

CAS2Net and CCAS Open Forum

Thursday

1 February 2024

1:00 PM Eastern Time

Topic: CAS2Net Grievance Process

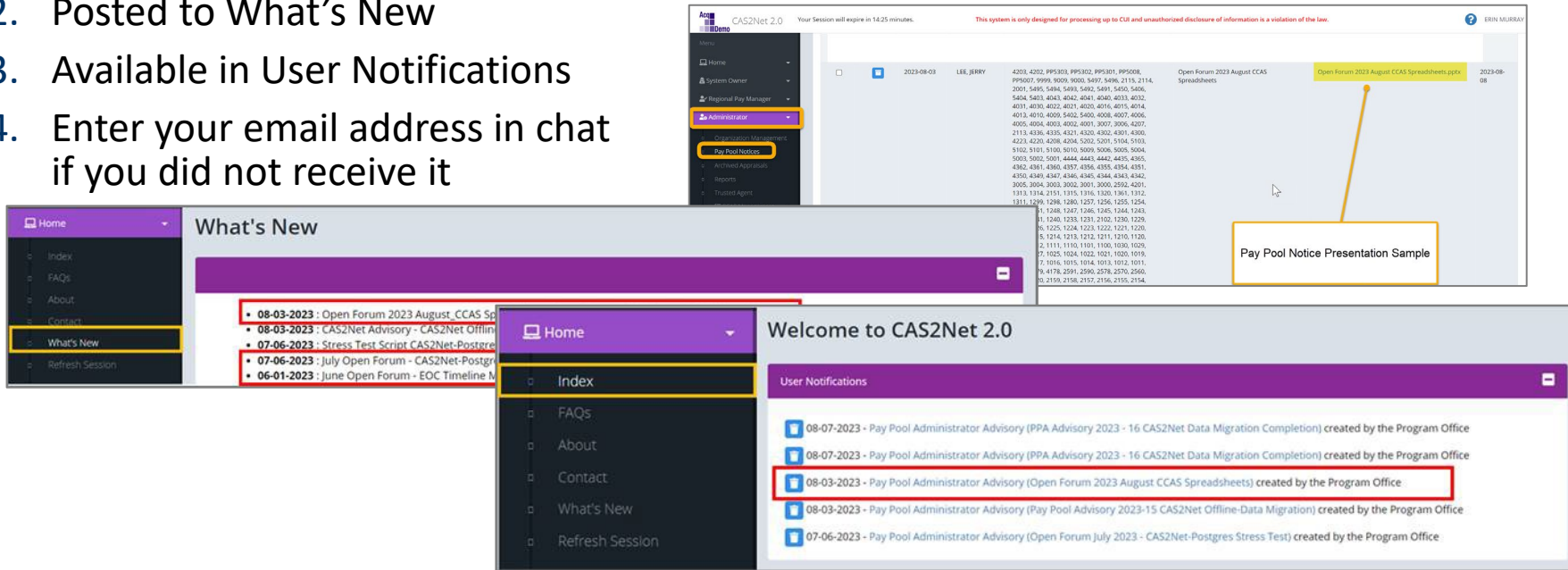
To join this Microsoft Teams Open Forum on your computer, mobile app or room device

Copy and paste the following to join the meeting

[https://teams.microsoft.com/l/meetup-join/19%3ameeting_YWRjYWYyN2EtNzgyMy00ZWE2LWE2YTMtZmYyOTkxNTA1YzU3%40tthread.v2/0?context=%7b%22Tid%22%3a%221c21be44-2435-49bf-bc1f-cba317187058%22%2c%22Oid%22%3a%22ad5815de-5095-4600-8a86-0164be9d07a8%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_YWRjYWYyN2EtNzgyMy00ZWE2LWE2YTMtZmYyOTkxNTA1YzU3%40thread.v2/0?context=%7b%22Tid%22%3a%221c21be44-2435-49bf-bc1f-cba317187058%22%2c%22Oid%22%3a%22ad5815de-5095-4600-8a86-0164be9d07a8%22%7d)

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>

CAS2Net and CCAS Open Forum

Thursday

1 February 2024

1:00 PM Eastern Time

Topic: CAS2Net Grievance Process

Before we start with the grievance process ...

Retrieving Salary Appraisal Forms for Archived Users

Two options on archived users.

- 1st Option: For the Final version
- > Administrator
- > Reports > 2023
- > Salary Appraisal Form
- > Select Appraisal Form sections

> ... filter by Employee

> Make sure to check box Include Archived/Transfer

Retrieving Salary Appraisal Forms for Archived Users

2nd Option: For the "sign" version

- > Administrator
- > CCAS Management
- > Annual Assessments
- > Fiscal Year
- > Make sure to check the box Include Archived/Transfer
- > Search user

Employee Annual Assessments

General Information

Fiscal Year: 2023

Employee Annual Assessments - Administrator Reset Data Table

Include Archived/Transfer

Show 100 entries Search:

Status Name Email Supervisor 1 Supervisor 2 Date Communicated

Annual Assessment for ARCHIVED USER (Submitted to Pay Pool)

General Information

Fiscal Year: Select Option

Supervisor Level 1: SMITH, SAMANTHA LYNN
 Supervisor Level 2: HENSLEY, MATTHEW T
 Sub-Panel Manager: HAZEN, LAURA MARIE
 Pay Pool Manager: OLIVERO, KRISTIAN ALLEN

Broadband Level: III
 Occupational Series: 0855 - ELECTRONICS ENGINEERING
 Career Path: NH - Business Management and Technical Management Professional
 Expected OCS and Range: 61 - 64 - 68

Current Contribution Plan Details Refresh Annual

Contribution Plan Effective Date: 10-01-2022

Individual Objectives

Job Achievement &/or Innovation

(C) Perform and/or assist in producing evidentiary analysis of Presidential and E

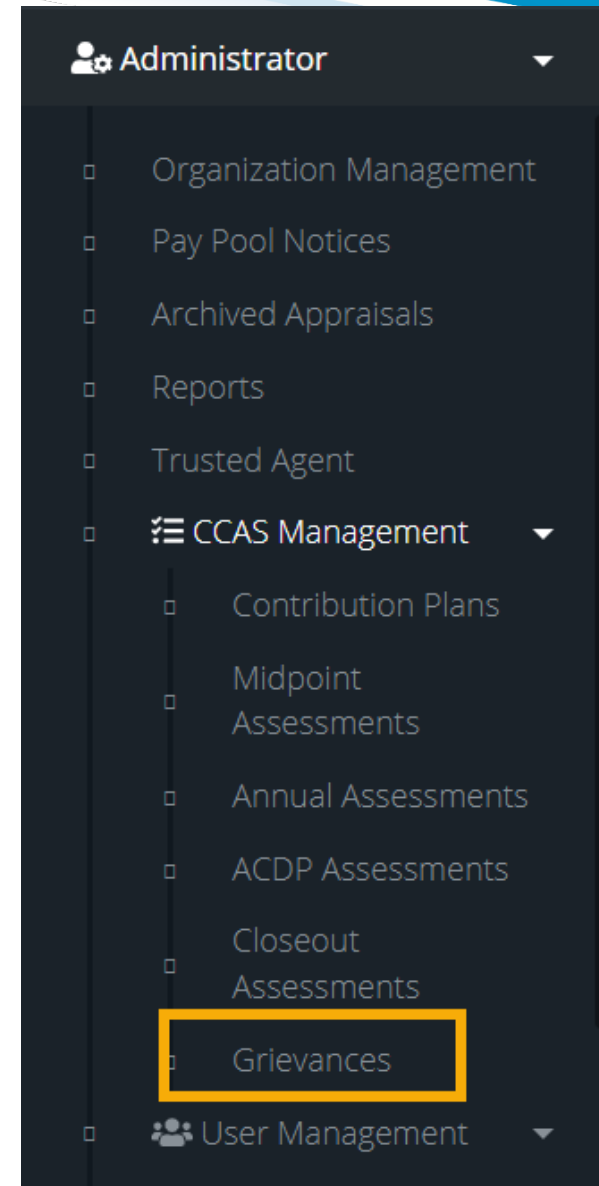
Use Offline Signatures Employee History Cancel Save

> Use Offline Signature to "sign".

CAS2Net Grievance Module

CAS2Net Grievance Module

- To Access the Grievance Module, go to **Menu > Administrator > CCAS Management > Grievances**
- Administrator/Super Users facilitate, oversee, and administer the grievance process for their assigned organization(s).
 - You can review the grievance, return it to the employee or supervisor for modifications, and review and submit grievance to pay pool manager for decision
 - You cannot modify an employee grievance
- There are two ways to start a grievance:
 - (1) Employee – if a Grievance Window has been set, Employee initiates a grievance in the designated timeframe
 - (2) Administrator - employee informs the administrator that s/he wants to submit a grievance. The administrator then “initiates” the grievance option to the Employee CAS2Net menu



Organization Management Settings for CCAS Grievances

Organization Management

Set a Grievance Window

- IAW local business rules/process. The Grievance Window is the specified time frame (start date and end date, 15 calendar days) entered by the administrator to allow employees to initiate and submit grievances themselves.
- The grievance window only effects the employee’s ability to initiate a grievance.
 - As the administrator, you will have the ability to “initiate” a grievance on the employee’s behalf regardless if a Grievance Window is set or not
- To set a Grievance Window, go to **Administrator > Organization Management > Organization Details**

Edit Organization Level

Organization Details under AcqDemo - AcqDemo-PMO

Show UIC/PAS ⓘ
Refresh Contribution Plans ↻
Refresh Managers for Annuals ↻
Move ↻
Delete ⛔
☰

<p>Grievance Start Date</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> 02-01-2024 📅 </div>	<p>Grievance End Date</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> 02-15-2024 📅 </div>	<p>Use Sub Panel for Grievance Manager</p> <div style="display: flex; justify-content: space-between; width: 100%;"> No Yes </div>	<p>Use SPM for BUE Grievance</p> <div style="display: flex; justify-content: space-between; width: 100%;"> No Yes </div>	<p>Grievances recalculate Time Off Award</p> <div style="display: flex; justify-content: space-between; width: 100%;"> No Yes </div>
--	--	--	--	---

Organization Management

Assign Sub Panel Manager as Grievance Manager

- IAW local business rules/process, Administrators assigned at the pay pool level can set the sub panel manager as the grievance manager (approver for grievances) versus the default which has the pay pool manager as the grievance manager.
 - When the designated toggle is selected to Yes, the assigned sub panel manager(s) would be responsible for reviewing, granting/denying, and signing and finalizing the grievance
 - When the designated toggle is selected to No, the assigned pay pool manager would be responsible for reviewing, granting/denying, and signing and finalizing the grievance
- To set the sub panel manager as the approver of grievances, go to **Menu > Administrator > Organization Management > Organization Details**
 - Click **Yes** on Use Sub Panel for Grievance Manager toggle then save

The screenshot displays the 'Organization Details' form. At the top, there are fields for 'Time Off Award Options' (50 / 100), 'Grievance Start Date' (01-22-2023), and 'Grievance End Date' (02-11-2023). Below these are four date target fields: 'Employee Midpoint Target Date' (03-21-2023), 'Supervisor Midpoint Target Date' (04-18-2023), 'Employee Annual Target Date' (10-11-2023), and 'Supervisor Annual Target Date' (10-31-2023). A section titled 'Pay Pool Additional References (Optional)' contains a rich text editor with various icons. On the right side, there are three toggle switches: 'Use Sub Panel for Grievance Manager' (highlighted with a yellow box and an arrow pointing to the 'Yes' button), 'Use SPM for BUE Grievance' (set to 'Yes'), and 'Grievances recalculate Time Off Award' (set to 'Yes'). At the bottom right, there are 'Cancel' and 'Save' buttons.

Organization Management

Assign Sub Panel Manager for BUE Grievances

- IAW local business rules/process, Administrators assigned at the pay pool level can set the sub panel manager as the grievance manager (approver for grievances) for BUE (bargaining unit employees) vice the default which has the pay pool manager as the grievance manager.
 - When the designated toggle is selected to Yes, the assigned sub panel manager(s) would be responsible for reviewing, granting/denying, and signing and finalizing the grievance
 - When the designated toggle is selected to No, the assigned pay pool manager would be responsible for reviewing, granting/denying, and signing and finalizing the grievance
- To set the sub panel manager as the approver of BUE grievances, go to **Menu > Administrator > Organization Management > Organization Details**
 - Click **Yes** on Use Sub Panel for Grievance Manager toggle then save

The screenshot displays the 'Organization Details' form with the following fields and controls:

- Time Off Award Options:** 50 / 100
- Grievance Start Date:** 01-22-2023
- Grievance End Date:** 02-11-2023
- Use Sub Panel for Grievance Manager:** No (selected), Yes
- Use SPM for BUE Grievance:** No, Yes (highlighted with an orange box and an arrow)
- Grievances recalculate Time Off Award:** No, Yes
- Employee Midpoint Target Date:** 03-21-2023
- Supervisor Midpoint Target Date:** 04-18-2023
- Employee Annual Target Date:** 10-11-2023
- Supervisor Annual Target Date:** 0-31-2023
- Pay Pool Additional References (Optional):** A rich text editor area with a toolbar containing icons for bold, italic, underline, list, and other text formatting options.

At the bottom right of the form, there are **Cancel** and **Save** buttons.

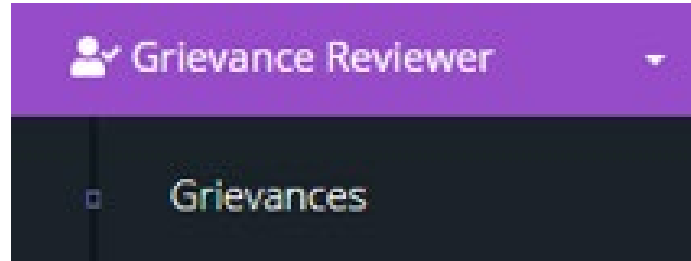
Organization Management Recalculate Time off Award (TOA)

- Administrators can set your pay pool to have the option to have grievances recalculate Time Off Award (TOA).
 - Note: This would only apply if TOA in lieu of a Contribution Award (CA) was offered and selected during the associated annual assessment process.
- To set grievances to recalculate TOA, go to **Menu > Administrator > Organization Management > Organization Details**
 - Click **Yes** on Grievances Recalculate Time Off Award toggle then save

The screenshot displays the 'Organization Details' configuration page. It features several input fields for dates and a 'Time Off Award Options' dropdown. The 'Grievances recalculate Time Off Award' toggle is highlighted with an orange box, and an orange arrow points to it from above. The toggle has 'No' and 'Yes' buttons, with 'Yes' being the selected option. Other visible elements include 'Use Sub Panel for Grievance Manager' and 'Use SPM for BUE Grievance' toggles, and a 'Pay Pool Additional References (Optional)' text area with a rich text editor toolbar. At the bottom right, there are 'Cancel' and 'Save' buttons.

Will business rules require coordination with HR, LMR, Legal, EO, Union Representative or someone designated by the Head of the Participating Organization?

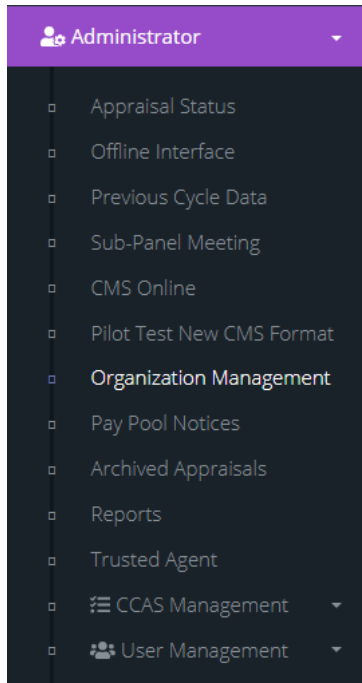
Grievance Reviewer Role



- A Grievance Reviewer may be either an AcqDemo or non-AcqDemo individual with the responsibility to review grievances on behalf of an employee and/or a pay pool panel as defined by the organization's CCAS grievance process.
 - A Grievance Reviewer may be HR, LMR, legal, EO, union representative or as designated by the Head of the participating organization
- A Grievance Reviewer can review, print, and track employee grievance progress/status but cannot approve or modify any grievance as reviewers have a read-only role in CAS2Net.
- The pay pool administrator assigns the Grievance Reviewer role in (1) Organization Management or (2) User Profile.
- Once the role is assigned, the user will see a Grievance Reviewer Module in their navigation menu.

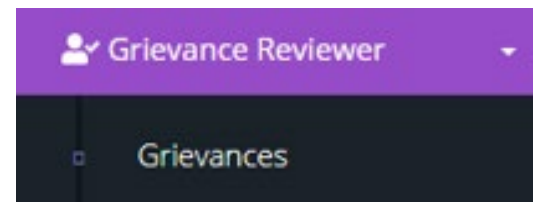
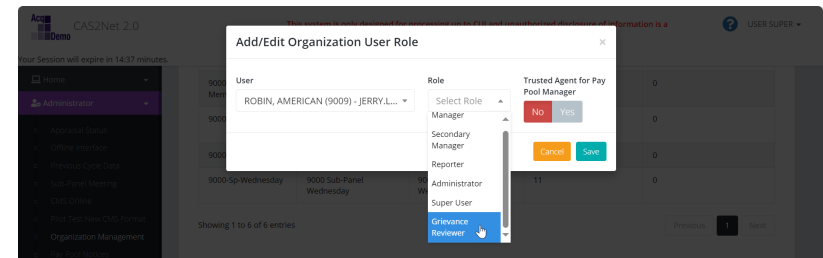
Add Grievance Reviewer Role – Organization Management

- The pay pool administrator assigns the Grievance Reviewer role in **(1) Organization Management** or (2) User Profile.



- Go to Organization Management
- Scroll down to User Roles
- Click on Add Roles
- Select User (Could be external users. Must have a User Profile))
- Select role Grievance Reviewer
- Click Save
- User sees new role

Role	Is Trusted Agent	User	Email
Manager	No	DISTRICT, OF COLUMBIA	JERRY.LEE@DAU.EDU
Secondary Manager	Yes	LEE, JERRY	JERRY.LEE@DAU.EDU
Super User	No	SUPER, USER	JERRY.LEE@DAU.EDU

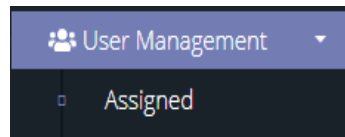


Add Grievance Reviewer Role – User Profile

- The pay pool administrator assigns the Grievance Reviewer role in (1) Organization Management or **(2) User Profile.**

- Go to User Management

- Click on User



List Assigned Users

Assigned Employees Reset Data Table Add User

Show 25 entries Search:

Impersonate	Select	CAS2Net Id	Name	Email	Pay Pool	Pay Pool Manager	Organization Level / Sub-Panel	Supervisor 1	Supervisor 2
	<input type="checkbox"/>	249761	DELA, WARE	JERRY.LEE@DAU.EDU	9000 - 9000 Macro Free Pay Pool	OF COLUMBIA DISTRICT	9000 - 9000 Macro Free Pay Pool	JERRY LEE	

- Scroll down to Organization Roles

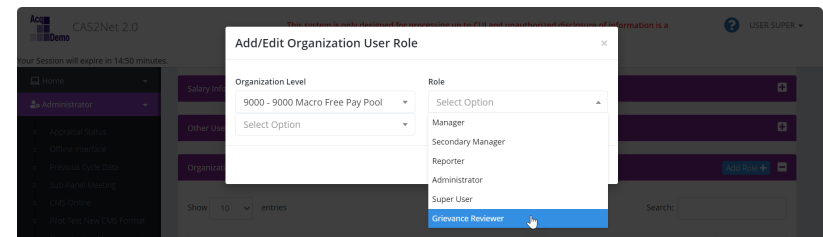
Organization Roles Add Role +

Show 10 entries Search:

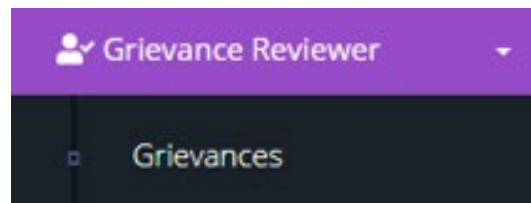
Organization	Role
AcqDemo - AcqDemo-PMO > 9000 - 9000 Macro Free Pay Pool > 9000-Sp-Friday - 9000 Sub-Panel Friday	Manager

Showing 1 to 1 of 1 entries Previous 1 Next

- Click Add Roles
- Select Organization
- Select Grievance Reviewer
- Click Save



- User sees new role

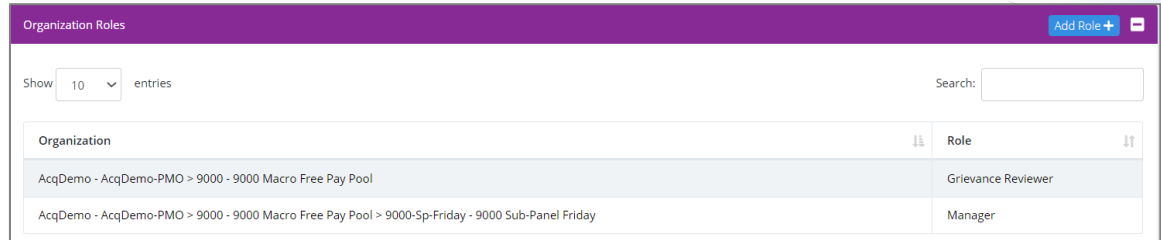


Remove Grievance Reviewer – Step 1 of 2

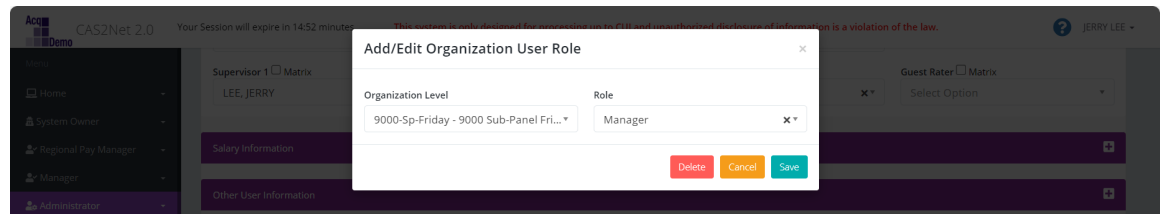
To remove the role
Grievance Reviewer

- Step 1
- Open User Profile
- Scroll down to Organization Roles
- Click on User
- Pop-up
- Select Delete

- Pop-up
- Select Delete
- Role deleted
- **Step 2 Go to Organization Management**



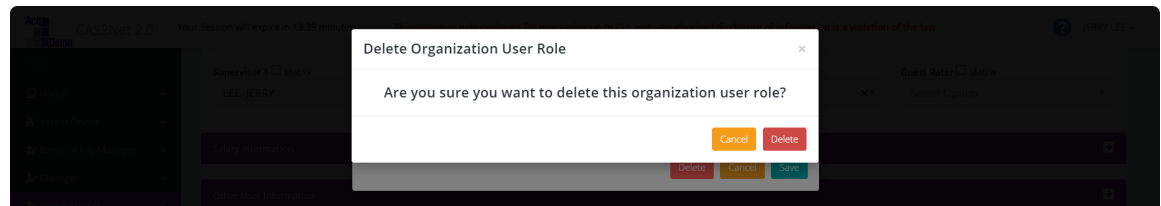
Organization	Role
AcqDemo - AcqDemo-PMO > 9000 - 9000 Macro Free Pay Pool	Grievance Reviewer
AcqDemo - AcqDemo-PMO > 9000 - 9000 Macro Free Pay Pool > 9000-Sp-Friday - 9000 Sub-Panel Friday	Manager



Organization Level: 9000-Sp-Friday - 9000 Sub-Panel Fri...
 Role: Manager

Buttons: Delete, Cancel, Save

Delete

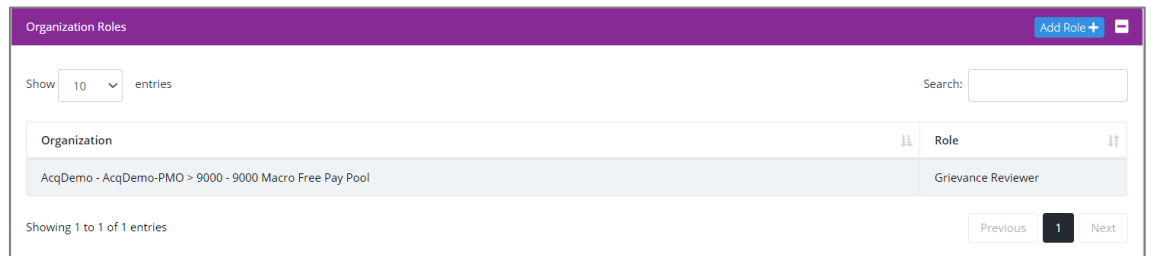


Delete Organization User Role

Are you sure you want to delete this organization user role?

Buttons: Cancel, Delete

Delete



Organization	Role
AcqDemo - AcqDemo-PMO > 9000 - 9000 Macro Free Pay Pool	Grievance Reviewer

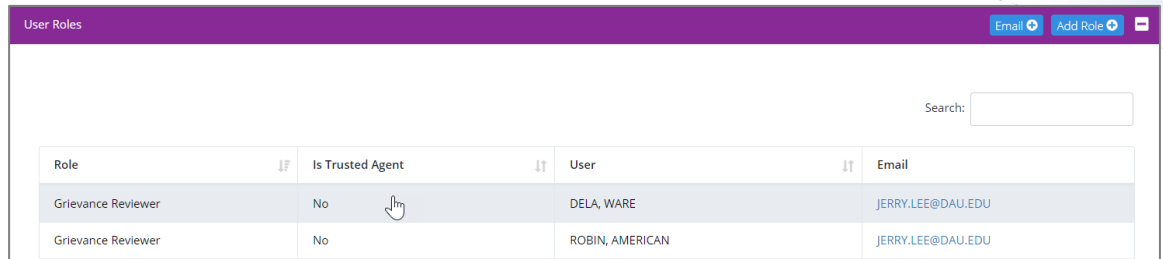
Showing 1 to 1 of 1 entries

Buttons: Previous, 1, Next

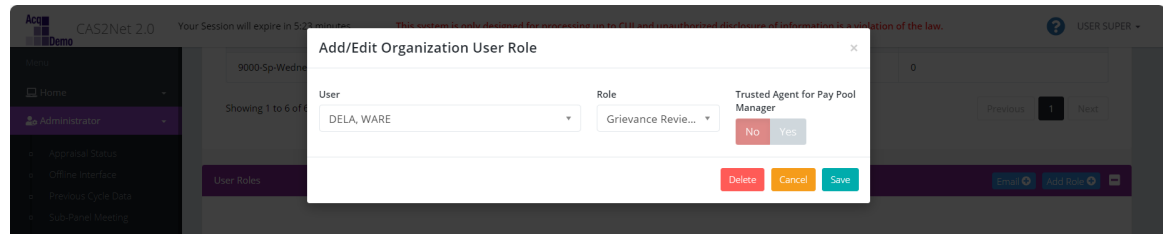
Remove Grievance Reviewer – Step 2 of 2

Step 2 to remove Grievance Reviewer

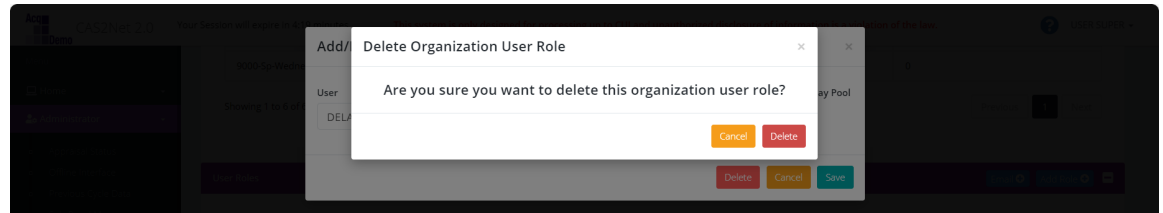
- Scroll down to User Roles
- Click on User
- Pop-up
- Select Delete
- Pop-up
- Select Delete
- Role deleted



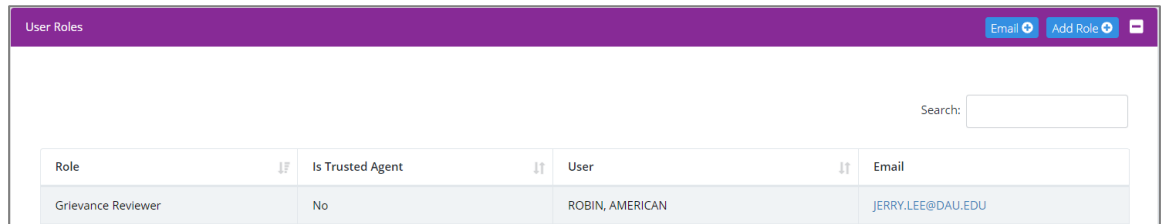
Role	Is Trusted Agent	User	Email
Grievance Reviewer	No	DELA, WARE	JERRY.LEE@DAU.EDU
Grievance Reviewer	No	ROBIN, AMERICAN	JERRY.LEE@DAU.EDU



Delete



Delete



Role	Is Trusted Agent	User	Email
Grievance Reviewer	No	ROBIN, AMERICAN	JERRY.LEE@DAU.EDU

CCAS Grievance

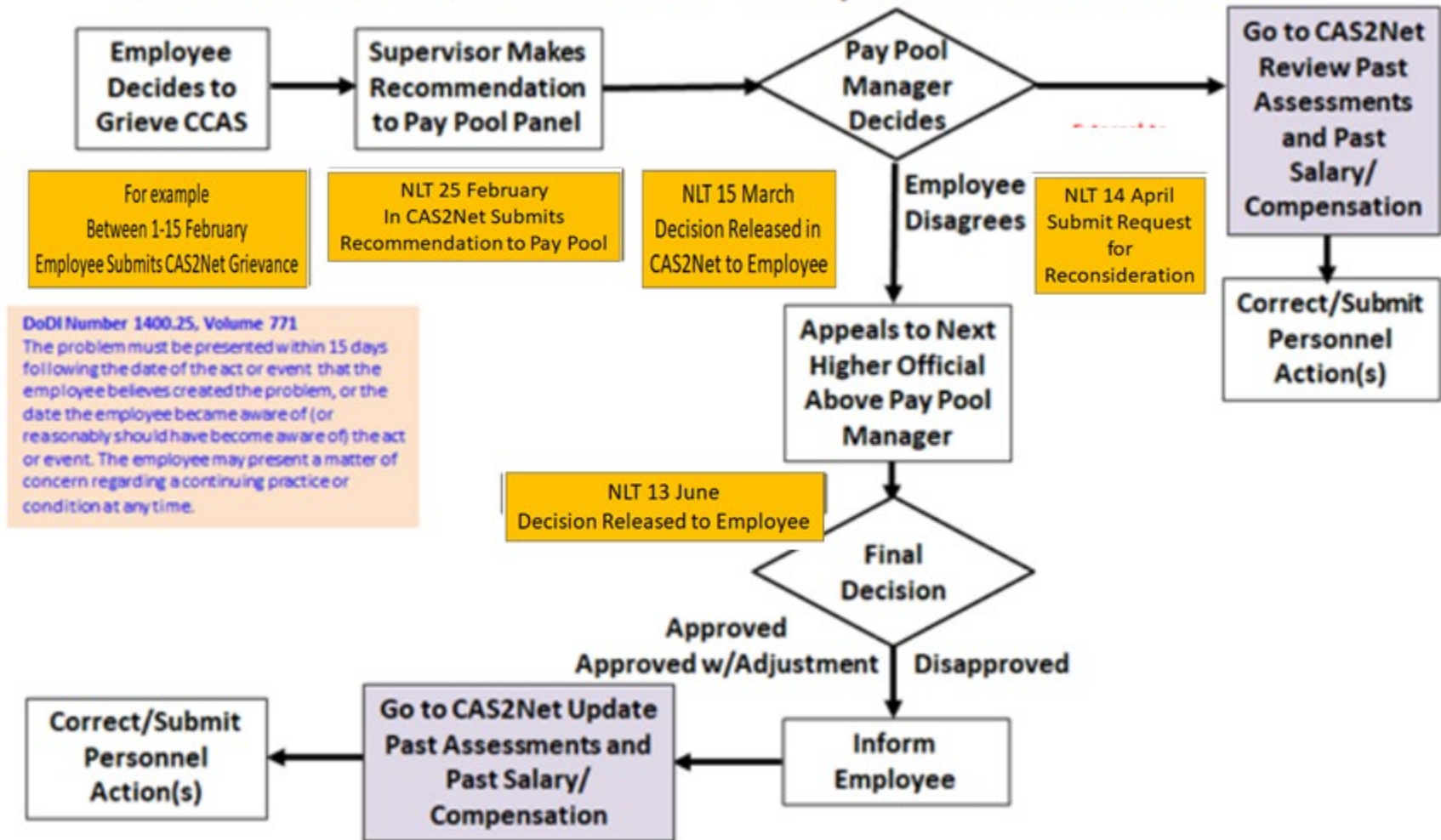
With Grievance Window

Without Grievance Window

CAS2Net Grievance Process with a Grievance Window

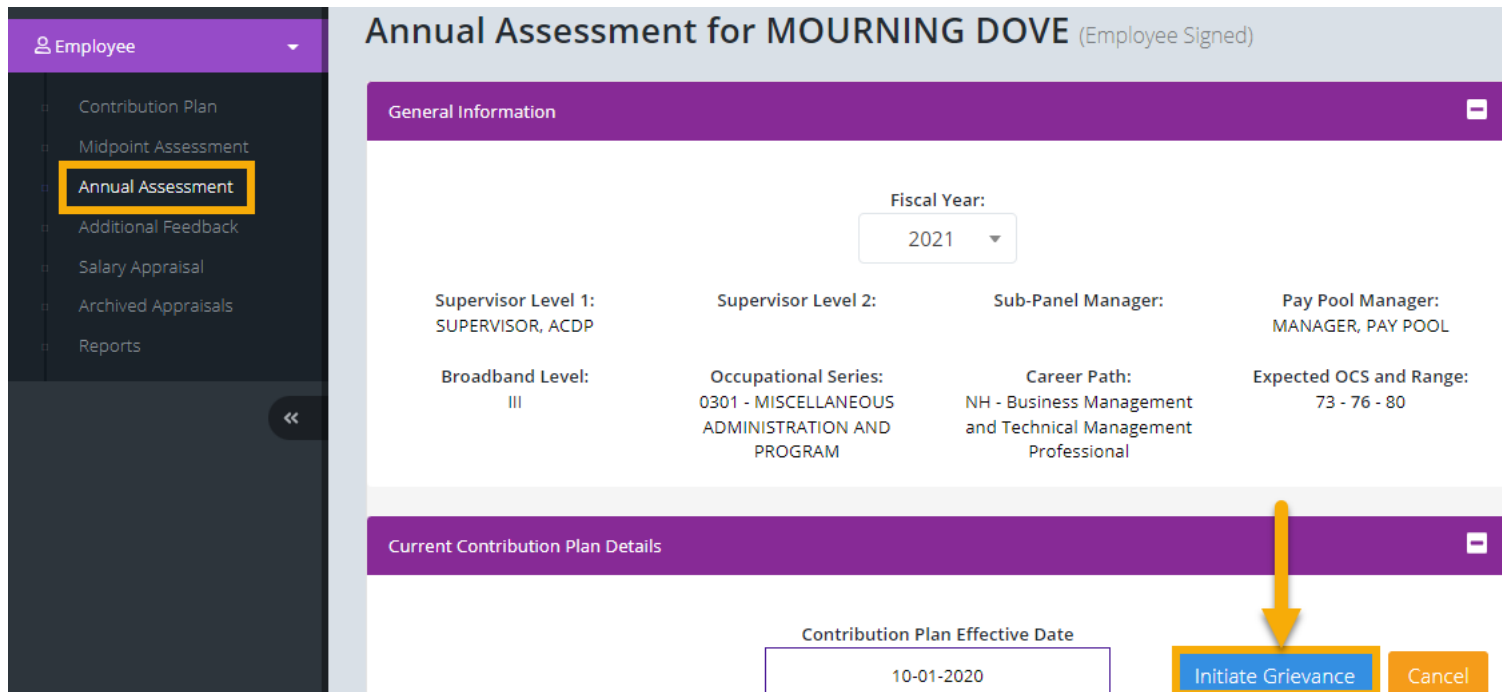
- CAS2Net Grievance Process with a Grievance Window

Administrative Grievance Process – Example with Grievance Window



CAS2Net Grievance Process – With a Grievance Window

- Once a Window has been established employees will have the ability to initiate a grievance within the designated timeframe.
- To initiate a grievance as the employee, go to **Menu > Employee > Annual Assessment**
 - Select the **Initiate Grievance** button
 - Note: the employee will only have this option if a Grievance Window was set by the administrator



Employee

- Contribution Plan
- Midpoint Assessment
- Annual Assessment**
- Additional Feedback
- Salary Appraisal
- Archived Appraisals
- Reports

Annual Assessment for MOURNING DOVE (Employee Signed)

General Information

Fiscal Year: 2021

Supervisor Level 1: SUPERVISOR, ACDP

Supervisor Level 2:

Sub-Panel Manager:

Pay Pool Manager: MANAGER, PAY POOL

Broadband Level: III

Occupational Series: 0301 - MISCELLANEOUS ADMINISTRATION AND PROGRAM

Career Path: NH - Business Management and Technical Management Professional

Expected OCS and Range: 73 - 76 - 80

Current Contribution Plan Details

Contribution Plan Effective Date: 10-01-2020

Initiate Grievance **Cancel**

Enable Grievance

- To initiate a grievance, the Annual Assessment must be in the “Employee Signed” status.
 - CAS2Net will not allow a grievance to be initiated until the employee has either signed the annual assessment and/or the administrator bypass the signature requirement for the employee with justifiable reason(s) not to sign
- To bypass employee annual assessment signature requirement, go to **Menu > Administrator > CCAS Management > Annual Assessments**.
 - Select preferred employee from the table, click **Employee Unavailable for Signature** button
 - Select the appropriate reasoning and save

Employee Unavailable for Signature

Employee Unavailable For Signature Reason

Select Option

Death of Employee

Further education

Other

Reassigned to a non-AcqDemo position

Refusal to Sign

Removed during probationary period

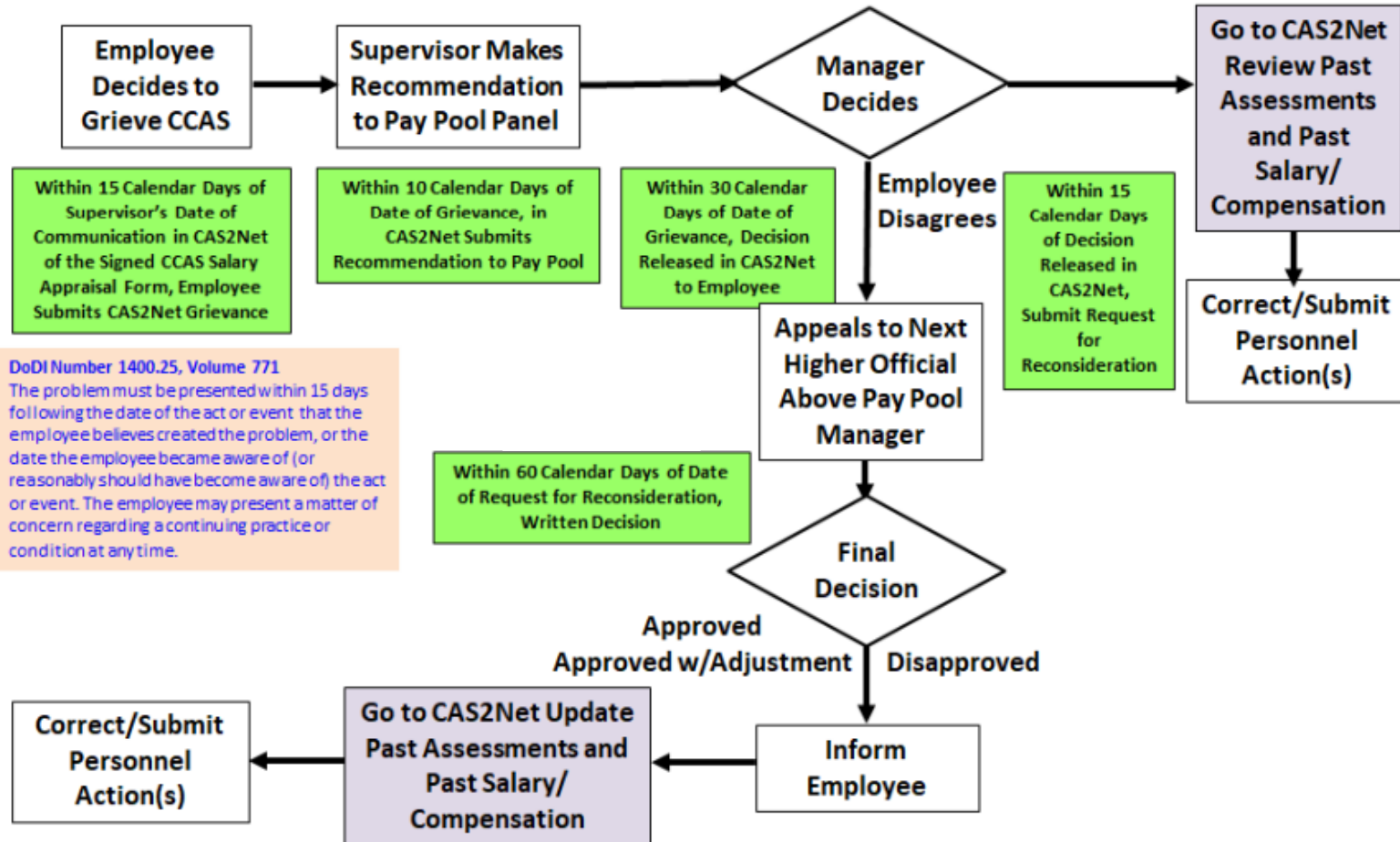
Resigned from Federal civilian service

Initiate Grievance

CAS2Net Grievance Process – Without Grievance Window

- CAS2Net Grievance Process without a Grievance Window

Administrative Grievance Process – Example with Individual Timeline



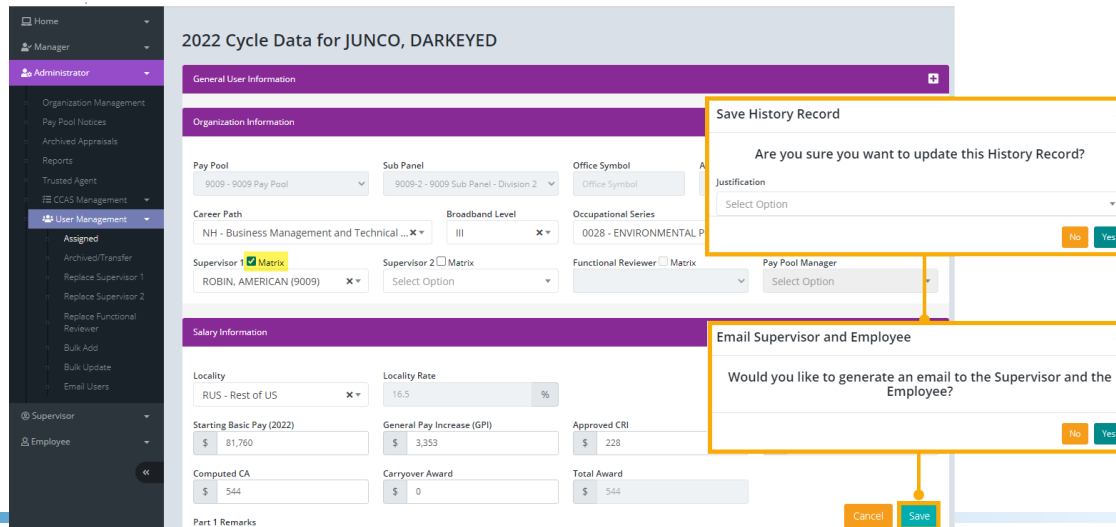
CAS2Net Grievance Process – Without Grievance Window

- To initiate a grievance for an employee as the administrator, go to:
 - **Menu > Administrator > CCAS Management > Annual Assessment**
 - Select the **Initiate Grievance** button
 - Select the preferred Fiscal Year and employee from the table
 - Note: The administrator will have the ability to initiate a grievance on the employee's behalf regardless if a Grievance Window was set or not

The screenshot shows the CAS2Net interface for an administrator. The left navigation menu includes 'Home', 'Manager', 'Administrator', and 'CCAS Management'. Under 'CCAS Management', 'Annual Assessments' is highlighted. The main content area is titled 'Annual Assessment for MOURNING DOVE (Employee Signed)'. It features a 'General Information' section with a 'Fiscal Year' dropdown set to '2021'. Below this, there are fields for 'Supervisor Level 1: SUPERVISOR, ACDP', 'Supervisor Level 2', 'Sub-Panel Manager', 'Pay Pool Manager: MANAGER, PAY POOL', 'Broadband Level: III', 'Occupational Series: 0301 - MISCELLANEOUS ADMINISTRATION AND PROGRAM', 'Career Path: NH - Business Management and Technical Management Professional', and 'Expected OCS and Range: 73 - 76 - 80'. The 'Current Contribution Plan Details' section shows a 'Contribution Plan Effective Date' of '10-01-2020'. At the bottom, there is a text area for 'Individual Objectives' and a 'Job Achievement and/or Innovation' section. The 'Initiate Grievance' button is highlighted with a yellow box and an arrow.

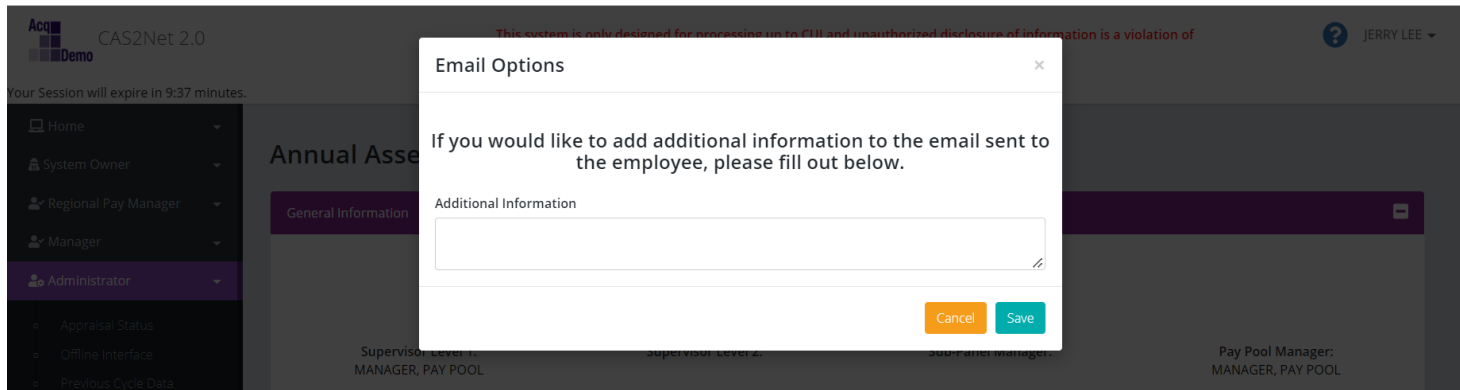
Route a Grievance to Former Supervisor/Pay Pool

- A grievance can be routed from the former supervisor to another supervisor in the former pay pool by accessing the employee's History.
 - Administrator must have **Can Edit History** permissions set in their user profile
- Go to **Administrator > User Management > Assigned > History:**
 - Past Salary/Compensation > Select applicable FY > Organization Information
 - Select desired supervisor 1
 - Select the **Matrix** checkbox to populate dropdown with supervisors outside of your assigned pay pool(s) (may need to coordinate with the former pay pool administrator for the name of the new supervisor)
 - Save once done
 - Enter Justification
 - Yes/No email to employee and supervisor.

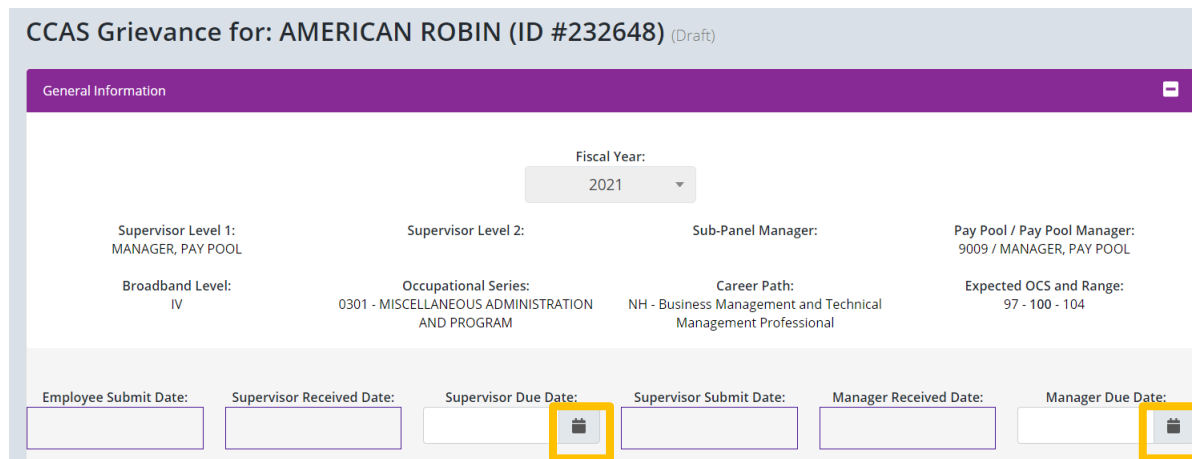


CAS2Net Grievance Process – Email Feature and Set Due Dates

- Option to provide additional information in the email notifying the employee that their request to submit a grievance was initiated



- After saving, administrator has the option to set due dates by clicking on the calendar icon.



Grievance Submission and Due Dates

- The General Information panel displays the dates the grievance was received and submitted by the Employee, Supervisor, and Manager. Additionally, the Administrator can set an Employee Due Date, Supervisor Due Date, and Manager Due Date for a grievance.
 - The Due Date fields can also be viewed by the supervisor and manager for reference
 - CAS2Net generated email notifications as the due date approaches and when then grievance is past due


General Information

Fiscal Year: 2023


Supervisor Level 1: LEE, JERRY
 Supervisor Level 2:
 Sub-Panel Manager: MARY, LAND
 Pay Pool / Pay Pool Manager: 9000 / DISTRICT, OF COLUMBIA

Broadband Level: III
 Occupational Series: 0335 - COMPUTER CLERK AND ASSISTANCE
 Career Path: NK - Administrative Support
 Expected OCS and Range: 57 - 61 - 65


Employee Submit Date:

Employee Due Date: 

Supervisor Received Date:

Supervisor Due Date: 

Supervisor Submit Date:

Manager Due Date: 

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	1	2
3	4	5	6	7	8	9

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	1	2
3	4	5	6	7	8	9

Grievance Status

- To access and review grievances, go to **Menu > Administrator > CCAS Management > Grievances**
- You can refer to an employee's grievance status and determine where he/she is in the grievance process.

Grievance Status	Status Description
Draft	Employee initiated grievance but hasn't submitted grievance to supervisor.
Employee Submitted to Pay Pool	Employee submitted grievance. However, the grievance is first routed to the administrator. Pending grievance review, the administrator will take one of the following actions: <ul style="list-style-type: none"> Return grievance to employee for modification. Forward grievance to employee's supervisor if no further employee modifications are required.
Submitted to Supervisor 1	Administrator reviewed employee grievance and forwarded it to supervisor. The supervisor is reviewing the grievance and drafting recommendation accordingly.
Supervisor Submitted to Pay Pool	The supervisor submitted the employee grievance recommendation. However, the grievance is routed to the administrator for review. Pending grievance review, the administrator will take one of the following actions: <ul style="list-style-type: none"> Return grievance to supervisor for modification - grievance status reverts back to Submitted to Supervisor 1. Forward grievance to pay pool manager if no further modifications are required - grievance status advances to Supervisor Submitted to Pay Pool.
Submitted to Manager	Administrator reviewed employee grievance and supervisor recommendations and submitted it to the pay pool manager. The Manager is reviewing the grievance and making the decision. Pending grievance review, the administrator will take one of the following actions: <ul style="list-style-type: none"> Return grievance to administrator for necessary action, i.e., return to either employee or supervisor for modification - grievance status reverts back to Supervisor Submitted to Pay Pool. Make decision on employee grievance - grievance status advances to Completed.
Completed by Manager	Pay pool manager made a decision on employee's grievance. Upon manager decision, administrator, supervisor, and employee will see grievance status as Completed by Manager . Completed by Manager does not provide a revised Salary Appraisal Form with recalculated OCS, RoR and/or CRI, CA, Carryover, New Base Pay, New Total Pay. See Release.
Released	Administrator releases grievance with manager's decision to inform employee of the results. Upon release by the administrator, employee can print the revised Salary Appraisal Form with recalculated OCS, RoR and/or CRI, CA, Carryover, New Base Pay, New Total Pay. Employee reviews manager decision and signs grievance at this point.

The screenshot shows the 'Employee Grievances' page. The left sidebar contains a navigation menu with 'Grievances' selected. The main content area displays a list of grievance entries. A red box highlights the 'Status' column, which includes options like 'Submitted to Supervisor 1', 'Submitted to Manager', and 'Submitted to Manager'. Red arrows point from these status options to the corresponding rows in the table on the right.

Reports > Appraisal Status

Select Appraisal Status Options

Select Fields to Include Check All

- Employee Id
- Employee Name
- Office Symbol
- Broadband Level
- Supervisor 1
- Supervisor 2
- Functional Reviewer
- Sub-Panel
- Pay Pool
- Component Level
- Organization Start Date
- Presumptive Status
- Contribution Plan Date Communicated
- Midpoint Employee Factor Char Counts
- Midpoint Date Communicated
- Midpoint Sup Target Date
- Annual Employee Factor Char Counts
- Annual Date Communicated
- Annual Emp Target Date
- Closeout Status
- Grievances
- EDIPI
- Email
- Career Path
- Occupational Series
- Supervisor 1 Email
- Supervisor 2 Email
- Functional Reviewer Email
- Sub-Panel Manager
- Pay Pool Manager
- AcqDemo Start Date
- Position Start Date
- Contribution Plan Status
- Midpoint Status
- Midpoint Supervisor Factor Char Counts
- Midpoint Emp Target Date
- Pay Pool
- Annual Supervisor Factor Char Counts
- Annual Employee Sign Date
- Annual Sup Target Date
- Closeout Date Communicated
- ACDP Assessments

- **Appraisal Status Report provides**

- Grievance Status
- Grievance Employee Due Date
- Grievance Employee Submit Date
- Grievance Supervisor Due Date
- Grievance Supervisor Received Date
- Grievance Supervisor Submit Date
- Grievance Manager Due Date
- Grievance Manager Received Date

	A	B	C	D	E	F	G	H	I	J	K	L	M
	Employee Id	EDIPI	Employee Name	Pay Pool	Annual Status	Grievance Status	Grievance Employee Due Date	Grievance Employee Submit Date	Grievance Supervisor Due Date	Grievance Supervisor Receive Date	Grievance Supervisor Submit Date	Grievance Manager Due Date	Grievance Manager Receive Date
1					Employee Signed	Supervisor Submitted to Pay Pool	1/24/2024	2/4/2024	1/25/2024	1/25/2024			
2					Employee Signed	Employee Submitted to Pay Pool	1/23/2024						
3					Employee Signed	Submitted to Manager	1/23/2024	2/2/2024	1/23/2024	1/23/2024	2/23/2024	1/24/2024	
4					Employee Signed	Submitted to Supervisor 1	1/24/2024	1/26/2024	1/25/2024			1/29/2024	
5					Released	Not Started							
6					Employee Signed	Submitted to Manager	1/23/2024	2/3/2024	1/24/2024	1/24/2024	2/23/2024	1/25/2024	
7					Employee Signed	Employee Submitted to Pay Pool	1/25/2024						
8					Employee Signed	Submitted to Supervisor 1	1/22/2024	2/3/2024	1/24/2024				
9					Employee Signed	Draft	2/9/2024						
10					Employee Signed	Employee Submitted to Pay Pool		1/24/2024					
11					Employee Signed	Employee Submitted to Pay Pool	2/13/2024	1/25/2024					
12					Employee Signed	Employee Submitted to Pay Pool	2/8/2024	1/24/2024	2/22/2024				
13					Employee Signed	Draft							
14					Employee Signed	Draft							

Grievance Status Report

- The Grievance Status Report provides a count of grievances in the selected Pay Pool(s) as well as an individual grievance status breakdown.
 - Also included is a breakdown of Grievance Decisions: Granted Request, Granted Request with Adjustment, Denied Request, Denied Request (Timeliness), Denied Request (Prohibited Discrimination)
- To access the report, go to **Menu > Administrator > Reports > Fiscal Year Based Reports > Select Fiscal Year > Grievance Status Report**

C	D	E	F	G	H	I	J	K	L	M	N	O	P
Initiated	Draft	Submitted to PayPool	Submitted to Supervisor	Submitted to Pay Pool	Submitted to Manager	Completed	Percent Complete	Released	Granted Request	Granted Request with Adjustment	Denied Request	Denied Request Due to Timeliness	Denied Request Due to Prohibited Discrimination
0	0	0	0	0	0	0	0%	2	6	0	0	0	0
0	0	0	0	0	0	0	0%	4	4	1	7	0	0
0	0	0	0	0	0	0	0%	1	0	3	0	0	0
0	0	0	0	0	0	0	0%	3	0	0	9	0	0
0	0	0	0	0	0	0	0%	2	3	1	2	0	0
0	0	0	0	0	0	0	0%	1	3	0	0	0	0
0	0	0	0	0	0	0	0%	1	0	0	3	0	0
0	0	0	0	0	0	0	0%	3	1	5	3	0	0
0	0	0	0	0	0	0	0%	1	0	3	0	0	0
0	0	0	0	0	0	0	0%	2	0	6	0	0	0
0	0	0	0	0	0	0	0%	2	3	3	0	0	0
0	0	0	0	0	0	0	0%	4	0	1	11	0	0
0	0	0	0	0	0	0	0%	1	0	1	2	0	0
0	0	0	0	0	0	0	0%	1	0	3	0	0	0
0	0	0	0	0	0	0	0%	5	4	2	9	0	0
0	0	0	0	0	0	0	0%	1	0	3	0	0	0
0	0	0	0	0	0	0	0%	3	4	2	3	0	0
0	0	0	0	0	0	0	0%	1	0	0	3	0	0
0	0	0	0	0	0	0	0%	2	0	0	6	0	0
0	0	0	0	0	0	0	0%	1	0	3	0	0	0
0	0	0	0	0	0	0	0%	2	6	0	0	0	0
0	0	0	0	0	0	0	0%	2	3	0	3	0	0
0	0	0	0	0	0	0	0%	1	0	1	2	0	0
0	0	0	0	0	0	0	0%	1	0	3	0	0	0
0	0	0	0	0	0	1	100%	0	0	0	0	0	0
0	0	0	0	0	0	0	0%	1	1	0	2	0	0
Total Initial	Total Draft	Total Employee	Total Submitted to Supervisor	Total Submitted to Pay Pool	Total Submitted to Manager	Total Completed	Total Percent Complete	Total Released	Total Granted Request	Total Granted Request with Adjustment	Total Denied Request	Total Denied Request Due to Timeliness	Total Denied Request Due to Prohibited Discrimination
19	0	0	0	0	0	1	2%	48	38	41	65	0	0

Grievance Report

- The Grievance Report generates a detailed PDF of the selected Pay Pool(s)/employee(s).
- To access the report, go to **Menu > Administrator > Reports > Fiscal Year Based Reports > Select Fiscal Year > Grievance**
 - For the **Employees** filter select the “Include Archived/Transfer” checkbox to include archived and transferred employees in the search.

Grievance for CAROLINA WREN
Year: 2021

Broadband Level: III	Occupational Series: 0301 - MISCELLANEOUS ADMINISTRATION AND PROGRAM	Career Path: NH - Business Management and Technical Management Professional	Expected OCS: 83
-------------------------	---	--	---------------------

	Categorical Score	Numeric Score	PAQL
Job Achievement and/or Innovation			
Approved Scores	3H	83	3
Employee Requested Scores	3H	83	5

Employee Justification

More than exceeded the desired results, in the needed timeframe, with the appropriate level of supervision through the use of appropriate knowledge, skills, abilities and understanding of the technical requirements of the job. Achieves, demonstrates and maintains the appropriate qualifications necessary to assume and execute key acquisition and/or support requirements. Demonstrates skilled critical thinking in identifying, analyzing and solving complex issues, as appropriate. Takes and displays personal accountability in leading, overseeing, guiding, and/or managing programs and projects within assigned areas of responsibility.

Work is timely, efficient and of acceptable quality. Completed work meets project/program objectives. Leadership and/or supervision effectively promotes commitment to organization goals. Flexibility, adaptability, and decisiveness are exercised appropriately.

Supervisor Recommended Scores	Recommend Approval
-------------------------------	--------------------

Supervisor Justification

Concur with employee's request, recommend approval of PAQL 3 to PAQL 5.

Manager Decision Scores	Granted Request
-------------------------	-----------------

	Categorical Score	Numeric Score	PAQL
Communication and/or Teamwork			
Approved Scores	3H	83	3
Employee Requested Scores	3H	83	5

Employee Justification

More than effectively communicated, verbally and in writing, to coordinate work and keep chain-of-command, coworkers and customers informed of work-related issues, developments and statuses. Promoted diverse ideas and inputs. Worked exceeding well with and in groups, and with others to accomplish mission requirements.

Work was timely, ahead of suspenses and accepted as submitted, 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.

Prior to Releasing Grievance Results

- A grievance marked as “Completed by Manager” means a decision was made by the Manager but still would require the administrator to review and complete the following tasks before releasing the results to the employee:
 - Review the “Summary of Score Change” panel for the revised payout

Summary of Score Change			
Decision OCS: 100	Decision ROR: 5		
Current CA Computed 2879	Current CA Carryover 0	Current CRI Computed 7269	Current CRI Approved 0
New CA Computed 2879	New CA Carryover 0	New CRI Computed 7269	New CRI Approved 0
Discretionary G	Discretionary CA 300	Discretionary CRI 245	New Base Pay 130291
Generate Zip File			
This record is read-only because it has been released.			

- Confirm User Profile > History > Past Assessments ensure the scores and adjustments to the supervisor narrative were made
- Confirm User Profile > History > Past Salary / Compensation captured the adjustments from the Summary of Score Change panel for CRI, CA, Carryover, New Base Pay as applicable
- Confirm adjustments were duly recorded on the employee’s Salary Appraisal Form under Administrator > Reports > Salary Appraisal Forms
- If Organization Management > Organization Details > Grievances Recalculate Time Off Award is set at Yes, then check the revised CA to TOA hours

Release Grievance Results

- To release/communicate grievance results to the employee, go to **Menu > Administrator > CCAS Management > Grievances**
 - From the table, select preferred employee to view grievance
 - Select **Release to Employee**, then **Yes** to confirm
- After releasing the grievance decision to the employee, grievance status will update from “Completed by Manager” to “Released”
- Request/submit appropriate requests for personnel actions:
 - NOAC 894 - General Adjustment
 - NOAC 891 - Regular Performance Pay
 - NOAC 886 - Lump Sum Performance Payment RB-NILPA
 - As required, NOAC 885 - Lump Sum Performance Payment RB-ILPA (Rating Based In Lieu of Pay Adjustment)

Grievance – Return to a Previous Step

- Grievance status – **Released**



Status

Draft

Draft

Submitted to Supervisor 1

Submitted to Manager

- Grievance status – **Completed by Manager**



Status

Draft

Draft

Submitted to Supervisor 1

Submitted to Manager

Grievance – Return to a Previous Step

- Grievance status – **Supervisor 1 Submitted to Pay Pool**



Status

Draft

Draft

Submitted to Supervisor 1

- Grievance status - **Employee Submitted to Pay Pool**



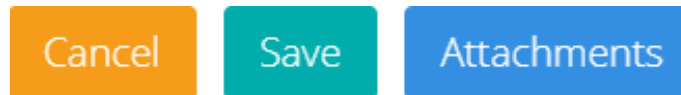
Status

Draft

Draft

Grievance – Return to a Previous Step

- Grievance status – **Draft** – after grievance is returned to employee



- Once Grievance status is back to **Released** – capability to return to a previous step



Status
Draft
<ul style="list-style-type: none"> Draft Submitted to Supervisor 1 Submitted to Manager

- Grievance status – **Draft** – before Employee Submitted to Pay Pool

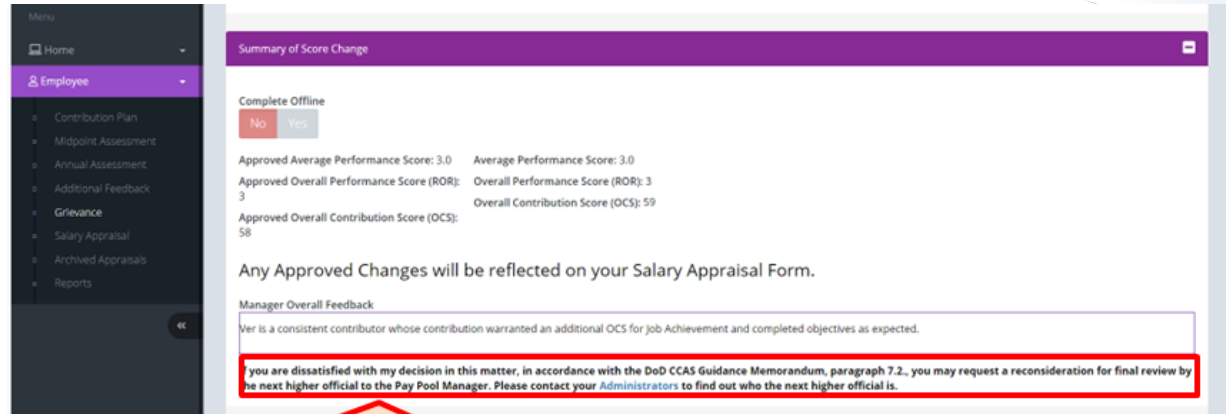


The pay pool panel/manager's decision is final unless the employee requests reconsideration by the next higher official.

That official would then render the final decision on the grievance outside of CAS2Net

CAS2Net Next Higher Official – A Preview

Released Grievance



Has the statement

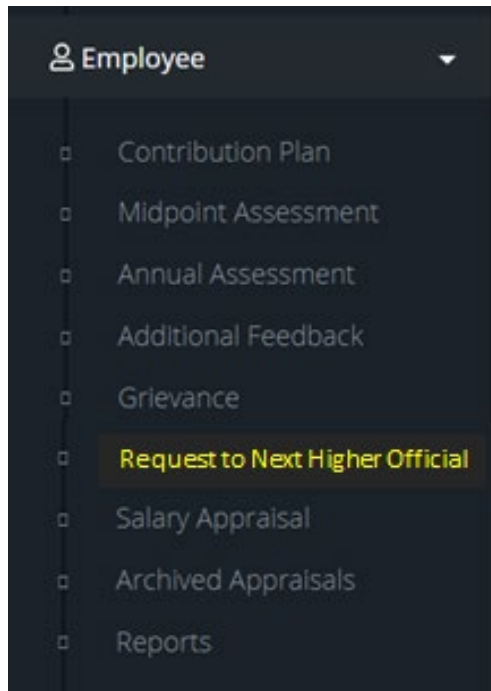
If you are dissatisfied with my decision in this matter, in accordance with the DoD CCAS Guidance Memorandum, paragraph 7.2., you may request a reconsideration for final review by the next higher official to the Pay Pool Manager. Please contact your [Administrators](#) to find out who the next higher official is.

Revised



CAS2Net Next Higher Official – A Preview

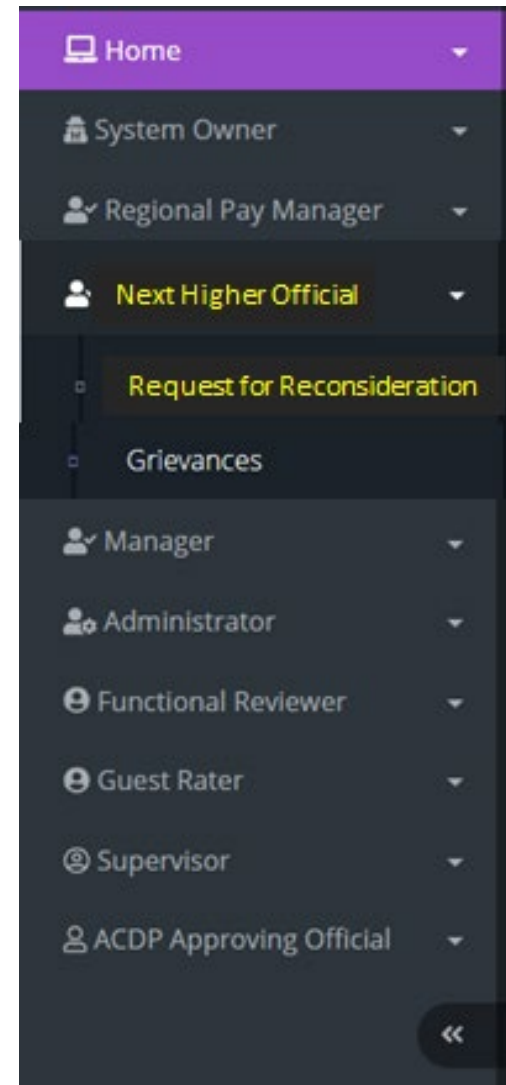
- Added Module



- Added Module



- Added New Role



CAS2Net Next Higher Official – A Preview

- Employee sees Request to Next Higher Official

General Information☰

Fiscal Year: 2022

Supervisor Level 1: LEE, JERRY	Supervisor Level 2:	Sub-Panel Manager: MARY, LAND	Pay Pool / Pay Pool Manager: 9000 / DISTRICT, OF COLUMBIA
Broadband Level: III	Occupational Series: 0335 - COMPUTER CLERK AND ASSISTANCE	Career Path: NK - Administrative Support	Expected OCS and Range: 49 - 52 - 56

- CAS2Net generated Employee Due Date (editable by Administrator)

Employee Submit Date: 10-31-2023	Employee Due Date: 	Supervisor Received Date: 10-31-2023	Supervisor Due Date: 11-10-2023
Supervisor Submit Date: 10-31-2023	Manager Received Date: 10-31-2023	Manager Due Date: 	Manager Completed Date 11-2-2023
Grievance Decision Released Date 11-2-2023	Employee NHO Due Date 11-17-2023	Employee NHO Submit Date 	NHO Received Date
NHO Due Date 01-13-2024	NHO Completed Date 	NHO Decision Released Date 	

- References

References☰

a. Federal Register Notice, Vol. 82, No. 216, Thursday, November 9, 2017, Section II.D.6

b. AcqDemo Operating Guide, Chapter 6, Section 6.28

CAS2Net Next Higher Official – A Preview

- Employee must acknowledge applicability and understanding statement (modified for Next Higher Official process in CAS2Net)

Acknowledgment of Applicability and Statement of Understanding

- I understand that this is a request for reconsideration and final decision on my CCAS grievance to the **FY2023** annual rating.
- I understand that the request for reconsideration and final decision on my CCAS grievance does not apply to any mid-point review and/or additional feedback I may have received throughout the rating cycle, rating official recommended ratings of record or any recommended ratings submitted by the sub-pay pool (if applicable).
- I understand that my most recent approved OCS and/or Rating of Record (RoR) prior to the subject appraisal year cycle cannot be reduced or lowered as a result of this request for reconsideration.
- I understand that if I receive an adjusted OCS and/or RoR as a result of this CCAS grievance, I will receive a revised OCS and/or RoR, a revised Salary Appraisal Form reflecting the adjusted OCS, and the new Expected OCS for the next rating cycle. In addition, a revised RoR would be annotated on the Part I of the CCAS Salary Appraisal Form. Any increase to monetary adjustments of General Pay Increase (GPI), Contribution Rating Increase (CRI), Carryover Award or Contribution Award (CA) resulting from an adjusted OCS will be retroactive to the effective date of the payout, which is the beginning of the first full pay period in January.
- I understand that allegations that a rating was based on prohibited discrimination, such as race, color, religion, sex, national origin, age, physical or mental disability, or reprisal may not be processed through the CCAS grievance process and shall result in cancelling the request. If this is based on a prohibited discrimination, you should consult with your human resource specialist.
- I am submitting this written CCAS grievance IAW the AcqDemo Operating Guide, Chapter 6, Section 6.28.2.1.
- I understand that the deciding official's decision on this request for reconsideration and final decision is final and not subject to further review.

Acknowledge

No Yes

CAS2Net Next Higher Official – A Preview

- Employee sees Approved Scores, Manager’s Decision on the grievance

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

Scores

No Yes

Approved Scores:

Supervisor Assessment

No Yes

Approved Categorical Score:

Approved Numeric Score:

Approved Performance Score:

Manager Decision:

Categorical Score:

Numeric Score:

Performance Score:

Summary of Basis for Change

Results and performance significantly exceeded objectives and expectations.

I believe I should have received a score or scores of:

Categorical Score:

Numeric Score:

Performance Score:

Basis for Reconsideration for Final Review

Characters: 0/4000

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

- Completes basis for reconsideration for final review

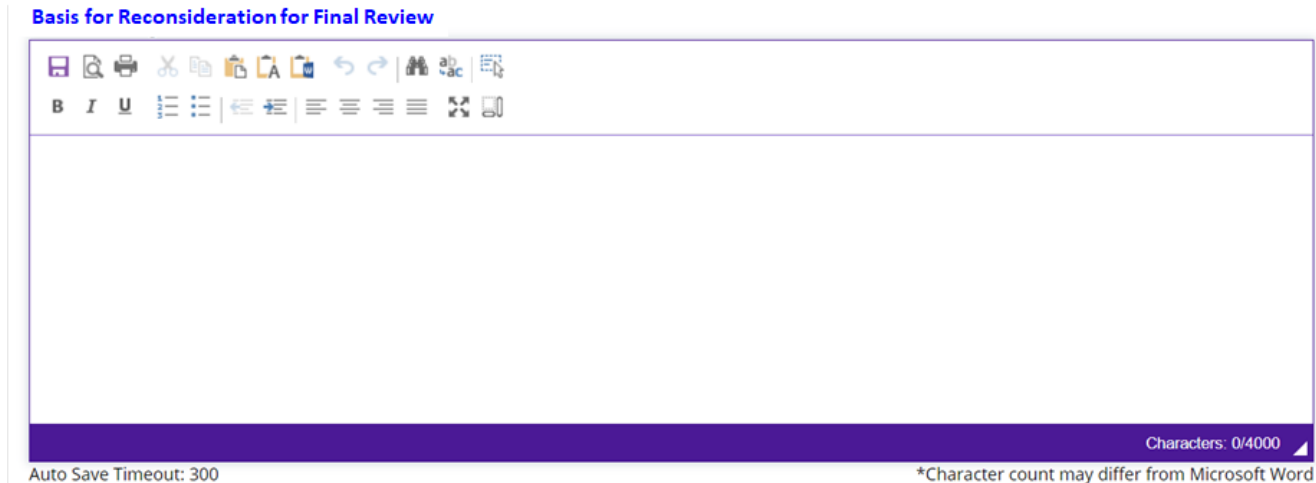
CAS2Net Next Higher Official – A Preview

- If Supervisor Assessment is checked to Yes, Employee sees Manager Decision on Supervisor Narrative

Job Achievement and/or Innovation				Communication and/or Teamwork				Mission Support			
Scores				Supervisor Assessment							
<input checked="" type="radio"/> No <input type="radio"/> Yes				<input type="radio"/> No <input checked="" type="radio"/> Yes							
Approved Scores:				Approved Categorical Score		Approved Numeric Score		Approved Performance Score			
				3M		53		3			
Manager Decision:				Categorical Score		Numeric Score		Performance Score			
				3M		56		3			
<p>Manager Decision to Supervisor Narrative</p> <p>Ms. Bama produced desired results, in the needed timeframe, with the appropriate level of supervision through the use of appropriate knowledge, skills, abilities and understanding of the technical requirements of the job. Achieved, demonstrated, and maintained the appropriate qualifications necessary to assume and execute key acquisition and/or support requirements. Demonstrated skilled critical thinking in identifying, analyzing, and solving complex issues, as appropriate. Took and displayed personal accountability in leading, overseeing, guiding, and/or managing programs and projects within assigned areas of responsibility. Her contributions and performance have exceeded the objective goals.</p>											

CAS2Net Next Higher Official – A Preview

- Employee completes Basis for Reconsideration for Final Review



- Employee completes Request for Adjustment to Supervisor Narrative



CAS2Net Next Higher Official – A Preview

- Employee sees the remaining two factors

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

Scores **Supervisor Assessment**

No Yes

No Yes

Approved Scores: **Approved Categorical Score** **Approved Numeric Score** **Approved Performance Score**

3M

54

3

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

Scores **Supervisor Assessment**

No Yes

No Yes

Approved Scores: **Approved Categorical Score** **Approved Numeric Score** **Approved Performance Score**

3M

54

3

CAS2Net Next Higher Official – A Preview

- Employee has the option to Complete Offline
- Employee has the options to Withdraw, Save, attach Attachment, Submit to NHO
- CAS2Net will flow to Administrator for review before Submitting to NHO

Summary of Score Change

Complete Offline

No Yes

Approved Average Performance
Score:
3.0

Approved Overall Performance
Score (ROR):
3

Approved Overall Contribution Score
(OCS):
54

Average Performance Score: 3.0
Overall Performance Score (ROR): 3
Overall Contribution Score (OCS): 55

Withdraw

Cancel

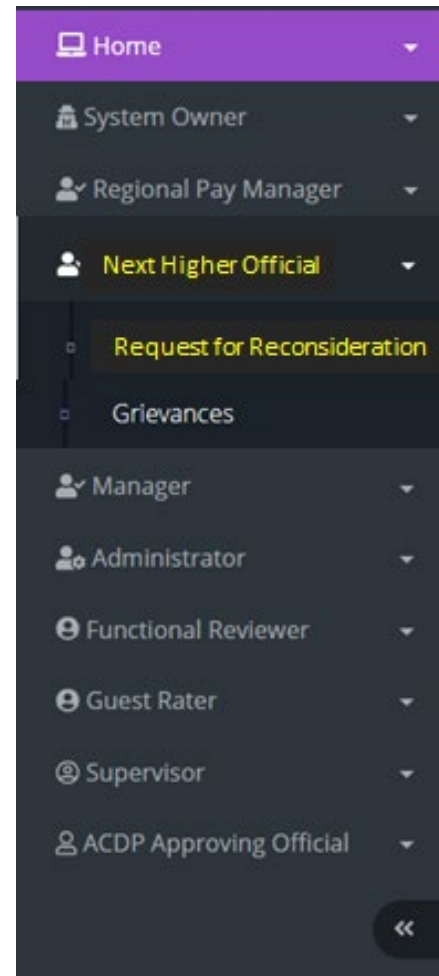
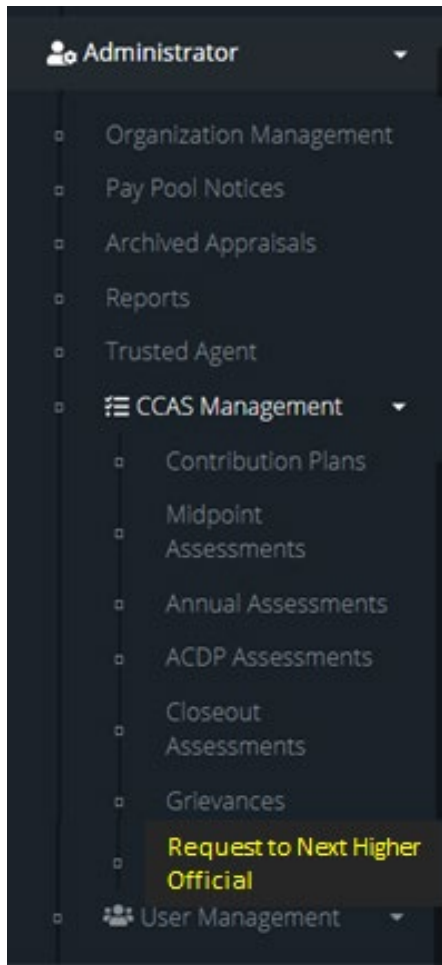
Save

Submit to NHO

Attachments

CAS2Net Next Higher Official – A Preview

- Administrator – New Module
- Next Higher Official – New Role



CAS2Net Next Higher Official – A Preview

- Request goes first to the Administrator before Administrator Submits to NHO
- NHO sees (as will the Administrator and Trusted Agent)

Employee Requests for Reconsideration

General Information ☰

Fiscal Year

Select Top Level Organization

Employee Requests for Reconsideration – Next Higher Official

Reset Data Table ☰



Show entries

Search:

Status <input type="text"/>	Name <input type="text"/>	Email <input type="text"/>	Pay Pool <input type="text"/>	Supervisor 1 <input type="text"/>	Supervisor 2 <input type="text"/>
Submitted to NHO	ALA, BAMA	JERRY.LEE@HCI.MIL	9000 - 9000 Macro Free Pay Pool	JERRY LEE	

CAS2Net Next Higher Official – A Preview

- NHO sees (as will the Administrator and Trusted Agent)

Request for Reconsideration to Next Higher Official for: BAMA, ALA (ID #249937) (Submitted to NHO)

General Information			
Fiscal Year: 2022			
Supervisor Level 1: LEE, JERRY	Supervisor Level 2:	Sub-Panel Manager: MARY, LAND	Pay Pool / Pay Pool Manager: 9000 / DISTRICT, OF COLUMBIA
Broadband Level: III	Occupational Series: 0335 - COMPUTER CLERK AND ASSISTANCE	Career Path: NK - Administrative Support	Expected OCS and Range: 49 - 52 - 56
Employee Submit Date: 10-31-2023	Employee Due Date:	Supervisor Received Date: 10-31-2023	Supervisor Due Date: 11-10-2023
Supervisor Submit Date: 10-31-2023	Manager Received Date: 10-31-2023	Manager Due Date:	Manager Completed Date Manager Completion Date
Grievance Decision Released Date Release date to employee	Employee NHO Due Date 15 calendar days after release of grievance to employee	Employee NHO Submit Date XX-XX-XXXX	NHO Received Date XX-XX-XXXX
NHO Due Date 60 calendar days after Employee NHO Submit Date	NHO Completed Date	NHO Decision Released Date	

- Due Dates

- References

References

- Federal Register Notice, Vol. 82, No. 216, Thursday, November 9, 2017, Section II.D.6
- AcqDemo Operating Guide, Chapter 6, Section 6.28

CAS2Net Next Higher Official – A Preview

- NHO sees (as will the Administrator and Trusted Agent) Acknowledgment Statement

Acknowledgment of Applicability and Statement of Understanding

- I understand that this is a request for reconsideration and final decision on my CCAS grievance to the **FY2023** annual rating.
- I understand that the request for reconsideration and final decision on my CCAS grievance does not apply to any mid-point review and/or additional feedback I may have received throughout the rating cycle, rating official recommended ratings of record or any recommended ratings submitted by the sub-pay pool (if applicable).
- I understand that my most recent approved OCS and/or Rating of Record (RoR) prior to the subject appraisal year cycle cannot be reduced or lowered as a result of this request for reconsideration.
- I understand that if I receive an adjusted OCS and/or RoR as a result of this CCAS grievance, I will receive a revised OCS and/or RoR, a revised Salary Appraisal Form reflecting the adjusted OCS, and the new Expected OCS for the next rating cycle. In addition, a revised RoR would be annotated on the Part I of the CCAS Salary Appraisal Form. Any increase to monetary adjustments of General Pay Increase (GPI), Contribution Rating Increase (CRI), Carryover Award or Contribution Award (CA) resulting from an adjusted OCS will be retroactive to the effective date of the payout, which is the beginning of the first full pay period in January.
- I understand that allegations that a rating was based on prohibited discrimination, such as race, color, religion, sex, national origin, age, physical or mental disability, or reprisal may not be processed through the CCAS grievance process and shall result in cancelling the request. If this is based on a prohibited discrimination, you should consult with your human resource specialist.
- I am submitting this written CCAS grievance IAW the AcqDemo Operating Guide, Chapter 6, Section 6.28.2.1.
- I understand that the deciding official's decision on this request for reconsideration and final decision is final and not subject to further review.

Acknowledge

No

Yes

CAS2Net Next Higher Official – A Preview

- NHO sees (as will the Administrator and Trusted Agent)

- If Employee toggled Scores to Yes

- NHO sees (as will the Administrator and Trusted Agent)

Approved Scores:	Approved Categorical Score 3M	Approved Numeric Score 53	Approved Performance Score 3
Manager Decision:	Categorical Score 3M	Numeric Score 56	Performance Score 3
Employee Requested Adjustment:	Categorical Score 3M	Numeric Score 57	Performance Score 5
Summary of Basis for Change Results and performance significantly exceeded objectives and expectations.			

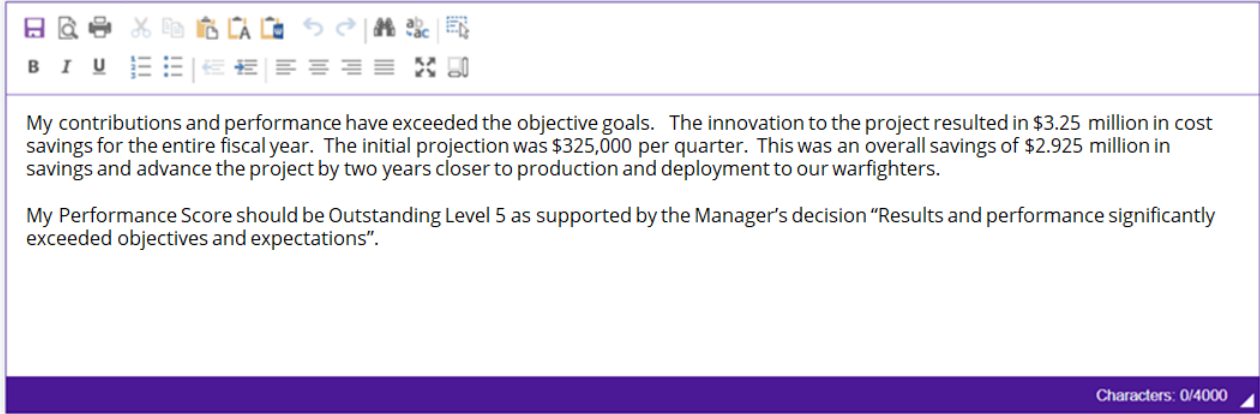
- NHO (Administrator/Trusted Agent) enters decision

Next Higher Official Decision:	Categorical Score :	Numeric Score --	Performance Score
--------------------------------	------------------------	---------------------	-------------------

CAS2Net Next Higher Official – A Preview

- Next Higher Official sees Employee Basis for Reconsideration for Final Review

Basis for Reconsideration for Final Review



My contributions and performance have exceeded the objective goals. The innovation to the project resulted in \$3.25 million in cost savings for the entire fiscal year. The initial projection was \$325,000 per quarter. This was an overall savings of \$2.925 million in savings and advance the project by two years closer to production and deployment to our warfighters.

My Performance Score should be Outstanding Level 5 as supported by the Manager's decision "Results and performance significantly exceeded objectives and expectations".

Auto Save Timeout: 300 Characters: 0/4000

*Character count may differ from Microsoft Word

- Next Higher Official must complete Next Higher Official Summary of Basis for Adjustment (option for Administrator to enter NHO Summary of Basis for Adjustment)

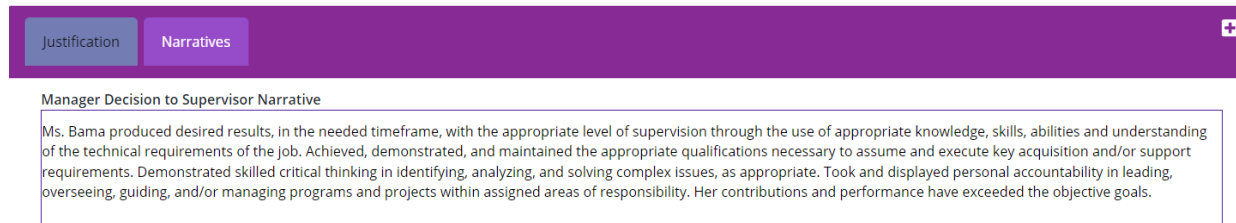
Next Higher Official Summary of Basis for Adjustment

Upon final review, the request for increase in OCS is approved because Ala, Bama contributions and performance did exceed the objective goals for the rating period that resulted in \$3.25 million in cost savings for the project compared to the initial projection \$1.3 M. In addition to the savings of \$2.925 million, the deployment to our warfighters was two years sooner then projected.

The Performance Score should be Outstanding Level 5 is also approved as the Manager stated "Results and performance significantly exceeded objectives and expectations".

CAS2Net Next Higher Official – A Preview

- If Employee toggled Supervisor Assessment to Yes
- Next Higher Official sees Manager Decision to Supervisor Narrative

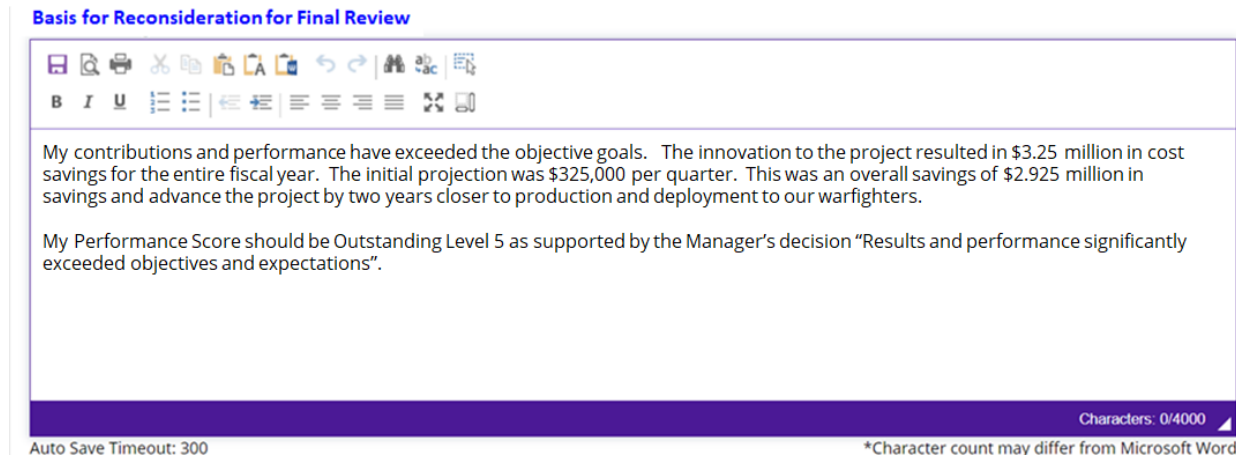


Justification Narratives

Manager Decision to Supervisor Narrative

Ms. Bama produced desired results, in the needed timeframe, with the appropriate level of supervision through the use of appropriate knowledge, skills, abilities and understanding of the technical requirements of the job. Achieved, demonstrated, and maintained the appropriate qualifications necessary to assume and execute key acquisition and/or support requirements. Demonstrated skilled critical thinking in identifying, analyzing, and solving complex issues, as appropriate. Took and displayed personal accountability in leading, overseeing, guiding, and/or managing programs and projects within assigned areas of responsibility. Her contributions and performance have exceeded the objective goals.

- Next Higher Official sees Employee Basis for Reconsideration to the Supervisor Narrative



Basis for Reconsideration for Final Review

My contributions and performance have exceeded the objective goals. The innovation to the project resulted in \$3.25 million in cost savings for the entire fiscal year. The initial projection was \$325,000 per quarter. This was an overall savings of \$2.925 million in savings and advance the project by two years closer to production and deployment to our warfighters.

My Performance Score should be Outstanding Level 5 as supported by the Manager's decision "Results and performance significantly exceeded objectives and expectations".

Characters: 0/4000

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

CAS2Net Next Higher Official – A Preview

- Next Higher Official sees Request for Adjustment to Supervisor Narrative

Request for Adjustment to Supervisor Narrative

Ms. Bama produced desired results, in the needed timeframe, with the appropriate level of supervision using appropriate knowledge, skills, abilities and understanding of the technical requirements of the job. Achieved, demonstrated, and maintained the appropriate qualifications necessary to assume and execute key acquisition and/or support requirements. Demonstrated skilled critical thinking in identifying, analyzing, and solving complex issues, as appropriate. Took and displayed personal accountability in leading, overseeing, guiding, and/or managing programs and projects within assigned areas of responsibility. Her contributions and performance have exceeded the objective goals. The innovation to the project resulted in \$3.25 million in cost savings for the entire fiscal year. The initial projection was \$325,000 per quarter, resulted in \$2.925 million in savings for the project.

Characters: 0/4000

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

- Next Higher Official must complete Next Higher Official Decision on Supervisor Narrative with option to copy employee adjustment, copy manager adjustment, or enter NHO adjustment (option for Administrator to enter NHO Decision on Supervisor Narrative)

Next Higher Official Decision on Supervisor Narrative

Copy Employee Adjustment

Copy Manager Decision

Ms. Bama produced desired results, in the needed timeframe, with the appropriate level of supervision using appropriate knowledge, skills, abilities and understanding of the technical requirements of the job. Achieved, demonstrated, and maintained the appropriate qualifications necessary to assume and execute key acquisition and/or support requirements. Demonstrated skilled critical thinking in identifying, analyzing, and solving complex issues, as appropriate. Took and displayed personal accountability in leading, overseeing, guiding, and/or managing programs and projects within assigned areas of responsibility. Her contributions and performance have exceeded the objective goals. The innovation to the project resulted in \$3.25 million in cost savings for the entire fiscal year. The initial projection was \$325,000 per quarter, resulted in \$2.925 million in savings for the project.

CAS2Net Next Higher Official – A Preview

- Same process for the other two factors

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

No Request

Granted Request

Granted Request with Adjustment

Denied Request

Denied Request Due to Timeliness

Denied Request Based on Prohibited Discrimination

Scores Supervisor Assessment

No Yes

No Yes

Approved Scores: Approved Categorical Score Approved Numeric Score Approved Performance Score

3M

54

3

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

No Request

Granted Request

Granted Request with Adjustment

Denied Request

Denied Request Due to Timeliness

Denied Request Based on Prohibited Discrimination

Scores Supervisor Assessment

No Yes

No Yes

Approved Scores: Approved Categorical Score Approved Numeric Score Approved Performance Score

3M

54

3

CAS2Net Next Higher Official – A Preview

- CAS2Net re-calculates

Summary of Score Change -

Decision Average Performance Score: 3	Requested Average Performance Score: 3.0	NHO Decision Average Performance Score 3.7	
Decision Overall Performance Score (ROR): 3	Requested Overall Performance Score (ROR): 3	Decision Overall Performance Score (ROR): 3	
Decision Overall Contribution Score (OCS): 55	Requested Overall Contribution Score (OCS): 56	Decision Overall Contribution Score (OCS): 55	
Approved CA Computed 7841	Approved CA Carryover 0	Approved CRI Computed 3035	Approved CRI Approved 3035
New CA Computed 4236	New CA Carryover 0	New CRI Computed 3035	New CRI Approved 3035
Discretionary G 0	Discretionary CA 0	Discretionary CRI 0	New Basic Pay 62425

- NHO Closing Statement

Next Higher Official Closing Statement -

Any approved changes will be reflected on your Salary Appraisal Form.

This is the final agency decision regarding your request for reconsideration of your CCAS rating of record.

- Or

Due to the Next Higher Official choosing to deny the request for reconsideration, there will be no changes to your Salary Appraisal Form.

This is the final agency decision regarding your request for reconsideration of your CCAS rating of record.

- NHO completes review ... Sign and Finalize

Cancel

Save

Return to Administrator

Sign and Finalize

Attachments

CAS2Net Next Higher Official – A Preview

- CAS2Net generated email to Administrator

DoNotReply@mail.mil
 (External Sender) Request for Reconsideration Completed by Next Higher Official 6:27 AM
 A CAS2Net 2.0 Request for Reconsideration of a Grievance for fiscal year ##### was completed by NHO

- Administrator reviews, ensure User Profile > History > Past Assessments > Past Salary / Compensation > Salary Appraisal Form match NHO decision. Prepare and forward/submit all required personnel actions retroactive to the effective date (first day of the first full pay period in January).



- CAS2Net generated email to Employee, Supervisor, and Manager

DoNotReply@mail.mil
 (External Sender) Request for Reconsideration Released by Administrator 7:37 AM
 A CAS2Net 2.0 Request for Reconsideration of a Grievance for fiscal year ##### was released by Administrator

- Supervisor 1 opens salary appraisal form, select method of communication, select date of communication, check box signed by supervisor 1, save, sign and release to employee ... CAS2Net generated email to employee

DoNotReply@mail.mil
 (External Sender) Request for Reconsideration Released by Supervisor 7:37 AM
 A CAS2Net 2.0 Request for Reconsideration of a Grievance for fiscal year ##### was released by Supervisor

CAS2Net Next Higher Official – A Preview

- Next Higher Official Deployment Timeline
 - 7 February: CAS2Net Training Unit Acceptance Test
 - 21 February: CAS2Net Production

Grievance in CAAS2Net - Things to Remember

1. CAS2Net won't allow a grievance to be initiated for/by the employee until the employee has either signed the annual assessment and/or the administrator waived the signature requirement for the employee with justifiable reason(s) in CCAS Management > Annual Assessments > Employee > select "Employee Unavailable for Signature." *See User Guide under Administrator > Grievances > Enable Grievances.*
2. The Administrator/Super User facilitates, oversees, and administers the grievance process. *See User Guide under Administrator > Grievances > Grievance Overview.*
3. Setting a Grievance Window allows the employee to file a grievance on their own vs through the Administrator. However, the Administrator will have the ability to initiate a grievance with or without a Grievance Window.
4. To route a grievance to a former supervisor in the former pay pool, see slide 26 for guidance.

Planning for FY24 End of Cycle

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

- Tuesday 1 Oct 2024
 - 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
 - Pay Pool Notices with 2024 Sub-Panel Meeting Spreadsheet, 2024 CMS, and 2024 Pay Pool Analysis Tool
- Thursday 21 Nov 2024 – start Not Final Reports / Data Complete Reports
- Friday 13 Dec 2024 – Initial Upload
- Wednesday 8 Jan 2025– Final Upload
- 12 to 25 January 2025 - First Full Pay Period in January
- 17 Jan 2025 at 12:00 pm ET – PMO marks pay pools Completed
- NLT 21 Jan 2025 – PMO post pay transactions to regional pay offices

2024 Open Forum Schedule

- ✓ 01 February, 1pm – 2:30pm ET: CCAS Grievance, (T) Next Higher Official Process
- **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, CMS Online, and Macro-Free CMS)
- 12 September, 1pm – 2:30pm ET: Transfer, Archive and Post Cycle Activities
- 19 September, 1pm-2:30pm ET End of Cycle Checklist
- 26 September, 1pm-2:30pm ET: Sub Panel Spreadsheet and CMS (Offline, Online, and Macro-Free)
- 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 (PPAT)
- 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

Open Forum Questions?

AcqDemo.Contact@dau.edu

Erin.Murray@dau.edu

jerry.lee@dau.edu