

Some Pay Pool Business Rules May Require Supervisor 2 Approval

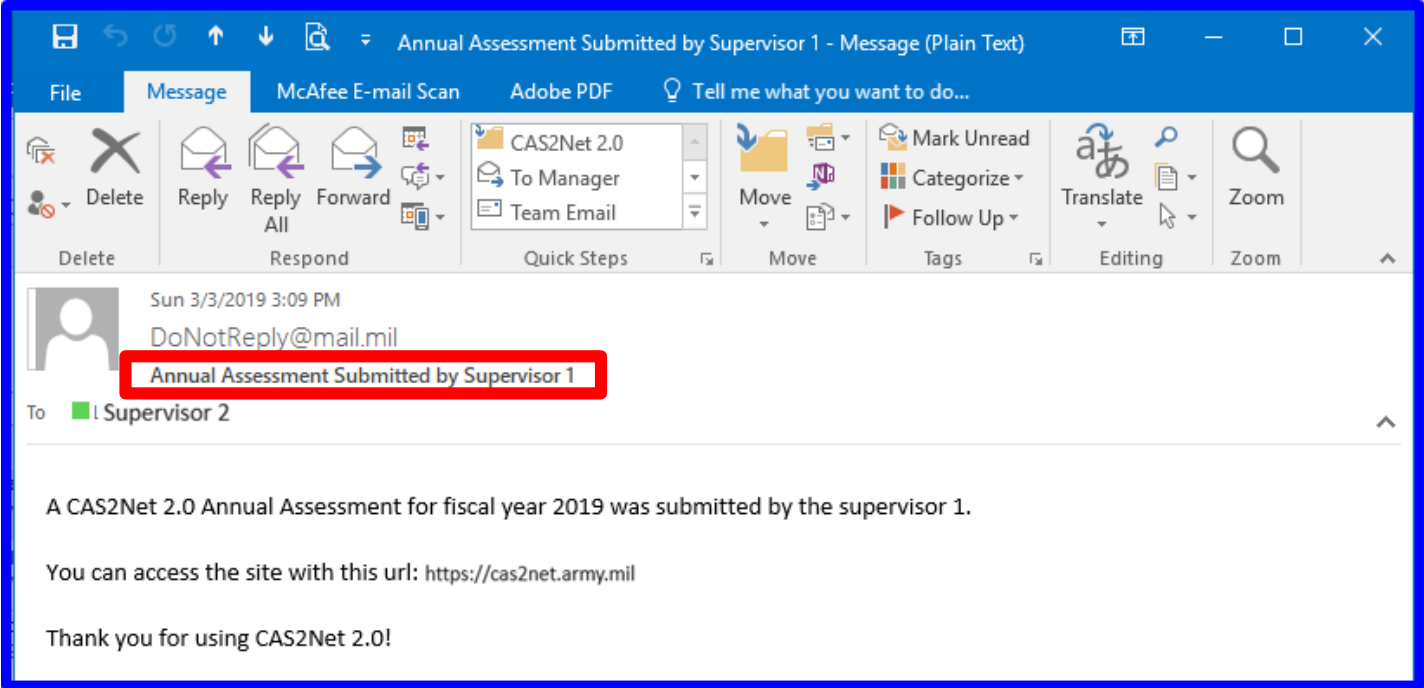
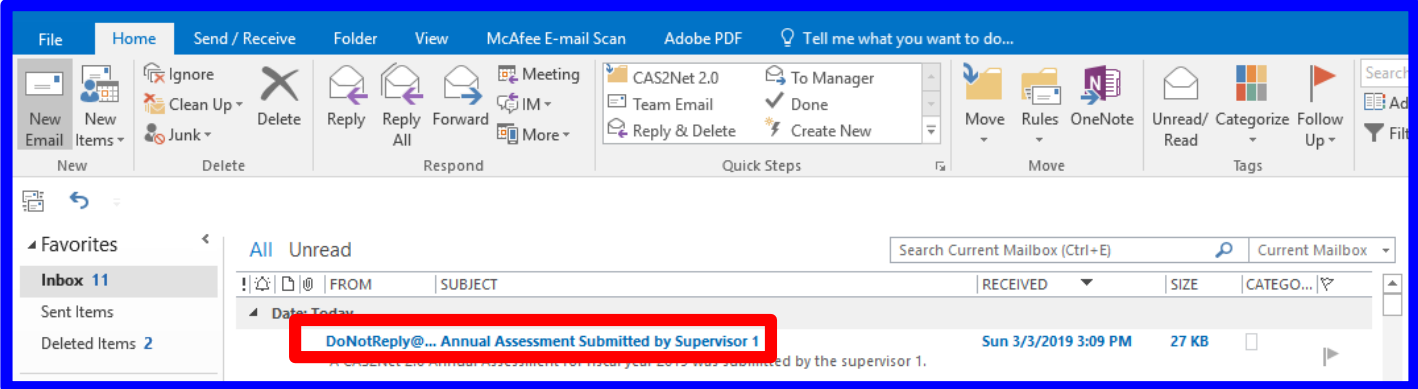
Annual Assessment Supervisor 2 Approval

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

Purpose

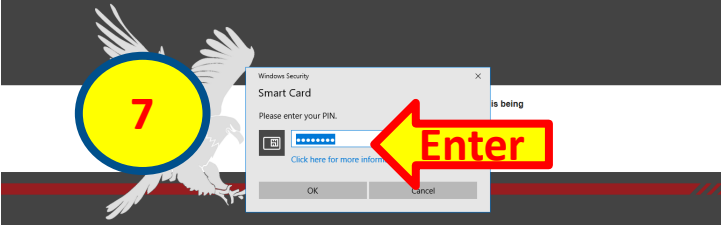
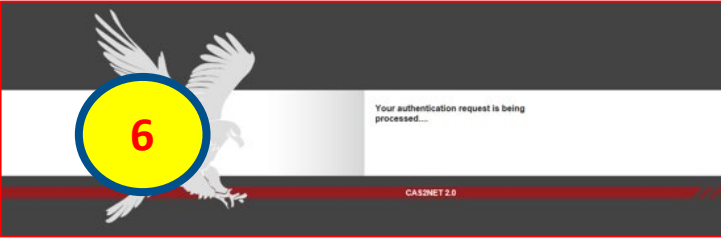
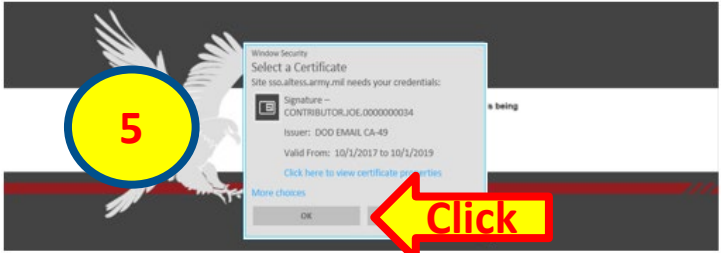
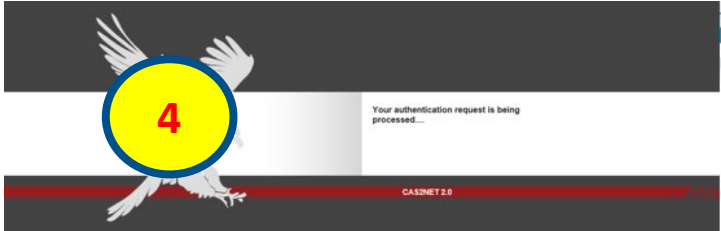
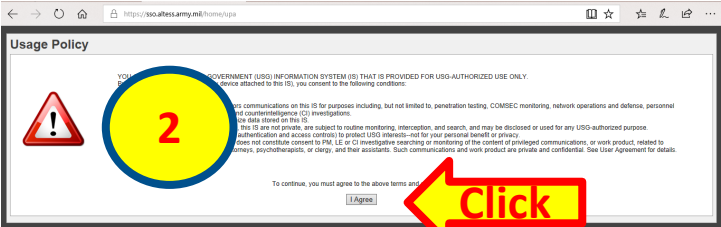
This job aid is a guide on the work flow for the CCAS Annual Assessment in CAS2Net.

Annual Assessment – Email Notification Supervisor 1 to Supervisor 2



CAS2Net Login

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



Annual Assessment – Supervisor 2 Approval

Navigation Menu – Click on Selection to Open

Your Session will expire in 13:53 minutes. **Session 15:00 Minutes Countdown Timer**

RICK BLAINE

Acq Demo CAS2Net 2.0

Welcome to CAS2Net 2.0

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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**

2019 Contribution Plan Status for Supervised Employees

Not Started (Red) Draft (Yellow) Approved (Teal)

2019 Midpoint Assessment Status for Supervised Employees

Not Started (Red) Draft (Yellow) Released (Teal)

2019 Annual Assessment Status for Supervised Employees

Not Started (Red) Draft (Yellow)

Click + to Expand Panel
Click - to Collapse Panel

Annual Assessment – Supervisor 2 Approval

Employee Annual Assessments

General Information

Fiscal Year: 2019

Employee Annual 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		LUND, ILSA	BLAINE, RICK

Showing 1 to 1 of 1 entries

Must Use Supervisor Menu for Supervisor 2 Approval

Employee Annual Assessments

General Information

Fiscal Year: 2019

Employee Annual Assessments - Supervisor 1

Supervisor

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		LUND, ILSA	BLAINE, RICK

Showing 1 to 1 of 1 entries

Click Name / Row

Annual Assessment – Supervisor 2 Approval

Acq Demo CAS2Net 2.0 Your Session will expire in 14:42 minutes. RICK BLAINE

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Annual Assessment for AGATHA POIROT (Ready for Supervisor 2 Approval)

General Information **Panel 1 – General Information** +

Current Contribution Plan Details **Panel 2 – Current Contribution Plan Details** +

Job Achievement and/or Innovation Communication and/or Teamwork Mission Support **Panel 3 – Three Factors** +

Average Performance Score: 3.67
 Overall Performance Score (ROR): 3
 Overall Contribution Score (OCS): 83

Supervisor 1 Recommended Scores

Click + to Expand Panel
 Click - to Collapse Panel

This record is read-only but supervisor 2 approval is permitted.

Action Options for Supervisor 2

Cancel Return to Supervisor 1 Submit to Pay Pool

Annual Assessment – Supervisor 2 Approval

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Annual Assessment for AGATHA POIROT (Ready for Supervisor 2 Approval)

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

See Next Slide
 How to Use General Information



Annual Assessment – Supervisor 2 – Reviewing Scores

General Information

Fiscal Year:

2019

Reference Point for Categorical Score

Broadband Level:
III

Supervisor Level 2:
BLAINE, RICK
Occupational Series:

Sub-Panel Manager:
BLAINE, RICK

Career Path:
NH - Business Management and Technical
Management Professional

Reference Point for Numeric Score

Expected OCS and Range:
80 - 83 - 87

Categorical Score:

Select Option

Numeric Score:

Select Option

Performance Score:

Select Option

- 1 - Unacceptable
- 3 – Fully Successful
- 5 - Outstanding

Performance Appraisal Quality Level	Performance Appraisal Quality Level Criteria
Level 5 – Outstanding	An employee's quality of performance exhibited in achieving his/her contribution results substantially and consistently surpasses the factor-specific expected contribution criteria and the employee's contribution plan goals and objectives.
Level 3 – Fully Successful	An employee's performance consistently achieves, and sometimes exceeds, the factor specific expected contribution criteria and his/her contribution plan goals and objectives.
Level 1 – Unacceptable	An employee's performance fails to meet the expected contribution criteria and the required results for the goals and objectives set forth in his/her contribution plan for the appraisal cycle.

Levels	Categorical	
Very High Score	High	1L
	Medium	1M
	Low	1H
IV	High	2L
	Medium	2ML
	Low	2M
III	High	2MH
	Medium	2H
	Low	3L
II	High	3L
	Medium High	3M
	Medium	3H
	Medium Low	3H
I	Low	4L
	High	4M
	Medium	4H
	Low	4H

NH Point Range	NJ Point Range	NK Point Range
115	95	70
110	91	67
105	87	64
96-100	79-83	--
84-95	67-78	--
79-83	61-66	--
79-83	62-66	57-61
67-78	52-61	47-56
61-66	43-51	38-46
62-66	47-51	42-46
51-61	41-46	--
41-50	36-40	30-41
30-40	30-35	--
22-29	22-29	22-29
24-29	24-29	24-29
06-23	06-23	06-23
00-05	00-05	00-05

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Annual Assessment for AGATHA POIROT (Ready for Supervisor 2 Approval)

General Information

Fiscal Year: 2019

Supervisor Level 1: LUND, ILSA	Supervisor Level 2: BLAINE, RICK	Sub-Panel Manager: BLAINE, RICK	Pay Pool Manager: BLAINE, RICK
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Current Contribution Plan Details

Contribution Plan Effective Date:
10-01-2018

Contribution Plan(s) For Fiscal Year:
Contribution Plan - Effective 10-01-2018 - Approved 03-01-2019

Midpoint Assessment For Fiscal Year:
Midpoint Assessment - Completed 03-01-2019

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.

Review

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Annual Assessment for AGATHA POIROT (Ready for Supervisor 2 Approval)

General Information

Current Contribution Plan Details

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.

Certification, one course remaining; scheduled for last class October.

CLPs 76 for this fiscal year.

Review

Categorical Score: 4L
Numeric Score: 83
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 Agatha. 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. Agatha clearly consistently exceeded expectations and was outstanding in the development, and deployment of WASP DRTS for the PM.

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Annual Assessment for AGATHA POIROT (Ready for Supervisor 2 Approval)

General Information

Current Contribution Plan Details

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

Factor Description

Employee Assessment

This year I planned to publish three technical journal articles on program analysis on widget amplification but submitted five of which four were published. The result impacted in a desired advancement in the project in direct support of our mission to better project the risk assessment.

Coordinated with all nine PMO's and the headquarters and 79 contractors to resolve a classified e-mail problem that resulted in the enhancement of operational security for all parties involved. This solution was adopted command-wide 65 days ahead of the projected operational date. Review

Categorical Score: 3H
Numeric Score: 83
Performance Score: 3

Supervisor 1 Assessment

Concur with employee self-assessment. In addition to the planned three technical journal articles on program analysis on widget amplification, Agatha submitted two more for publication. The result impacted in a desired advancement of the WASP DRTS in direct support of our mission that better projected the risk associated with cost increases on delivery time.

Agatha coordinated with all nine PMO's and the headquarters and 79 contractors to resolve a classified e-mail problem that resulted in the enhancement of operational security for all parties involved. This solution was adopted command-wide 65 days ahead of the projected operational date. To ensure continuous operation she developed a user guide that was clear and concise in the purpose and desired outcome of the enhanced operational security.

Annual Assessment – Supervisor 2 Approval

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Annual Assessment for AGATHA POIROT (Ready for Supervisor 2 Approval)

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.

Review

Categorical Score: 4M Numeric Score: 84 Performance Score: 3

Supervisor 1 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.

Average Performance Score: 3.67
 Overall Performance Score (ROR): 3
 Overall Contribution Score (OCS): 83

Review

This record is read-only but supervisor 2 approval is permitted.

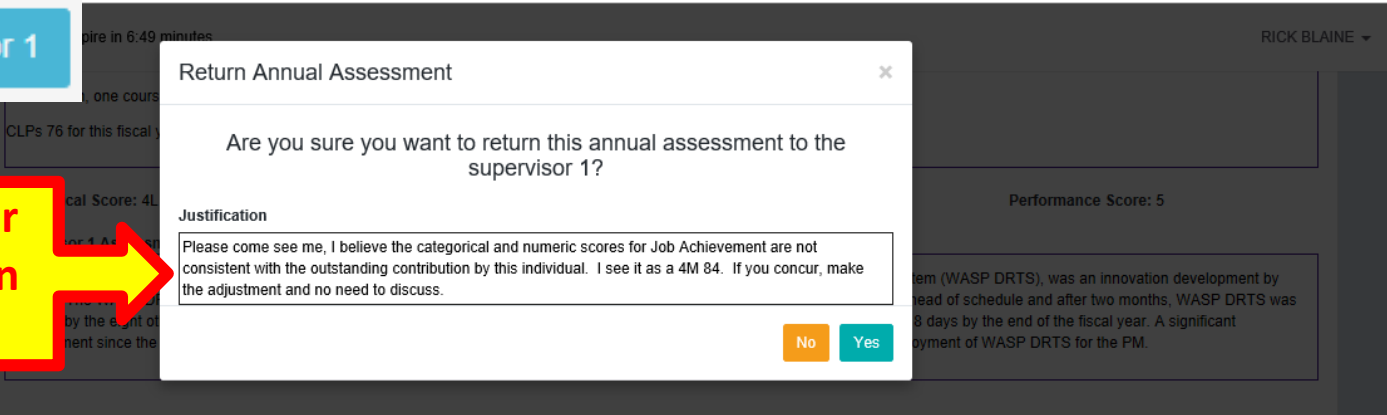
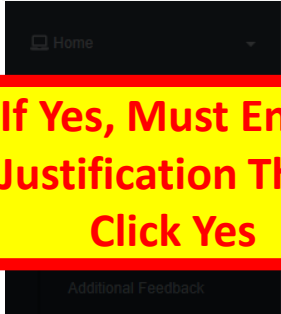
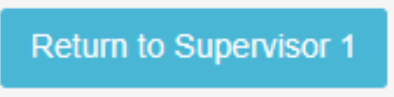
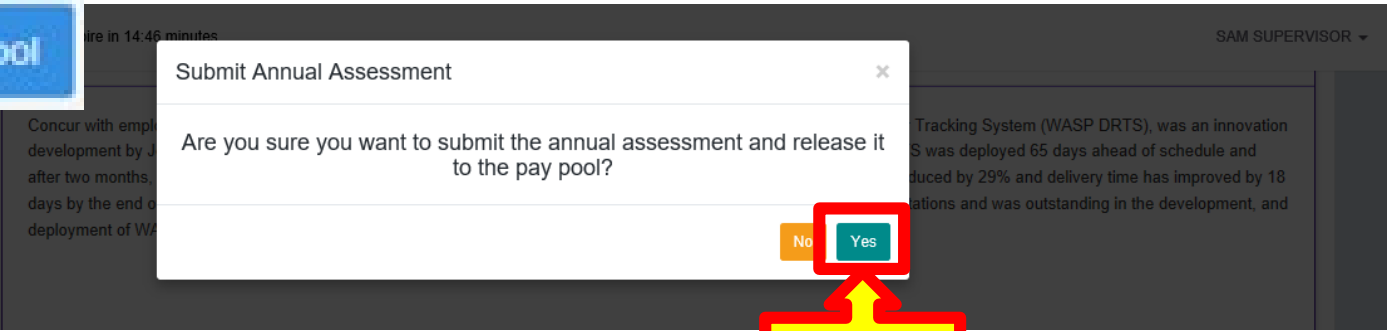
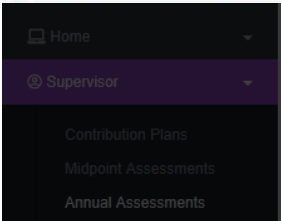
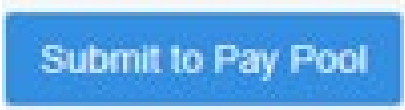
Cancel
Return to Supervisor 1
Submit to Pay Pool

Action Options for Supervisor 2

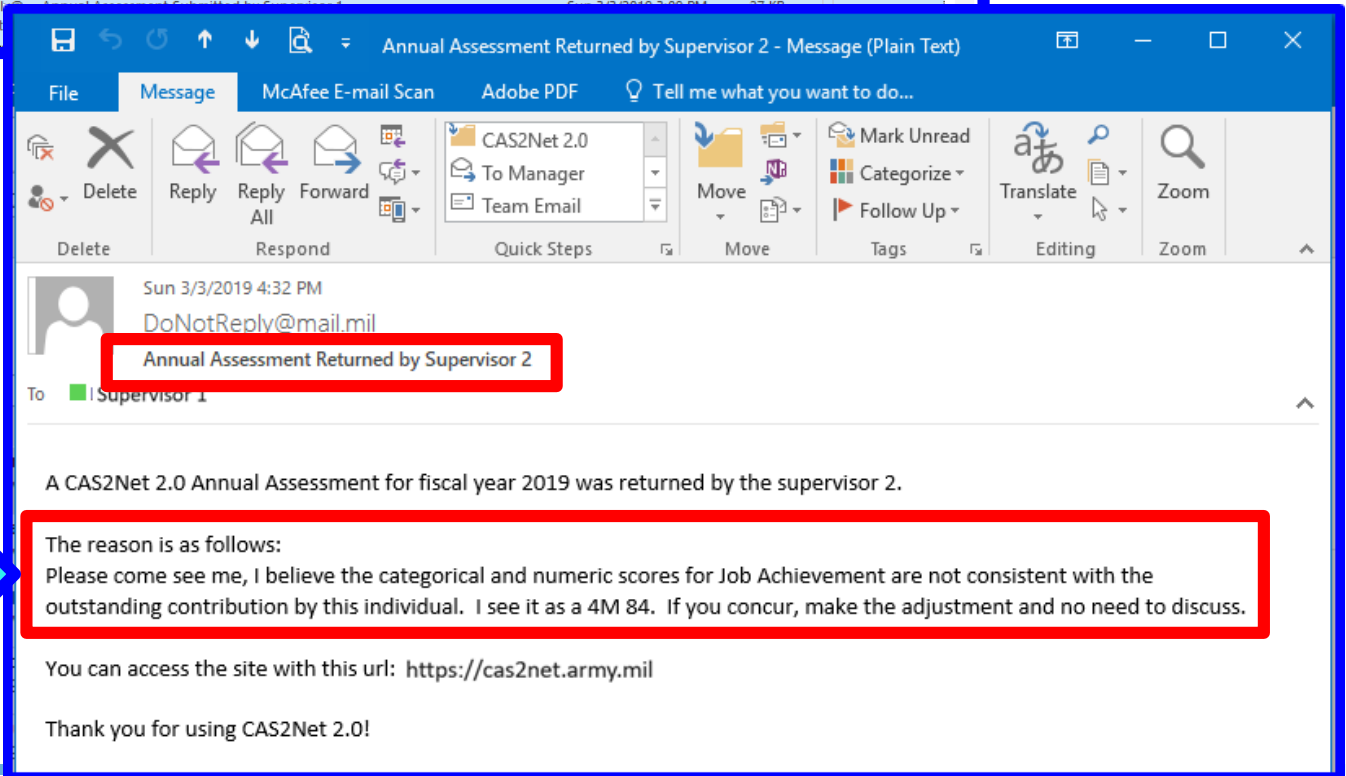
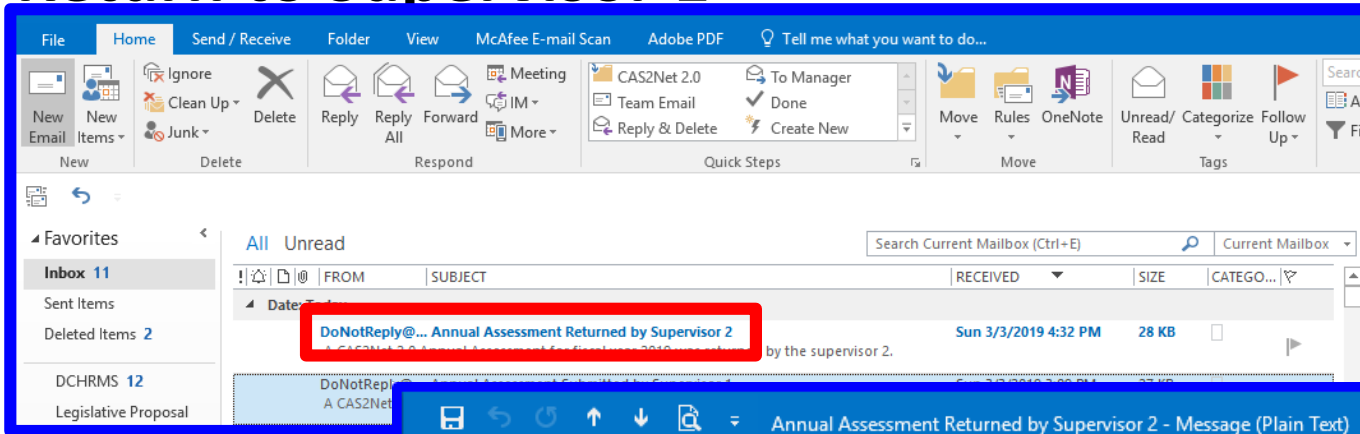
Annual Assessment – Supervisor 2 Approval



= Cancel, direct back to list of annual assessments



Annual Assessment – Email Notification Return to Supervisor 1



Reason for Return to Supervisor 1

Annual Assessment – Supervisor 2 Approval Supervisor 1

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Welcome to CAS2Net 2.0

User Notifications

- 03-03-2019 - Annual Assessment Returned by Supervisor 2
- 03-03-2019 - Annual Assessment Submitted by Employee
- 03-03-2019 - Midpoint Assessment Returned by Supervisor 2
- 03-03-2019 - Midpoint Assessment Submitted by Employee
- 03-03-2019 - Midpoint Assessment Submitted by Employee

Notification

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Employee Annual Assessments

General Information

Submitted - Returned

Click on Row/Name to Open

Status	Name	Email	Supervisor 1	Date Communicated	Supervisor 1	Supervisor 2
Submitted - Returned	POIROT, AGATHA	JEROLD.LEE@HCI.MIL	LUND, ILSA		LUND, ILSA	BLAINE, RICK
* Not Started	ADMINSTRATOR, AHMED	JEROLD.LEE@HCI.MIL	LUND, ILSA			
* Not Started	SUPERUSER, SABASTIAN	JEROLD.LEE@HCI.MIL	LUND, ILSA			
* Not Started	WATSON, SHERLOCK	JEROLD.LEE@HCI.MIL	LUND, ILSA			

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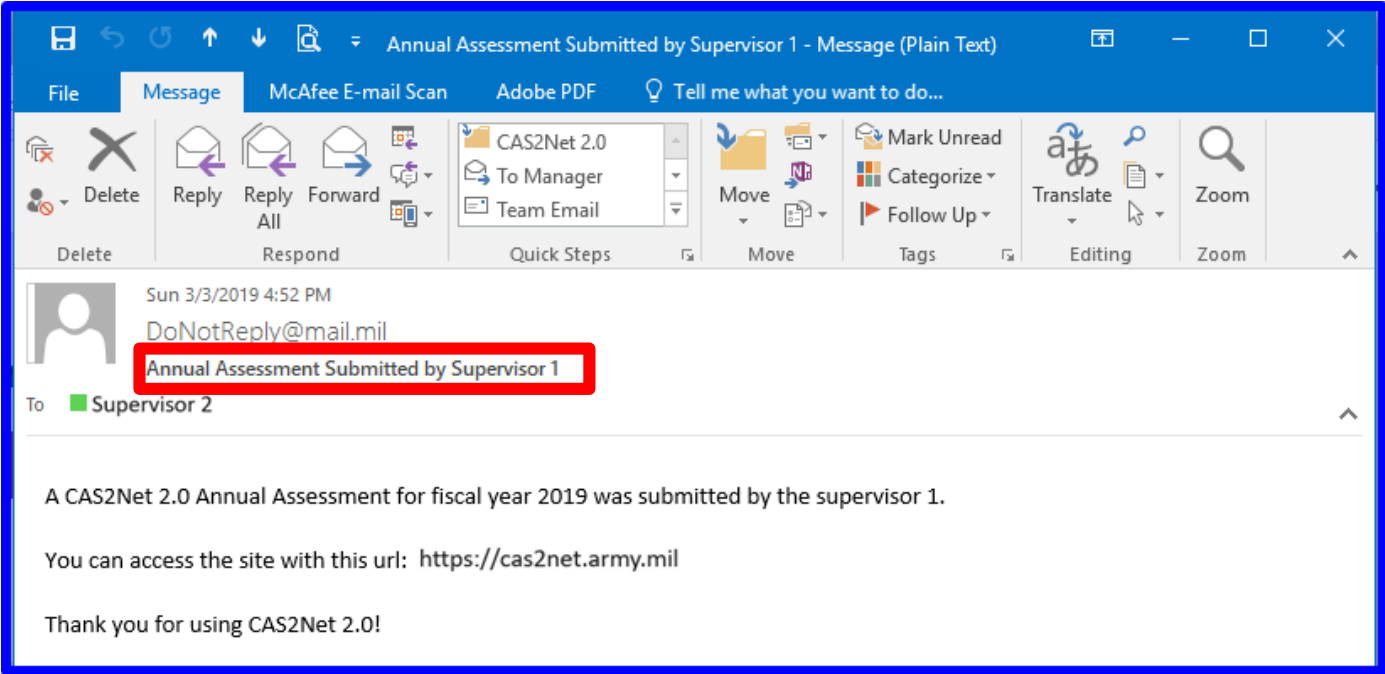
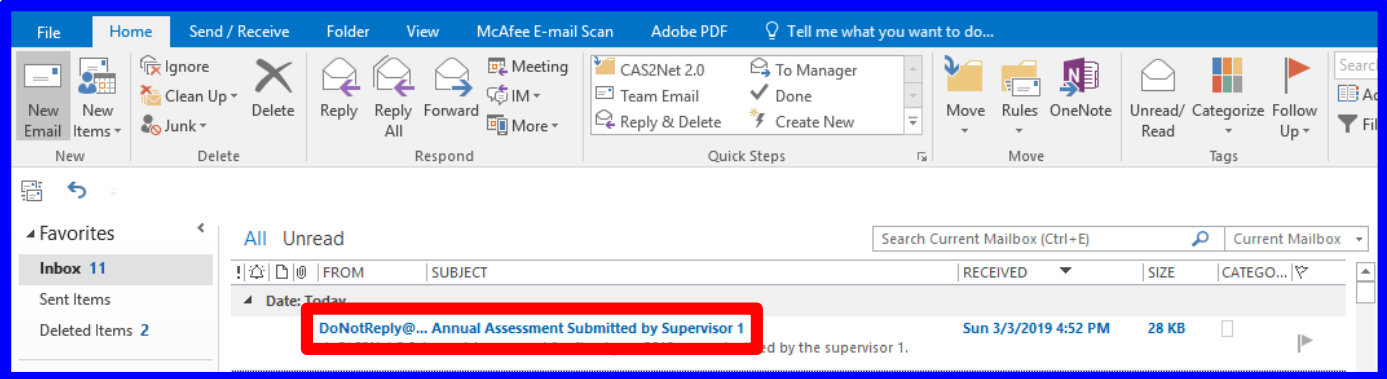
* In Status column: indicates an item must be initiated by the employee

Annual Assessment – Supervisor 1

If Supervisor 1 concurs with Supervisor 2's recommendation, opens Annual Assessment, makes change to Categorical and Numeric Scores

and Click Submit to Supervisor 2

Annual Assessment – Email Notification



Annual Assessment – Supervisor 2 Approval

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Employee

Annual Assessment for AGATHA POIROT (Ready for Supervisor 2 Approval)

General Information

Current Contribution Plan Details

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.

Certification, one course remaining; scheduled for last class October.

CLPs 76 for this fiscal year.

Review Section(s) Updated by Supervisor 1

Categorical Score: 4M Metric Score: 3 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 Agatha. 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. Agatha clearly consistently exceeded expectations and was outstanding in the development, and deployment of WASP DRTS for the PM.

Average Performance Score: 3.67
 Overall Performance Score (ROR): 3
 Overall Contribution Score (OCS): 84

This record is read-only but supervisor 2 approval is permitted.

Cancel
Return to Supervisor 1

Click

Submit to Pay Pool

Annual Assessment – Supervisor 2 Approval

The screenshot shows the CAS2Net 2.0 interface. A modal dialog box titled "Submit Annual Assessment" is centered on the screen. The dialog contains the text: "Are you sure you want to submit the annual assessment and release it to the pay pool?". There are two buttons: "No" and "Yes". The "Yes" button is highlighted with a red box. A yellow arrow points from a yellow box labeled "Click" to the "Yes" button. In the background, a performance record for AGATHA POIRO is visible, showing a performance score of 5 and a supervisor's assessment.

The screenshot shows the "Annual Assessment for AGATHA POIRO" page. The page is titled "Annual Assessment for AGATHA POIRO" and includes a status indicator "(Approved)". A blue box highlights the text "And submitted to Pay Pool". The page displays several sections: "General Information", "Current Contribution Plan Details", and "Additional Feedback". The "Additional Feedback" section includes three tabs: "Job Achievement and/or Innovation", "Communication and/or Teamwork", and "Mission Support". Below these sections, the following performance metrics are listed: "Average Performance Score: 3.67", "Overall Performance Score (ROR): 3", and "Overall Contribution Score (OCS): 84". A message at the bottom states: "This record is read-only because the pay pool process has not been validated." A "Cancel" button is located in the bottom right corner. The left sidebar menu has "Annual Assessments" highlighted with a red box.

Annual Assessment – Supervisor 2 Approval

CAS2Net 2.0 Your Session will expire in 14:48 minutes. RICK BLAINE

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Employee Annual Assessments

General Information

Fiscal Year: 2019

Employee Annual Assessments - Supervisor 1

Employee Annual Assessments - Supervisor 2

Show 25 entries Search:

Status	Name	Email	Current Supervisor 2	Date Communicated	Supervisor 1	Supervisor 2
Approved	POIROT, AGATHA	JEROLD.LEE@HCI.MIL	BLAINE, RICK		LUND, ILSA	BLAINE, RICK

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1. Click (arrow pointing to Edit Profile)

2. Click To Logout (arrow pointing to Log Out)

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