

CAS2Net and CCAS Open Forum

Thursday
10 Oct 2024
1:00 PM Eastern Time

**Topic: Lock/Unlock Supervisor 1,
Sub-Pay Pool and Pay Pool**

[TEAMS Meeting Link](#)

[Meeting ID: 262 622 539 152](#)

[Passcode: K5GtNP](#)

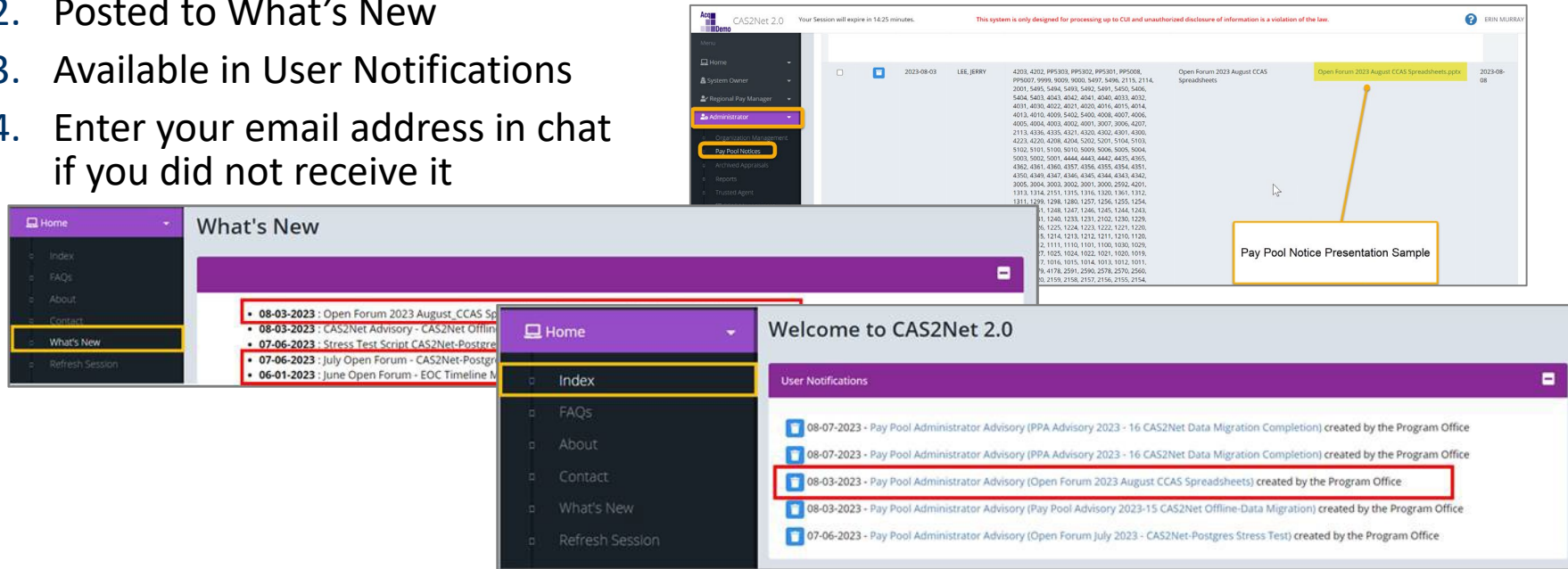
Meeting Call in Information

+1 571-403-9146

[Phone Conference ID: 657 603 978#](#)

Housekeeping Items

1. Presentations are sent in advance through the CAS2Net Pay Pool Notices
2. Posted to What's New
3. Available in User Notifications
4. Enter your email address in chat if you did not receive it



5. Please remember to “Mute” your phone to prevent any background noise and additional feedback.
6. All Open Forum Sessions will be recorded
7. Each recorded session will be posted to the AcqDemo website (including presentation slides) at <https://acqdemo.hci.mil/training.html#cas2netOpenForums>

2024 Just-In-Time AcqDemo Training

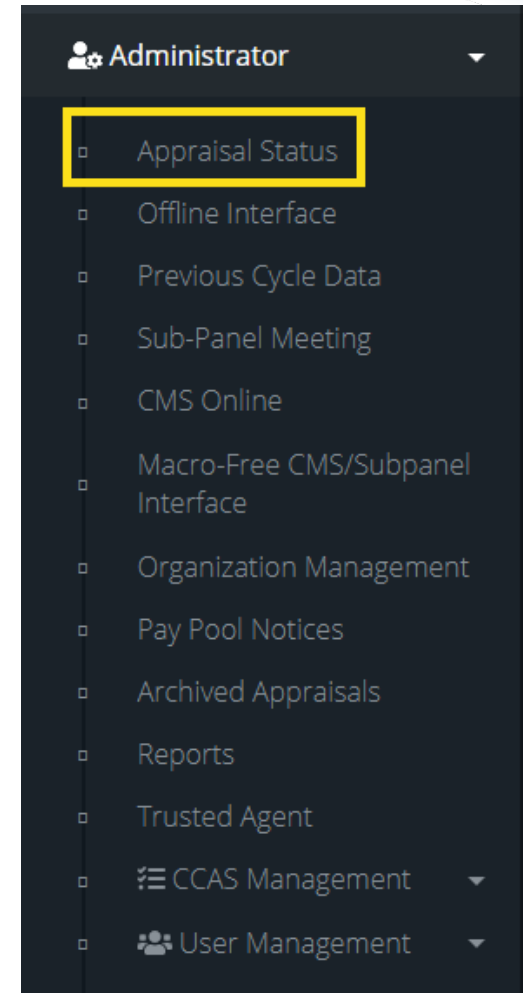
CCAS Contribution Planning for Employees

<u>Session Number</u>	<u>Session Date</u>	<u>Session Time</u>
1	15 October 2024	12:00pm – 1:00pmET
2	16 October 2024	11:00am – 12:00pmET
3		3:00pm – 4:00pmET
4	22 October 2024	1:00pm – 2:00pmET
5	23 October 2024	11:00am – 12:00pmET
6	28 October 2024	1:00pm – 2:00pmET


*****If you haven't received the training invitation,
contact Component/Command/Agency Representative(s)***

Appraisal Status Module in CAS2Net




- End of cycle CCAS activities are tracked and managed in the Appraisal Status module. Use this module to safeguard the integrity of pay pool results and ensure timely completion of end of cycle activities.
- Key module features:
 - Lock/Unlock before sub panel and/or pay pool panel deliberations to ensure integrity of the pay pool results.
 - “Finalize and Lock Pay Pool” button once pay pool decisions are made by pay pool manager.
 - Release appraisals to Supervisor once the AcqDemo Program Office validates and completes the pay pool process.



Appraisal Status Module in CAS2Net

General Information 

Fiscal Year
2024

Organization Levels  Finalize and Lock Pay Pool  Reset Data Table 

Show entries Search:

Organization	Manager	Appraisals Started	Appraisals Complete	Total	Percent Completed	Average Delta OCS	Std Deviation	Lock CMS Uploads	Lock Scores	Lock Narratives
*9009 - 9009 Pay Pool	MANAGER, PAY POOL	25	0	25	0.00%	0.00	0.00		<input type="button" value="No"/> <input type="button" value="Yes"/>	<input type="button" value="No"/> <input type="button" value="Yes"/>
9009 - Test - 9009 Test Organization		0	0	0	100.00%	0.00	0.00	<input type="button" value="No"/> <input type="button" value="Yes"/>		
9009-1 - 9009 Sub Panel - Robin		4	0	4	0.00%	0.00	0.00	<input type="button" value="No"/> <input type="button" value="Yes"/>	<input type="button" value="No"/> <input type="button" value="Yes"/>	<input type="button" value="No"/> <input type="button" value="Yes"/>
9009-2 - 9009 Sub Panel - Division 2		6	0	6	0.00%	0.00	0.00	<input type="button" value="No"/> <input type="button" value="Yes"/>	<input type="button" value="No"/> <input type="button" value="Yes"/>	<input type="button" value="No"/> <input type="button" value="Yes"/>

Appraisal Status Module in CAS2Net

The Appraisal Status module list pay pool and sub pay pool information including:

1. Appraisals started and completed
2. Percentage completed
3. Average Delta OCS
4. Standard (Std) Deviation
5. Lock CMS Uploads
6. Lock Appraisal scores
7. Lock Narratives

Organization Levels											
										Finalize and Lock Pay Pool	Reset Data Table
Show 10 entries											
Organization	Manager	Appraisals Started	Appraisals Complete	Total	Percent Completed	Average Delta OCS	Std Deviation	Lock CMS Uploads	Lock Scores	Lock Narratives	
*9009 - 9009 Pay Pool	MANAGER, PAY POOL	25	25	25	100.00%	1.00	2.08		No Yes	No Yes	
9009 - Test - 9009 Test Organization		0	0	0	100.00%	0.00	0.00	No Yes			
9009-1 - 9009 Sub Panel - Robin		4	4	4	100.00%	1.75	1.09	No Yes	No Yes	No Yes	
9009-2 - 9009 Sub Panel - Division 2		6	6	6	100.00%	0.50	0.50	No Yes	No Yes	No Yes	

Lock and Unlock Function

- When **BOTH** the scores and narrative are locked at a pay pool, sub pay pool, or supervisor level, all associated annual assessments will be updated to a “Submitted to Pay Pool” status.
 - This will occur regardless of any content entered in for the employee self-assessment and/or supervisory assessment. A prompt will appear confirming the action along with the count of annual assessment(s) impacted by the action. Click Yes to process.
- In the event those same scores and/or narratives are unlocked, the associated assessment(s) will remain in the Submitted to Pay Pool status.
 - The supervisor will, however, have the ability to modify an employee assessment for edits once unlocked.
- For scores and narratives locked at the employee level when unlocked, the annual assessment will be reverted back to the supervisor.

Lock Scores ×

Are you sure you want to Lock Scores?

Lock Narratives ×

Are you sure you want to Lock Narratives? This will Submit 1 Annual Assessments to the Pay Pool. This action cannot be undone.

Lock and Unlock: Pay Pool Level

To lock/unlock at the pay pool level navigate to the **Organization Levels** panel. The first row in the table represents appraisal status for your current pay pool.

- **To lock/unlock scores:**
 - navigate to the Lock Scores column and select Yes on the associated toggle to lock scores.
 - navigate to the Lock Scores column and select No on the associated toggle to unlock scores.
- **To lock/unlock narratives:**
 - navigate to the Lock Narratives column and select Yes on the associated toggle to lock narratives.
 - navigate to the Lock Narratives column and select No on the associated toggle to unlock narratives.

Organization Levels												
											Finalize and Lock Pay Pool	Reset Data Table
Show 10 entries											Search:	
Organization	Manager	Appraisals Started	Appraisals Complete	Total	Percent Completed	Average Delta OCS	Std Deviation	Lock CMS Uploads	Lock Scores	Lock Narratives		
*9009 - 9009 Pay Pool	MANAGER, PAY POOL	25	25	25	100.00%	1.00	2.08		No Yes	No Yes		
9009 - Test - 9009 Test Organization		0	0	0	100.00%	0.00	0.00	No Yes				
9009-1 - 9009 Sub Panel - Robin		4	4	4	100.00%	1.75	1.09	No Yes	No Yes	No Yes		
9009-2 - 9009 Sub Panel - Division 2		6	6	6	100.00%	0.50	0.50	No Yes	No Yes	No Yes		
9009-3 - 9009 Sub Panel - Division 3		6	6	6	100.00%	0.67	3.68	No Yes	No Yes	No Yes		

Note: A pay pool number/organization name that begins with “*” in the table do not expand or redirect you to another page when selected.

Lock and Unlock: Pay Pool

The toggle to Lock/Unlock scores and/or narratives at the pay pool level will also apply that same action at the sub pay pool and supervisor 1 levels.

Organization Levels

[Finalize and Lock Pay Pool](#)
[Reset Data Table](#)

Show entries
Search:

Organization	Manager	Appraisals Started	Appraisals Complete	Total	Percent Completed	Average Delta OCS	Std Deviation	Lock CMS Uploads	Lock Scores	Lock Narratives
*9009 - 9009 Pay Pool	MANAGER, PAY POOL	25	25	25	100.00%				<input type="button" value="No"/> <input checked="" type="button" value="Yes"/>	<input type="button" value="No"/> <input type="button" value="Yes"/>
9009 - Test - 9009 Test Organization		0	0	0	100.00%	0.00	0.00	<input type="button" value="No"/> <input type="button" value="Yes"/>		
9009-1 - 9009 Sub Panel - Robin		4	4	4	100.00%	1.75	1.09	<input type="button" value="No"/> <input type="button" value="Yes"/>	<input type="button" value="No"/> <input checked="" type="button" value="Yes"/>	<input type="button" value="No"/> <input type="button" value="Yes"/>
9009-2 - 9009 Sub Panel - Division 2		6	6	6	100.00%	0.50	0.50	<input type="button" value="No"/> <input type="button" value="Yes"/>	<input type="button" value="No"/> <input checked="" type="button" value="Yes"/>	<input type="button" value="No"/> <input type="button" value="Yes"/>

Supervisors

[Reset Data Table](#)

Show entries
Search:

Supervisor 1	Appraisals Started	Appraisals Complete	Lock Scores	Lock Narratives
(not specified)	1	1	<input type="button" value="No"/> <input checked="" type="button" value="Yes"/>	<input type="button" value="No"/> <input type="button" value="Yes"/>
LEE, JERRY	3	3	<input type="button" value="No"/> <input checked="" type="button" value="Yes"/>	<input type="button" value="No"/> <input type="button" value="Yes"/>
MANAGER, PAY POOL	4	4	<input type="button" value="No"/> <input checked="" type="button" value="Yes"/>	<input type="button" value="No"/> <input type="button" value="Yes"/>
MURRAY, ERIN	1	1	<input type="button" value="No"/> <input checked="" type="button" value="Yes"/>	<input type="button" value="No"/> <input type="button" value="Yes"/>

Lock and Unlock Pay Pool: Sub Pay Pool

To lock/unlock at the sub pay pool in the **Organization Levels** panel navigate to the desired sub pay pool from the table.

- **To lock/unlock scores:**
 - navigate to the Lock Scores column and select Yes on the associated toggle to lock scores.
 - navigate to the Lock Scores column and select No on the associated toggle to unlock scores.
- **To lock/unlock narratives:**
 - navigate to the Lock Narratives column and select Yes on the associated toggle to lock narratives.
 - navigate to the Lock Narratives column and select No on the associated toggle to unlock narratives.

Organization Levels												
											Finalize and Lock Pay Pool	Reset Data Table
Show 10 entries											Search:	
Organization	Manager	Appraisals Started	Appraisals Complete	Total	Percent Completed	Average Delta OCS	Std Deviation	Lock CMS Uploads	Lock Scores	Lock Narratives		
*9009 - 9009 Pay Pool	MANAGER, PAY POOL	25	25	25	100.00%	1.00	2.08		No Yes	No Yes		
9009 - Test - 9009 Test Organization		0	0	0	100.00%	0.00	0.00	No Yes				
9009-1 - 9009 Sub Panel - Robin		4	4	4	100.00%	1.75	1.09	No Yes	No Yes	No Yes		
9009-2 - 9009 Sub Panel - Division 2		6	6	6	100.00%	0.50	0.50	No Yes	No Yes	No Yes		
9009-3 - 9009 Sub Panel - Division 3		6	6	6	100.00%	0.67	3.68	No Yes	No Yes	No Yes		

Lock and Unlock Pay Pool: Supervisor 1 (Method 1)

To lock/unlock at the supervisor 1 level scroll to the *Supervisors* panel located under the *Organization Levels Panel* then navigate to the desired supervisor from the table.

- **To lock/unlock scores:**
 - navigate to the Lock Scores column and select Yes on the associated toggle to lock scores.
 - navigate to the Lock Scores column and select No on the associated toggle to unlock scores.
- **To lock/unlock narratives:**
 - navigate to the Lock Narratives column and select Yes on the associated toggle to lock narratives.
 - navigate to the Lock Narratives column and select No on the associated toggle to unlock narratives.

Organization Levels Finalize and Lock

Show 10 entries

Organization	Manager	Appraisals Started	Appraisals Complete	Total	Percent Completed	Average Delta OCS	Std Deviation	Lock CMS Uploads	Lock Scores	Lock Narratives
*9009 - 9009 Pay Pool	MANAGER, PAY POOL	25	0	25	0.00%	0.00	0.00		No Yes	No Yes
9009 - Test - 9009 Test Organization		0	0	0	100.00%	0.00	0.00	No Yes		
9009-1 - 9009 Sub Panel - Robin		4	0	4	0.00%	0.00	0.00	No Yes	No Yes	No Yes
9009-2 - 9009 Sub Panel - Division 2		6	0	6	0.00%	0.00	0.00	No Yes	No Yes	No Yes
9009-3 - 9009 Sub Panel - Division 3		6	0	6	0.00%	0.00	0.00	No Yes	No Yes	No Yes
9009-4 - 9009 Sub-Panel - Admin	USER_SUPER	2	0	2	0.00%	0.00	0.00	No Yes	No Yes	No Yes
9009-HQ - 9009 Sub Panel - HQ	CARTER, BEYONCE GK	6	0	6	0.00%	0.00	0.00	No Yes	No Yes	No Yes

Showing 1 to 7 of 7 entries
 Total: The total number of Previous Cycle Data records for the organization level.
 Percent Completed: Appraisals Complete / Total

Supervisors

Show 10 entries

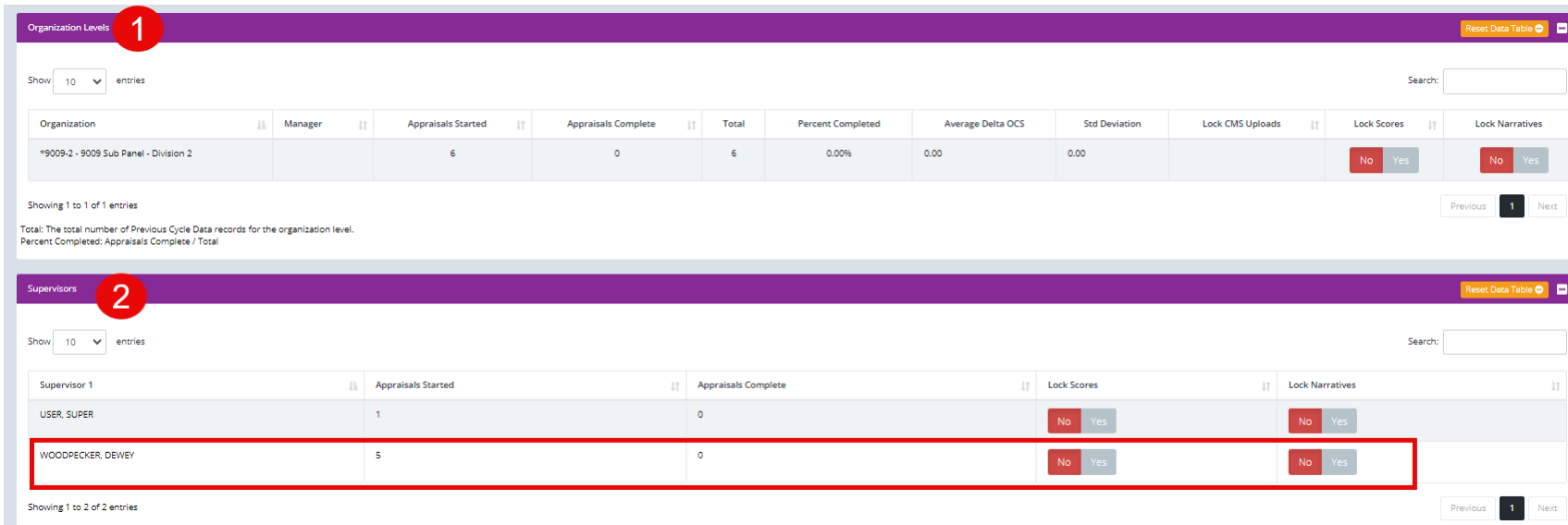
Supervisor 1	Appraisals Started	Appraisals Complete	Lock Scores	Lock Narratives
(not specified)	1	0	No Yes	No Yes
LEE, JERRY	3	0	No Yes	No Yes
MANAGER, PAY POOL	4	0	No Yes	No Yes

At the pay pool level, the Supervisor 1 Panel has the list of supervisors coded to that pay pool.

Lock and Unlock Pay Pool: Supervisor 1 (Method 2)

To lock/unlock at the supervisor 1 level navigate to the *Organization Levels* panel and select the desired sub pay pool from the table. Then scroll to the *Supervisors* panel located under the *Organization Levels Panel* and navigate to the desired supervisor.

- **To lock/unlock scores:**
 - navigate to the Lock Scores column and select Yes on the associated toggle to lock scores.
 - navigate to the Lock Scores column and select No on the associated toggle to unlock scores.
- **To lock/unlock narratives:**
 - navigate to the Lock Narratives column and select Yes on the associated toggle to lock narratives.
 - navigate to the Lock Narratives column and select No on the associated toggle to unlock narratives.



Organization Levels 1 Reset Data Table

Show 10 entries Search:

Organization	Manager	Appraisals Started	Appraisals Complete	Total	Percent Completed	Average Delta OCS	Std Deviation	Lock CMS Uploads	Lock Scores	Lock Narratives
*9009-2 - 9009 Sub Panel - Division 2		6	0	6	0.00%	0.00	0.00		No Yes	No Yes

Showing 1 to 1 of 1 entries

Total: The total number of Previous Cycle Data records for the organization level.
Percent Completed: Appraisals Complete / Total

Supervisors 2 Reset Data Table

Show 10 entries Search:

Supervisor 1	Appraisals Started	Appraisals Complete	Lock Scores	Lock Narratives
USER, SUPER	1	0	No Yes	No Yes
WOODPECKER, DEWEY	5	0	No Yes	No Yes

Showing 1 to 2 of 2 entries

At the sub pay pool level, the Supervisor 1 Panel has the list of supervisors coded to that sub pay pool.

Lock and Unlock Pay Pool: Employee (Method 1)

To lock/unlock at the employee level navigate to the *Supervisors* panel. Select the desired supervisor from the table. In the *Employees for...* panel navigate to the desired employee. This will lock that supervisor for everyone rated by the supervisor in the pay pool

- **To lock/unlock scores:**

- navigate to the Lock Scores column and select Yes on the associated toggle to lock scores.
- navigate to the Lock Scores column and select No on the associated toggle to unlock scores.

- **To lock/unlock narratives:**

- navigate to the Lock Narratives column and select Yes on the associated toggle to lock narratives.
- navigate to the Lock Narratives column and select No on the associated toggle to unlock narratives.

Organization Levels 1 Supervisors 2 Reset Data Table

Employees for DEWEY WOODPECKER in 9009 - 9009 Pay Pool 3

Show 100 entries Search:

Employee	Organization	Status	ROR	Prev OCS	Curr OCS	EOCS	Job Achievement and/or Innovation	Communication and/or Teamwork	Mission Support	Lock Scores	Lock Narratives
FALCON, PEREGRINE	9009-2 - 9009 Sub Panel - Division 2	Submitted to Pay Pool	3	61	80	79				No Yes	No Yes
JUNCO, DARKEYED	9009-2 - 9009 Sub Panel - Division 2	Submitted to Pay Pool	3	70	72	71				No Yes	No Yes
STARLING, EUROPEAN	9009-2 - 9009 Sub Panel - Division 2	Submitted to Pay Pool	3	40	41	40				No Yes	No Yes

Lock and Unlock Pay Pool: Employee (Method 2)

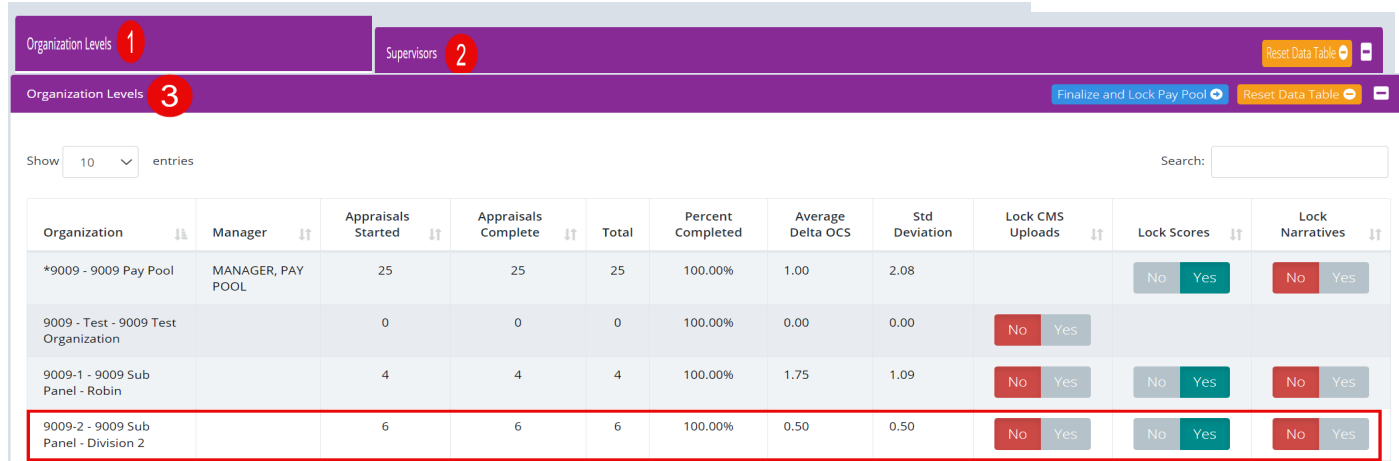
To lock/unlock at the employee level navigate to the *Organization Levels* panel and select the desired sub pay pool from the table. Then scroll to the *Supervisors* panel located under the *Organization Levels Panel* and select the desired supervisor from the table. In the *Employees for...* panel navigate to the desired employee. This will lock that supervisor for everyone rated by the supervisor in the that sub-panel.

To lock/unlock scores:

- navigate to the Lock Scores column and select Yes on the associated toggle to lock scores.
- navigate to the Lock Scores column and select No on the associated toggle to unlock scores.

• To lock/unlock narratives:

- navigate to the Lock Narratives column and select Yes on the associated toggle to lock narratives.
- navigate to the Lock Narratives column and select No on the associated toggle to unlock narratives.



The screenshot shows the 'Organization Levels' panel with a table of data. Red circles 1, 2, and 3 highlight the 'Organization Levels' header, the 'Supervisors' header, and the 'Organization Levels' sub-header respectively. The table below is a summary of the data shown in the screenshot.

Organization	Manager	Appraisals Started	Appraisals Complete	Total	Percent Completed	Average Delta OCS	Std Deviation	Lock CMS Uploads	Lock Scores	Lock Narratives
*9009 - 9009 Pay Pool	MANAGER, PAY POOL	25	25	25	100.00%	1.00	2.08		No Yes	No Yes
9009 - Test - 9009 Test Organization		0	0	0	100.00%	0.00	0.00	No Yes		
9009-1 - 9009 Sub Panel - Robin		4	4	4	100.00%	1.75	1.09	No Yes	No Yes	No Yes
9009-2 - 9009 Sub Panel - Division 2		6	6	6	100.00%	0.50	0.50	No Yes	No Yes	No Yes

Lock CMS Uploads

Lock and Unlock: CMS Upload

- In the *Organization Levels* panel navigate to the desired sub pay pool from the table. Under the Lock CMS Upload column:
 - select Yes on the associated toggle to lock CMS upload.
 - select No on the associated toggle to unlock CMS upload.
- Recommend locking CMS Uploads before pay pool panel meeting(s) begin.

Org Level

Organization Levels Reset Data Table

Show 10 entries Search:

Organization	Manager	Appraisals Started	Appraisals Complete	Total	Percent Completed	Average Delta OCS	Std Deviation	Lock CMS Uploads	Lock Scores	Lock Narratives
*PMO - AcqDemo Pgrm Office		61184	27766	61184	45.38%	0.81	5.58		No Yes	No Yes
AcqDemo - AcqDemo-PMO	MANAGER, PAY POOL	95	94	95	98.95%	1.10	1.80	No Yes	No Yes	No Yes

Pay Pool Level

Organization Levels Reset Data Table

Show 10 entries Search:

Organization	Manager	Appraisals Started	Appraisals Complete	Total	Percent Completed	Average Delta OCS	Std Deviation	Release Pay Pool	Lock CMS Uploads	Lock Scores	Lock Narratives
*AcqDemo - AcqDemo-PMO	MANAGER, PAY POOL	95	94	95	98.95%	1.10	1.80		No Yes	No Yes	No Yes
9000 - 9000 Macro Free Pay Pool	DISTRICT, OF COLUMBIA	62	62	62	100.00%	1.02	1.71		No Yes	No Yes	No Yes
9009 - 9009 Pay Pool	MANAGER, PAY POOL	25	25	25	100.00%	1.00	2.08		No Yes	No Yes	No Yes

Finalize and Lock Pay Pool

How to Finalize and Lock a Pay Pool

- Go to Menu > Administrator > Appraisal Status
- Click Finalize and Lock Pay Pool
- **Administrators will not be able to finalize until the 2025 GPI and locality area pay rates are published by OPM and CAS2Net is updated by the PMO**

Appraisal Status for 9009 - 9009 Pay Pool PMO > AcqDemo > 9009

General Information

Fiscal Year: 2024

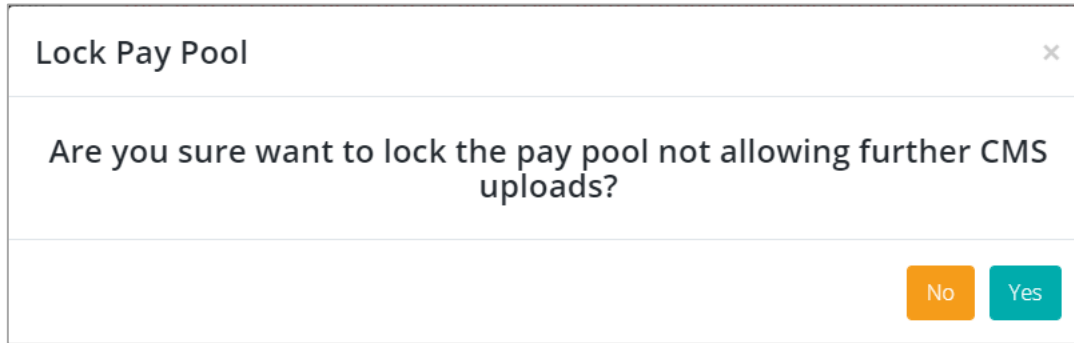
Organization Levels Finalize and Lock Pay Pool + Reset Data Table -

Show 10 entries Search:

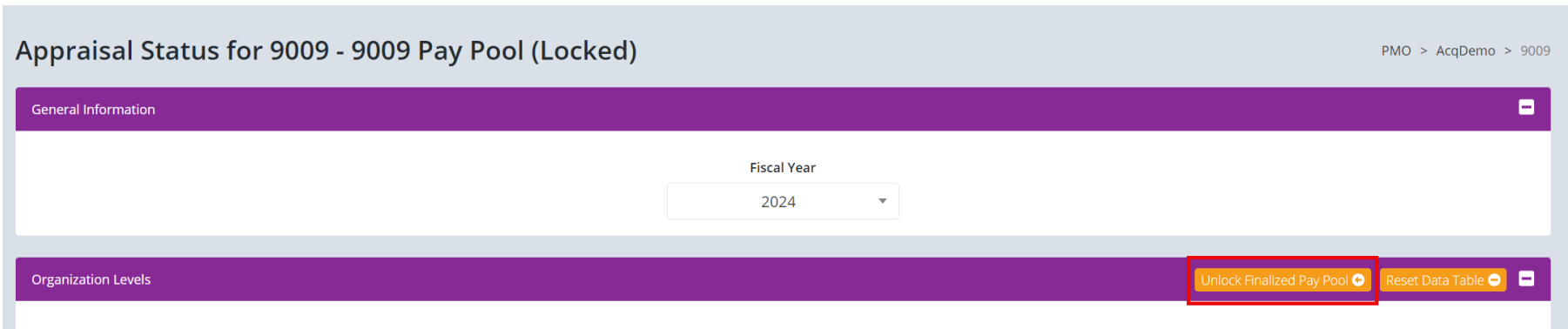
Organization	Manager	Appraisals Started	Appraisals Complete	Total	Percent Completed	Average Delta OCS	Std Deviation	Lock CMS Uploads	Lock Scores	Lock Narratives
*9009 - 9009 Pay Pool	MANAGER, PAY POOL	25	25	25	100.00%	1.72	2.36		No Yes	No Yes
9009 - Test - 9009 Test Organization		0	0	0	100.00%	0.00	0.00	No Yes		
9009-1 - 9009 Sub Panel - Robin		4	4	4	100.00%	1.50	1.12	No Yes	No Yes	No Yes
9009-2 - 9009 Sub Panel - Division 2		6	6	6	100.00%	0.50	0.96	No Yes	No Yes	No Yes

How to Finalize and Lock a Pay Pool

In the Lock Pay Pool pop-up, click



Pay Pool Appraisal Status is Locked (Note [Unlock Finalized Pay Pool](#))



How to Unlock a Finalized Pay Pool

To Unlock a finalized pay pool, click



Unlock Pay Pool ×

Are you sure want to unlock the pay pool allowing CMS uploads?

No
Yes



Appraisal Status for 9009 - 9009 Pay Pool PMO > AcqDemo > 9009

General Information ☰

Fiscal Year

Organization Levels
Finalize and Lock Pay Pool
Reset Data Table
☰

****Administrators can only unlock previously locked pay pool or sub panel as long as the component/command hasn't locked the component/command pay pools or the AcqDemo Program Office hasn't already validated the pay pools.****

End of Cycle Key Dates

OCT	20	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19	NOV	22	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16	DEC	24	1 2 3 4 5 6 7 8 9 10 11 12 13 14	JAN	26	1 2 3 4 5 6 7 8 9 10 11
	21	20 21 22 23 24 25 26 27 28 29 30 31		23	17 18 19 20 21 22 23 24 25 26 27 28 29 30		25	15 16 17 18 19 20 21 22 23 24 25 26 27 28		01	12 13 14 15 16 17 18 19 20 21 22 23 24 25
				26	29 30 31			26 27 28 29 30 31			

2024 End of Cycle Timeline			
Day	Date	Event	Action By
Tuesday	1-Oct-24	CAS2Net activates end-of-cycle modules: Appraisal Status, Offline Interface and Previous Cycle Data, Sub-Panel Meeting, CMS Online, Macro-Free Sub-Panel Meeting, Macro-Free CMS	PMO
		Pay Pool Notices with 2024 Macro-Enabled Sub-Panel Meeting Spreadsheet, 2024 Macro-Enabled CMS, and 2024 Macro-Enabled Pay Pool Analysis Tool	PMO
Thursday	21-Nov-24	Pay Pool Notices with Not Final Reports / Data Complete Reports	PMO
Friday	13-Dec-24	Initial Upload DAF & DCMA 6 Dec 2024 **subject to component/command earlier initial upload date**	Pay Pool Administrators
Wednesday	8-Jan-25	Final Upload DAF 20 Dec 2024 **subject to component/command earlier initial upload date**	Pay Pool Administrators
Sunday	12-Jan-25	First full pay period in January (12 Jan to 25 Jan)	
Friday	17-Jan-25	Pay Pools completed	PMO
Tuesday	21-Jan-25	Pay transactions posted to regional pay offices	PMO

2024 Open Forum Schedule

- ✓ 04 January, 1pm – 2:30pm ET: CCAS Pay Transactions for Regional Pay Offices
- ✓ 01 February, 1pm – 2:30pm ET: CCAS Grievance and Archive/Transfer
- ✓ 07 March, 1pm – 2:30pm ET: Assigning Mandatory Objectives, Mid-Point Review, Additional Feedback, and Closeout Assessment
- ✓ 04 April, 1pm – 2:30pm ET: Communicating with AcqDemo Program Office on CAS2Net and CCAS Issues
- ✓ 02 May, 1pm – 2:30pm ET: Reports – FY-based Reports & Current Settings Reports
- ✓ 06 June, 1pm – 2:30pm ET: Macro Free Sub Panel Spreadsheet and Compensation Management Spreadsheet (CMS) Introduction
- ✓ 11 July, 1pm – 2:30pm ET: Creating Sub-Organization Levels and Assigning Sub-Panel Managers, and User Role Assignments
- ✓ 01 August, 1pm – 2:30pm ET: CCAS Spreadsheet Test Schedule (Offline Sub-Panel Meeting Spreadsheet, Offline CMS, Macro Free versions, and CAS2Net Online versions)
- ✓ 05 September, 1pm – 2:30pm ET: Post Cycle Modules (Appraisal Status, Offline Interface, Previous Cycle Data, Sub-Panel Meeting and CMS Online)
- ✓ 12 September, 1pm – 2:30pm ET: Transfer, Archive and Post Cycle Activities
- ✓ 19 September, 1pm-2:30pm ET: Changes in Sub-Panel Meeting and CMS
- ✓ 26 September, 1pm-2:30pm ET: Macro Free Sub Panel Spreadsheet and Macro Free CMS
- ✓ 03 October, 1pm-2:30pm ET: Discrepancy Reports
- ✓ 10 October, 1pm-2:30pm ET: Lock/Unlock Supervisor 1, Sub-Pay Pool and Pay Pool
- 17 October, 1pm-2:30pm ET: Pay Pool Analysis Tool (PAT)
- 07 November, 1pm-2:30pm ET: Initial and Final Upload
- 21 November, 1pm-2:30pm ET: Not Final Reports and Data Complete Reports
- 05 December, 1pm-2:30pm ET: Grievance/Grievance Window

ALTESS Email Update

usarmy.radford.peo-enterprise.other.service-desk@army.mil

**** address has been updated to the April 2024 Open Forum Session:**

- **Communicating with AcqDemo Program Office on CAS2Net and CCAS Issues**

<https://acqdemo.hci.mil/training.html#cas2netOpenForums>

Open Forum Questions?

AcqDemo.Contact@dau.edu

Erin.Murray@dau.edu

jerry.lee@dau.edu