Contribution-based Compensation and Appraisal System (CCAS)

Contribution Plan
Mid-Point
Closeout

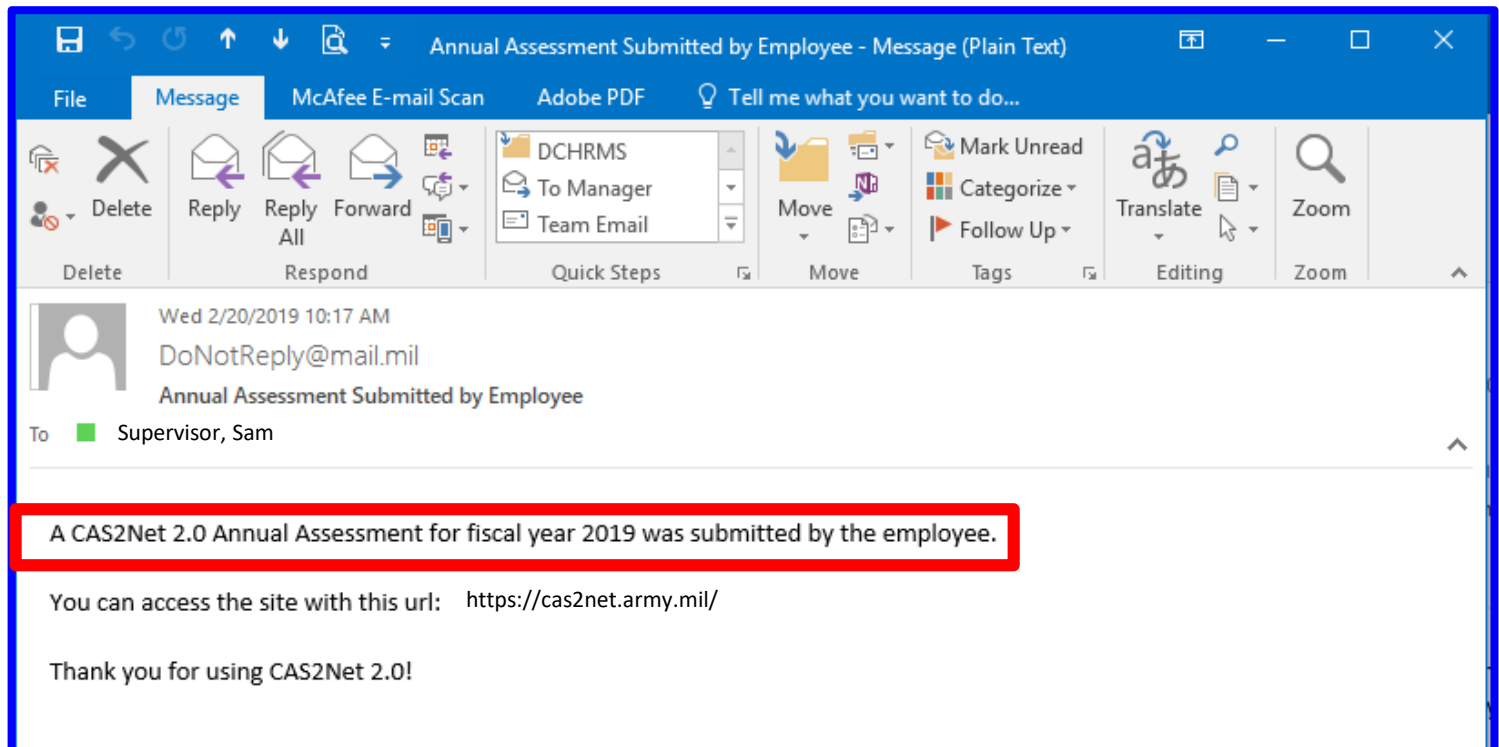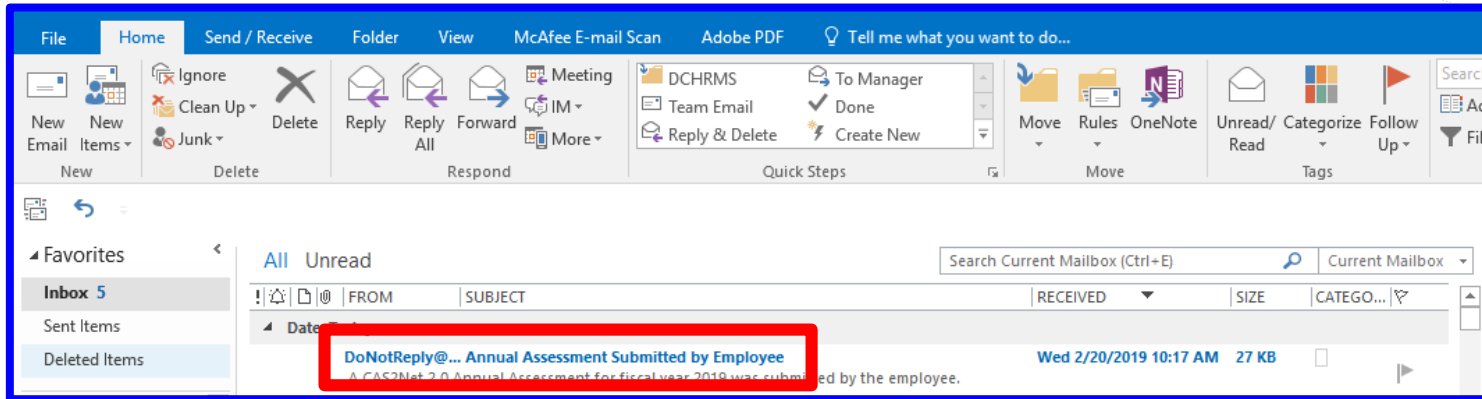## Annual

Supervisor 1

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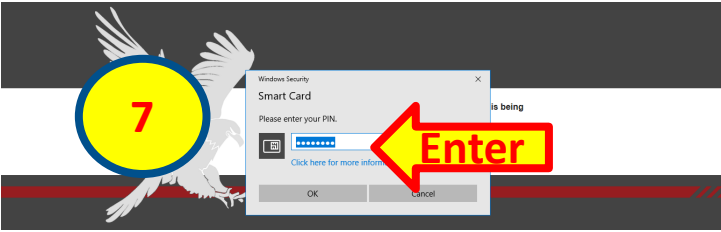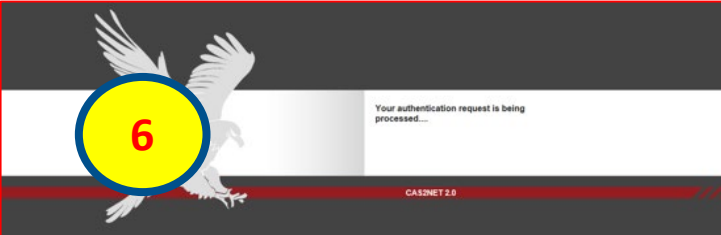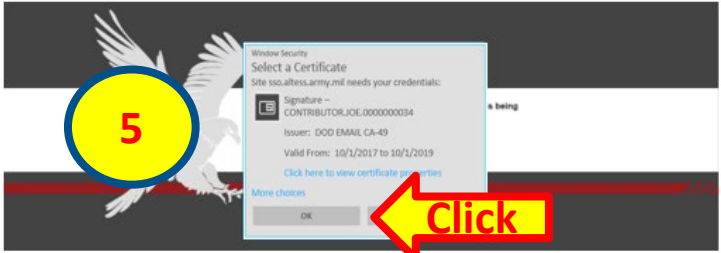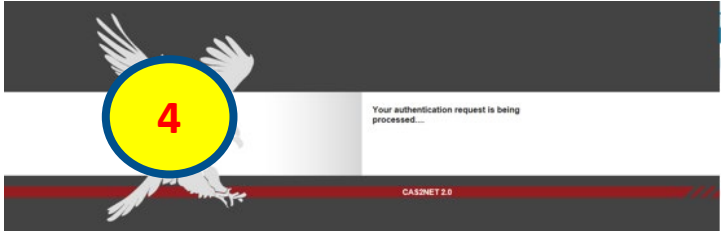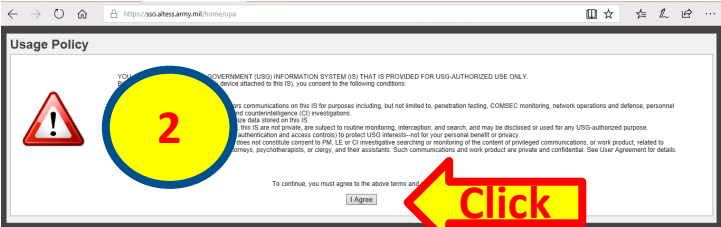
Purpose

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

Annual Assessment – Email Notification

CAS2Net Login

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

2 Usage Policy — Click

3 Choose sign-in method — CAC Login — Click

4 Your authentication request is being processed....

5 Window Security — Select a Certificate — Click

6 Your authentication request is being processed....

7 Smart Card — Please enter your PIN — Enter

Annual Assessment – Supervisor

The Annual Assessment 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).

Annual Assessment - Supervisor

Annual Assessment - Supervisor

Annual Assessment - Supervisor

Annual Assessment - Supervisor

Annual Assessment - Supervisor

Annual Assessment - Supervisor

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

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 imp[roved delivery time on average by 18.5 days..

Categorical Score: Select Option

Numeric Score: Select Option

Performance Score: Select Option

Supervisor 1 Assessment

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

Characters: 0/4000

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

Average Performance Score: Inc.
Overall Performance Score (ROR): Inc.
Overall Contribution Score (OCS): Inc.

Cancel | Save | Return to Employee | Submit to Pay Pool

Annual Assessments
Additional Feedback
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Employee

Annual Assessment - Supervisor
Hot Link to Factor Level Descriptors

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
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. 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.	**NH Level I** (Score Range 0-29) • 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.	• Oral • Written • Contribution to Team • Effectiveness
	NH Level II (Score Range 22-66) • 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.	• Oral • Written • Contribution to Team • Effectiveness
	NH Level III (Score Range 61-83) • 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.	• Oral • Written • Contribution to Team • Effectiveness

	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

Annual Assessment - Supervisor

Annual Assessment – Supervisor - Scoring

Annual Assessment - Supervisor

Annual Assessment - Supervisor

Annual Assessment - Supervisor

Annual Assessment - Supervisor

Annual Assessment - Supervisor

Annual Assessment - Supervisor

Cancel = Cancel, resort to last saved or Auto Saved

Save = Save, pending further action

If Yes, Must Enter Justification Then Click Yes

Return to Employee

Return Annual Assessment

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

Justification

Submit to Pay Pool

Submit Annual Assessment

Are you sure you want to submit the annual assessment and release it to the pay pool?

Click

Annual Assessment - Supervisor

Annual Assessment - Supervisor

Annual Assessment - Supervisor

If your pay pool business rules require a Supervisor 2 Approval, view in Slide Show format then click this button. Otherwise, go to next slide

Annual Assessment - Supervisor

Click

BUT if the annual assessment needs to be modify, see next slide.

Modify Annual Assessment - Supervisor

Modify Annual Assessment - Supervisor

See Next Slide

Modify Annual Assessment - Supervisor

Modify Annual Assessment

Modify Assessment

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

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 imp[roved delivery time on average by 18.5 days..

Categorical Score: 3M   **Numeric Score: 67**   **Performance Score: 5**

Supervisor 1 Assessment

Concur with employee self-assessment. The WASP DRTS has proven to be accu... the eight other PMOs. With the PM-wide... mid-point. Joe clearly consistently excee...

...was an innovation development by Joe. ...o months, WASP DRTS was adopted by ...ar. A significant improvement since the ...

Supervisor Can Modify:
- **Supervisor Assessment**
- **Categorical Score**
- **Numeric Score**
- **Performance Score**

Click Save then Submit to Pay Pool

Average Performance Score: 3.67
Overall Performance Score (ROR): 3
Overall Contribution Score (OCS): 67

Cancel   Save   Return to Employee   Submit to Pay Pool

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Return to Employee
Annual Assessment - Supervisor

Acq Demo

Modify Annual Assessment

Return to Employee

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

Factor Description

Employee Assessment

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Categorical Score: 3M   Numeric Score: 67   Performance Score: 5

Supervisor 1 Assessment

Concur with employee self-assessment. The computer program, Widget Amplification Storage Parts and Delivery Reorder Tracking System (WASP DRTS), was an innovation development by Joe. The WASP DRTS has proven to be accurate and reliable with virtual readiness reports. WASP DRTS was deployed 65 days ahead of schedule and after two months, WASP DRTS was adopted by the eight other PMOs. With the PM-wide use, reorder costs have been reduced by 29% and delivery time has improved by 18 days by the end of the fiscal year. A significant improvement since the mid-point. Joe clearly consistently exceeded expectations and was outstanding in the development, and depl

Average Performance Score: 3.67

Overall Performance Score (ROR): 3

Overall Contribution Score (OCS): 67

**Supervisor can
Return to Employee
to modify self-assessment**

Cancel   Save   Return to Employee   Submit to Pay Pool

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Return to Employee
Annual Assessment - Supervisor

Return to Employee
Annual Assessment - Supervisor

Return to Employee
Annual Assessment - Supervisor

If Yes, Must Enter Justification Then Click Yes
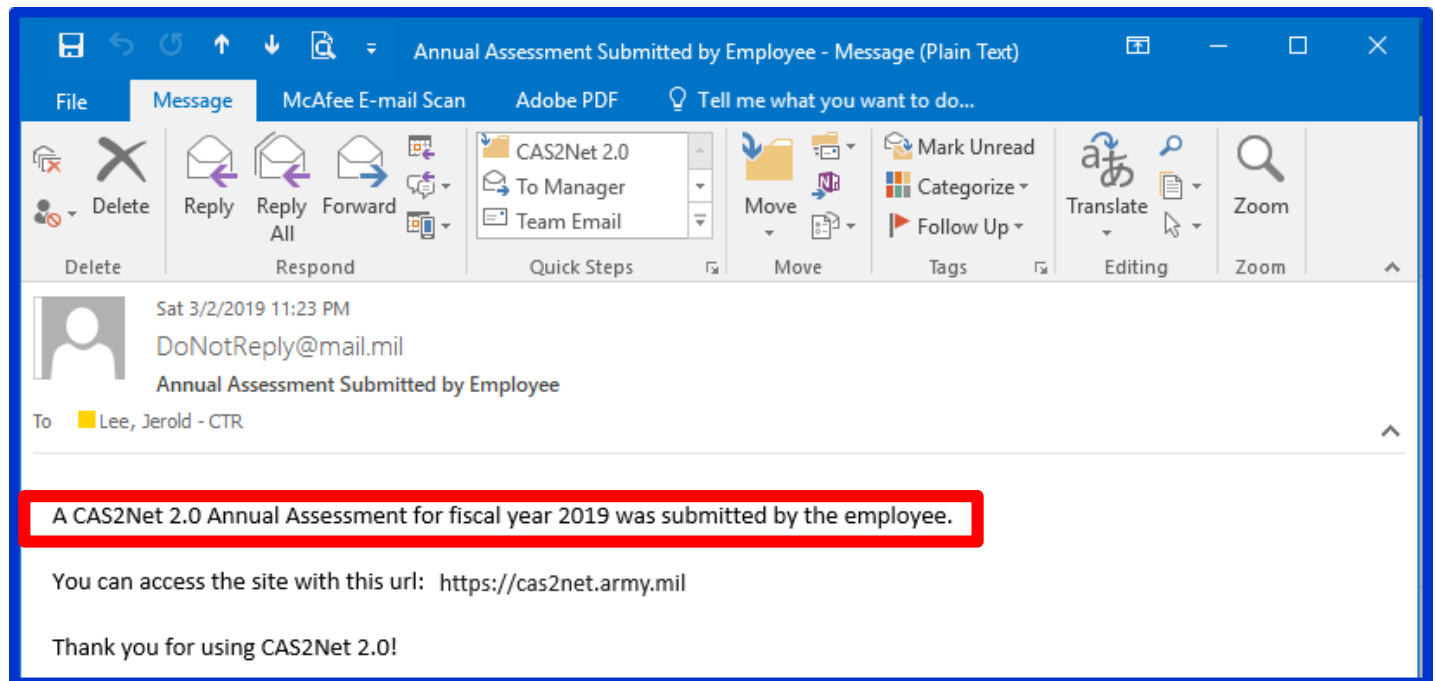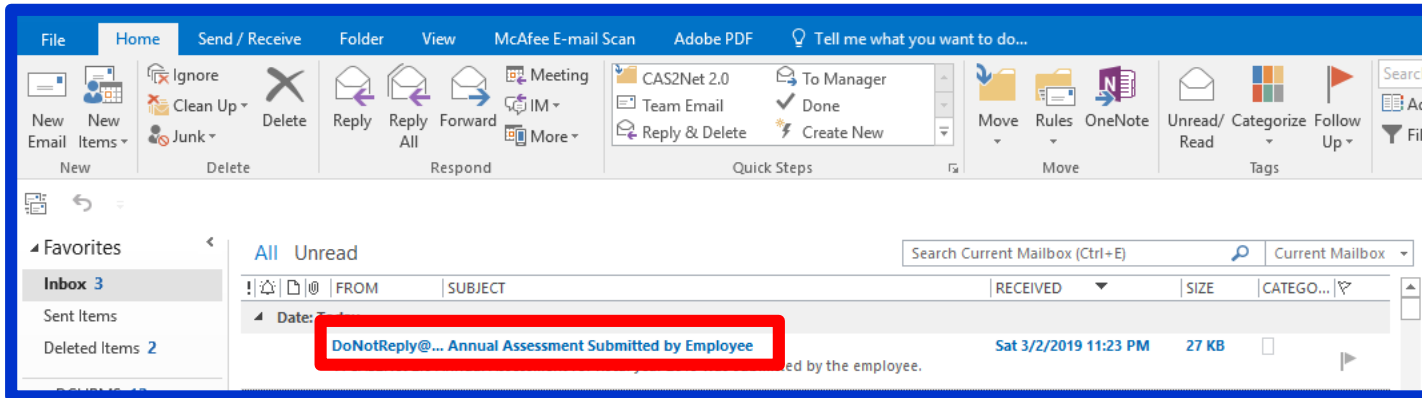
Click

Return to Employee
Annual Assessment - Supervisor
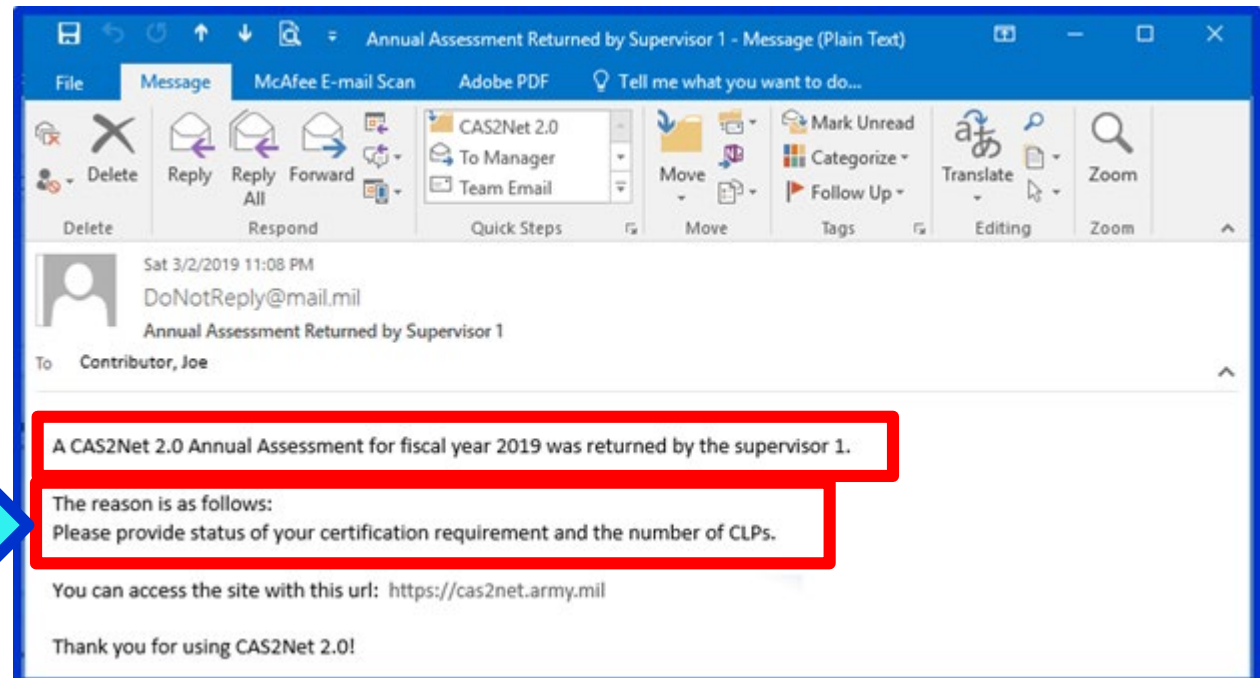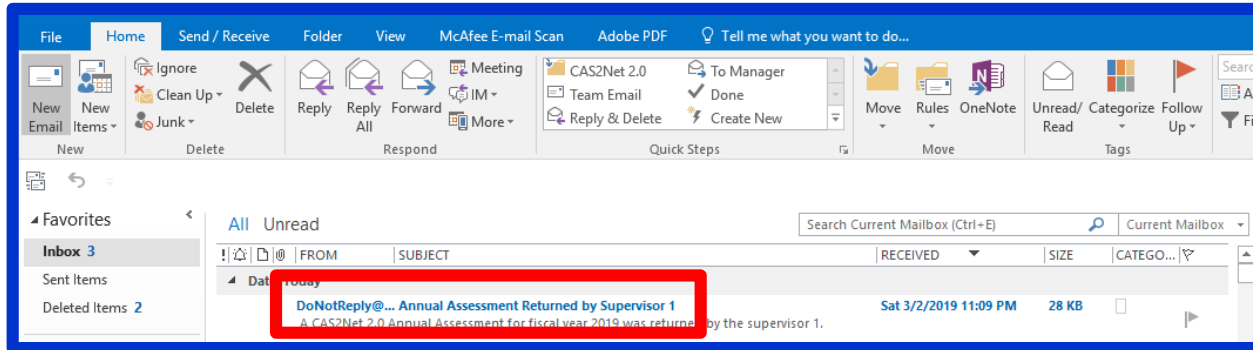
Reason Assessment Returned to Employee

Return to Employee
Assessment – Employee to Supervisor

Return to Employee
Annual Assessment - Supervisor

Return to Employee
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Acq Demo

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& Employee

«

Average Performance Score: 3.67
Overall Performance Score (ROR): 3
Overall Contribution Score (OCS): 67

Review Categorical Score
Numeric Score
Performance Score

Cancel   Save   Return to Employee   Submit to Pay Pool

Click
Submit to Pay Pool

Annual Assessment - Supervisor

Annual Assessment - Supervisor

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

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

Annual Assessment – Email Notification Supervisor 1 to Supervisor 2
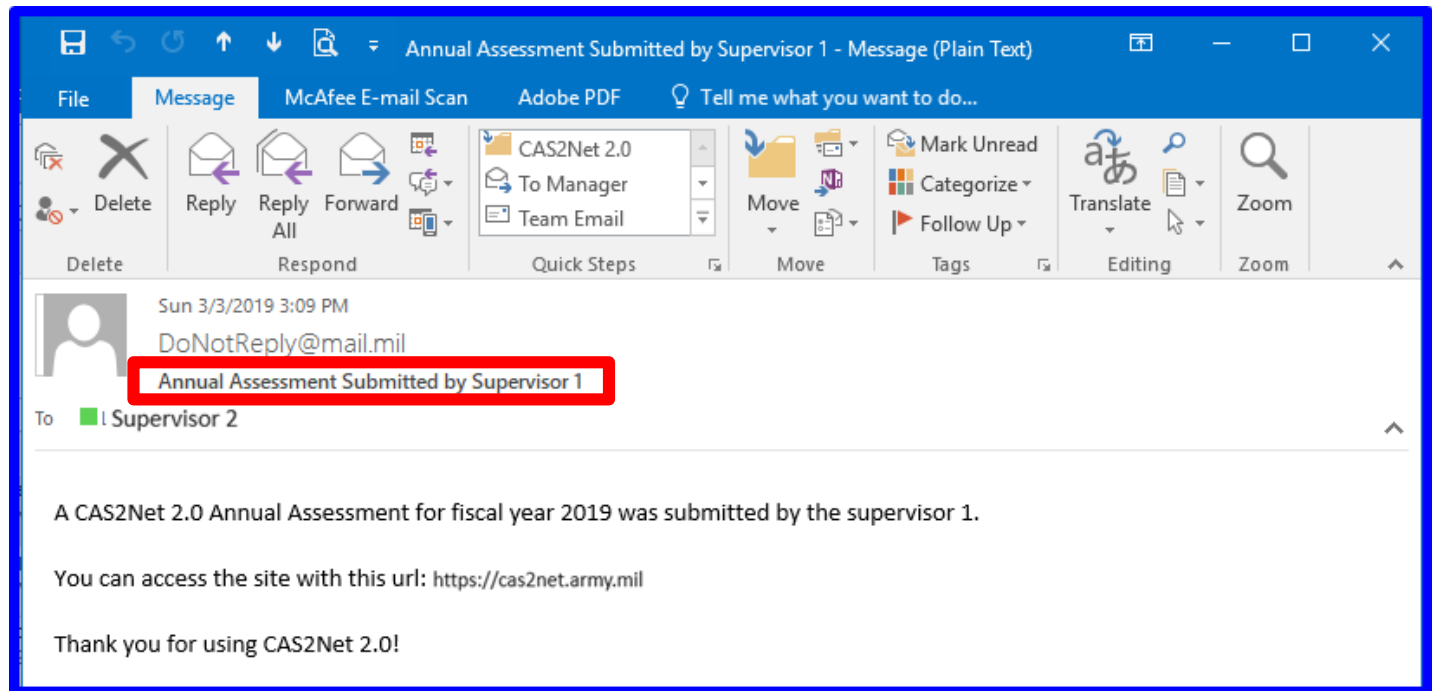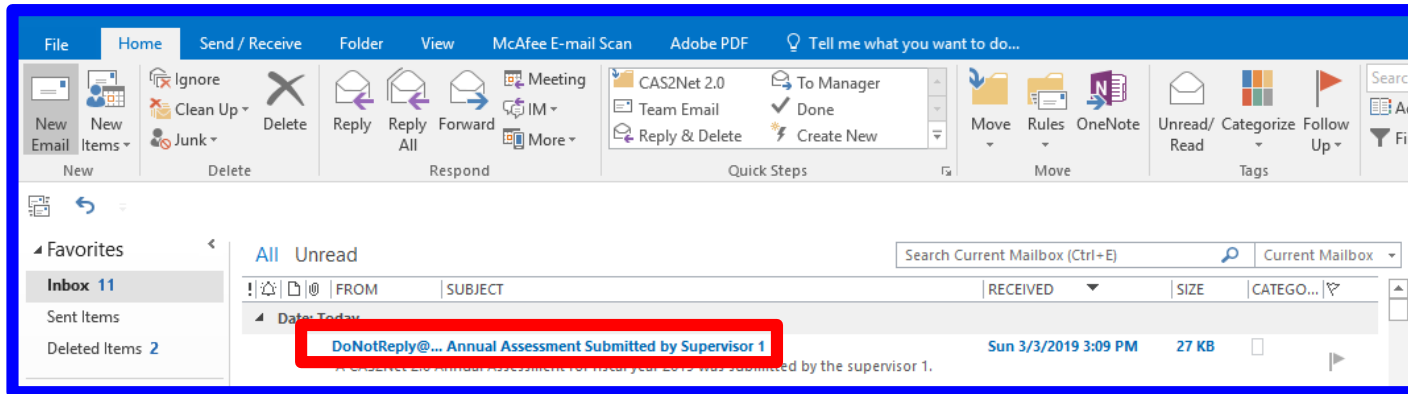
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usarmy.radford.peo-eis.other.service-desk@mail.mil

or

1-800-981-3234