/Align Right/Justify/" points to the alignment icons; and a brown box for "Maximize/Show Blocks" points to the Show Blocks icon. At the bottom left, it says "Auto Save Timeout: 300". At the bottom right, it says "Characters: 0/6000" and "Count may differ from Microsoft Word".

# 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

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: 103/6000

\*Character count may differ from Microsoft Word

# Annual Assessment - Employee

Annual Assessment for JOE CONTRIBUTOR (Draft)

General Information

Fiscal Year: 2018

Supervisor Level 1: SUPERVISOR, SAM  
 Supervisor Level 2:  
 Broadband Level: III  
 Occupational Series:  
 Sub-Panel Manager:  
 Career Path: NH - Business Management and Technical Management Professional  
 Pay Pool Manager:  
 Expected OCS and Range: 63 - 66 - 70

Current Contribution Plan Details

Contribution Plan Effective Date: 10-01-2018

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

Midpoint Assessment - Completed 02-19-2019

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 factors and discriminators, expected contribution criteria, Expected OCS (EOCS) and expected categorical level, organizational mission, expected contribution results, Performance Quality Level (PQL), Quality of performance, and career development.

The Contribution Planning module enables the employee and the supervisor working together to have a clear understanding of the employee's contribution to the organization.

Job Achievement and/or Innovation    Communication

Factor Description

Employee 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    Submit to Supervisor 1

# Hot Link to Approved Midpoint Review

Menu

- Home
- Employee
- Contribution Plan
- Midpoint Assessment**
- Annual Assessment
- Additional Feedback
- eD
- Rep

Midpoint Assessment for JOE CONTRIBUTOR (Released)

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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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.

CSUCGI

**Click To Return To Annual Assessment**

# Annual Assessment - Employee

Annual Assessment for JOE CONTRIBUTOR (Draft)

- General Information
- Current Contribution Plan Details
- Job Achievement and/or Innovation
- Communication and/or Teamwork
- Mission Support

Factor Description

Employee 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 Submit to Supervisor 1

# Auto Save

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

Factor Description

Employee Assessment

Auto Save Timeout: 78

Auto Save Timeout: Saved

Characters: 489/4000

Cancel | Save | Submit to Supervisor 1

\*Character count may differ from Microsoft Word

Auto Save is activated upon typing or pasting text

Auto Save after 300 seconds (5 minutes)

Best Practice to Save Often

# Annual Assessment - Employee

Menu

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

Annual Assessment for JOE CONTRIBUTOR (Submitted)

General Information

Current Contribution Plan Details

Job Achievement and Innovation
Communication and Leadership
Mission Support

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 as of the mid-point of the rating period. By the end of the fiscal year, the computer program was adopted by all the command's six PMO. The impact command-wide resulted in a 27% savings in reorder costs and improved delivery time on average by 18.5 days.

Characters: 455/4000

Auto Save Timeout: 300 \*Character count may differ from Microsoft Word

Cancel
Save
Submit to Supervisor 1

Type or Paste from Word Doc or Midpoint then update





# Annual Assessment - Employee

Annual Assessment for JOE CONTRIBUTOR (Submitted)

General Information

Current Contribution Plan Details

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

Factor Description

Employee Assessment

Volunteered to take the lead in developing and teaching six Microsoft Office classes and various administrative correspondence courses to other Office Automation Assistants and division personnel. The Director made the training mandatory for all action officers that resulted in 12 additional classes. This saved \$167,343.67 in TAD and vendor development and training costs, which was then allocated to other unfinanced requirements across the command.

Characters: 455/4000

Auto Save Timeout: 300    \*Character count may differ from Microsoft Word

Submit to Supervisor 1

Type or Paste from Word Doc or Midpoint then update

Once completed, Click Submit to Supervisor 1

# Annual Assessment - Employee

The screenshot displays the CAS2Net 2.0 Annual Assessment interface. A modal dialog box titled "Submit Annual Assessment" is centered on the screen, asking "Are you sure you want to submit annual assessment for supervisor 1 approval?". The dialog has two buttons: "No" (orange) and "Yes" (teal). A red arrow points to the "Yes" button with the word "Click" written in yellow. The background interface shows a sidebar menu with "Employee" selected, a main content area with a rich text editor, and a footer with "CAS2Net 2.0 - Powered by ALTESS" and "For Official Use Only (FOUO)".

# Annual Assessment - Employee

Menu

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

Annual Assessment for JOE CONTRIBUTOR (Submitted)

General Information

Fiscal Year: 2019			
Supervisor Level 1: SUPERVISOR, SAM	Supervisor Level 2:	Sub-Panel Manager: SECOND LEVEL, CORA	Pay Pool Manager: SECOND LEVEL, CORA
Broadband Level: III	Occupational Series:	Career Path: NH - Business Management and Technical Management Professional	Expected OCS and Range: 63 - 66 - 70

Current Contribution Plan Details

Contribution Plan Effective Date:

10-01-2018

Contribution Plan(s) For Fiscal Year:

Contribution Plan - Effective 10-01-2018 - Approved 10-25-2018

Midpoint Assessment For Fiscal Year:

Midpoint Assessment - Completed 02-19-2019

**Individual Objectives:**

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

**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 as of the mid-point of the rating period. By the end of the fiscal year, the computer program was adopted by all the command's six PMO. The impact command-wide resulted in a 27% savings in reorder costs and improved delivery time on average by 18.5 days.

This record is read-only because it has been submitted to the supervisor 1 for approval.

Cancel

← Changed from Draft to Submitted

Note →

<http://acqdemo.hci.mil>

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# Annual Assessment - Employee

CAS2Net 2.0 Your Session will expire in 13:01 minutes. JOE CONTRIBUTOR

Menu  
Home  
Employee  
Contribution Plan  
**Annual Assessment**  
Additional Feedback  
eDocuments  
Reports

### Annual Assessment for JOE CONTRIBUTOR (Submitted)

General Information

Fiscal Year: 2019

Supervisor Level 1: SUPERVISOR, SAM  
Supervisor Level 2:  
Sub-Panel Manager: SECOND LEVEL, CORA  
Broadband Level: III  
Occupational Series:  
Career Path: NH - Business Management and Techn Management Professional  
Grade Range: 05 - 06 - 70

Current Contribution Plan Details

Contribution Plan Effective Date: 10-01-2018

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

Midpoint Assessment For Fiscal Year:  
Midpoint Assessment - Completed 02-19-2019

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

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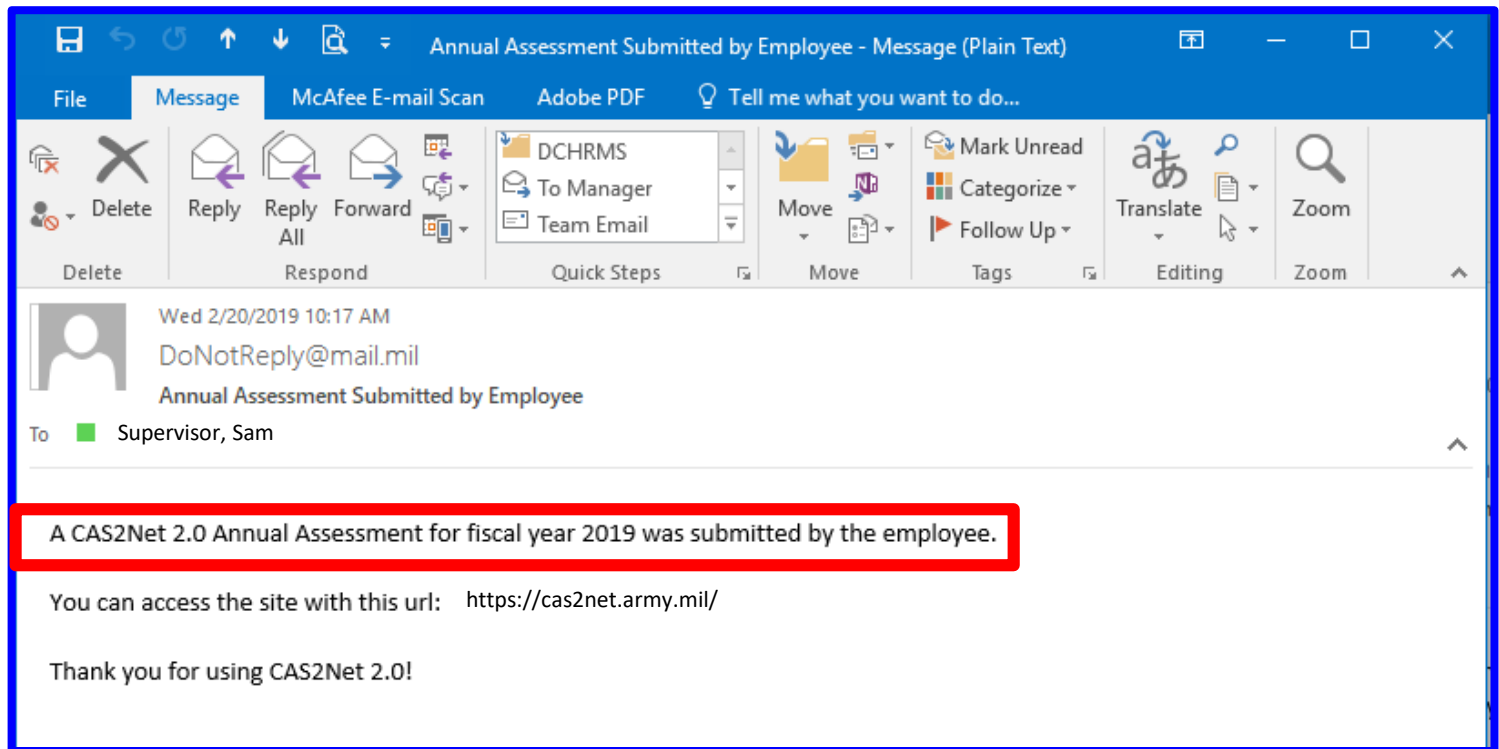
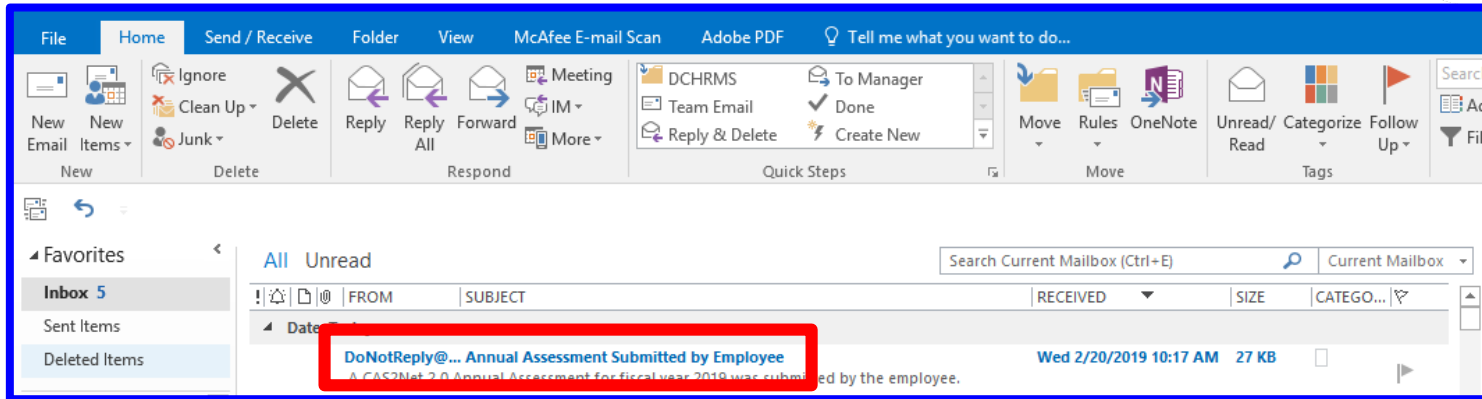
Cancel

Click (arrow pointing to dropdown)

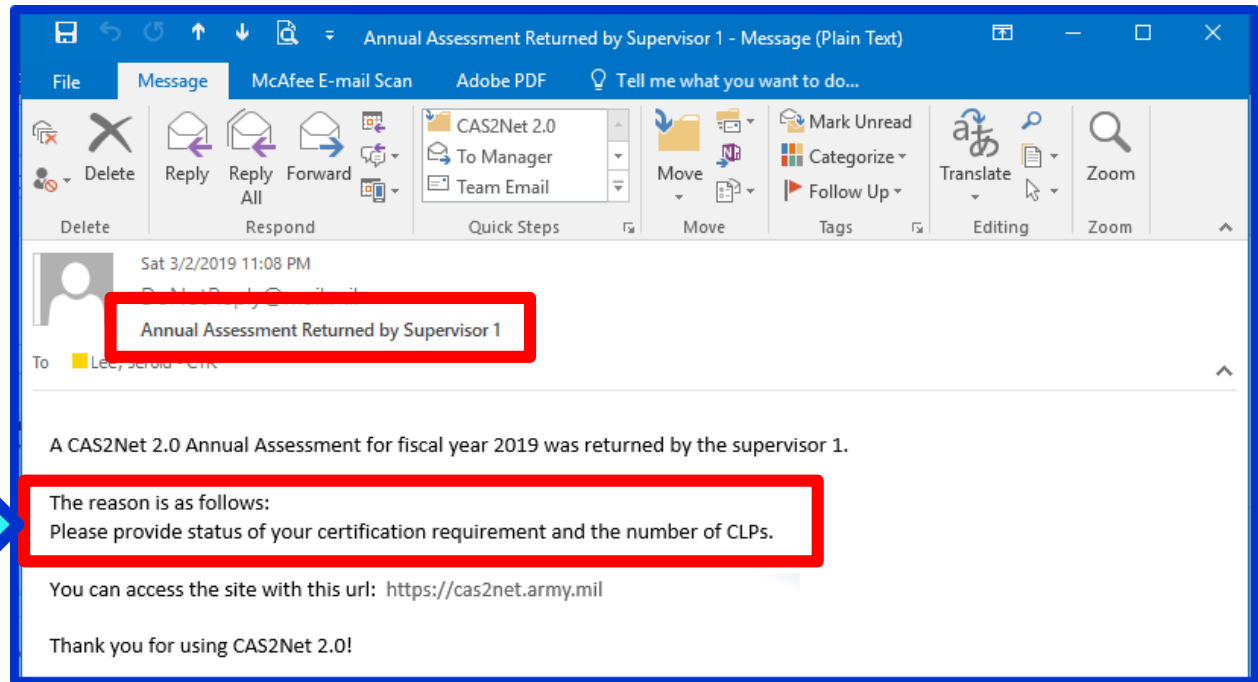
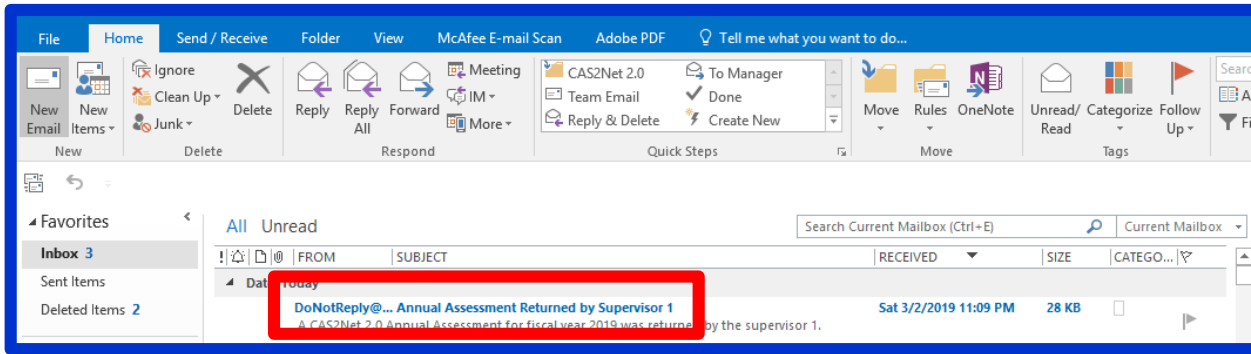
Edit Profile  
Log Out

Click To Logout (arrow pointing to button)

# Annual Assessment – Email Notification



# Annual Assessment – Supervisor Return to Employee



**Reason for  
Assessment  
Returned to  
Employee**

**Employee updates Annual Self-Assessment and submit to Supervisor 1.**

# 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