

# CAS2Net and CCAS Open Forum

Thursday

4 January 2024

1:00 PM Eastern Time

**Topic: Topic: Pay Transactions and Turning  
CAS2Net Database**

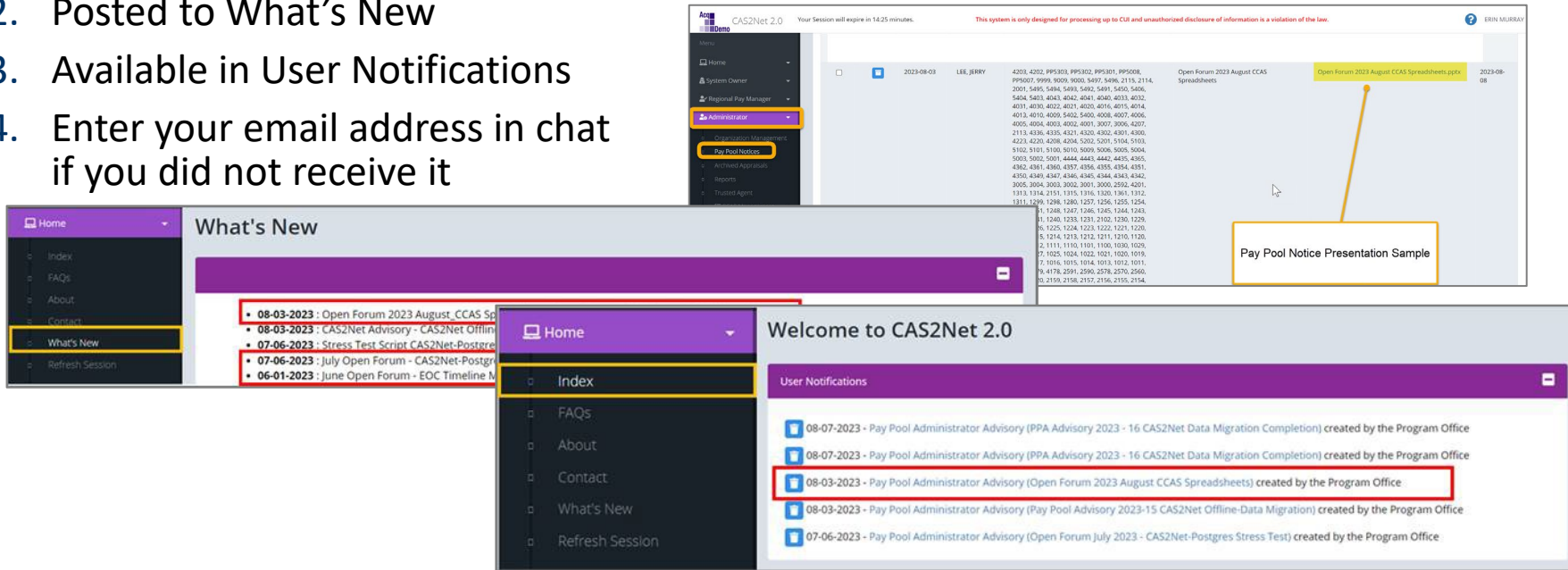
To join this Microsoft Teams Open Forum on your computer, mobile app or room device

*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>

# FY23 CCAS End of Cycle Schedule

Month	Pay Period	S	M	T	W	T	F	S
JAN	27		1	2	3	4	5	6
		7	8	9	10	11	12	13
	01	14	15	16	17	18	19	20
		21	22	23	24	25	26	27
		28	29	30	31			

Month	Pay Period	S	M	T	W	T	F	S
FEB	02					1	2	3
		4	5	6	7	8	9	10
	03	11	12	13	14	15	16	17
		18	19	20	21	22	23	24
		25	26	27	28	29		

Month	Pay Period	S	M	T	W	T	F	S
MAR	04						1	2
		3	4	5	6	7	8	9
	05	10	11	12	13	14	15	16
		17	18	19	20	21	22	23
	06	24	25	26	27	28	29	30
		31						

2023 End of Cycle Timeline			
	Date	Event	Action By
Wednesday	10-Jan-24	Pay pools finalize upload	Pay Pool Administrators
<b>Sunday</b>	<b>14-Jan-24</b>	<b>Beginning date of the first full pay period in January – Effective date of CCAS payouts and ratings (01-Jan-2024 effective date of assessments and RoR)</b>	
Tuesday	NLT 23-Jan-24	CAS2Net upload pay and rating transaction files to regional pay offices	PMO
Thursday	25-Jan-24	NLT the second Thursday of the first full pay period in January, Regional Pay Offices process transaction files for non-Army pay pools.	Regional Pay Offices-other than Army
Saturday-Sunday	27-28 Jan-24	Turn the database to the new year and populate user profiles with pay pool results	PMO
Saturday-Sunday	27-28 Jan-24	Signing of Annual Assessments will switch from Previous Cycle Supervisor to Current Supervisor in User Profiles	CAS2Net
Thursday	1-Feb-24	NLT the first Thursday of the second full pay period in January, Army Regional Pay Offices transaction files for Army pay pools.	Regional Pay Offices-Army
Friday	2-Feb-24	NLT the first Friday of the second pay period of the new year, payday (all except pay pools serviced by Army)	DoD except Army
Friday	9-Feb-24	NLT the second Friday of the second pay period of the new year, payday (Army)	Army

# FY23 CCAS End of Cycle Schedule



DoD Civilian Acquisition Workforce Personnel Demonstration Project Program Office

## CAS2Net Administrator Advisory

2023-38

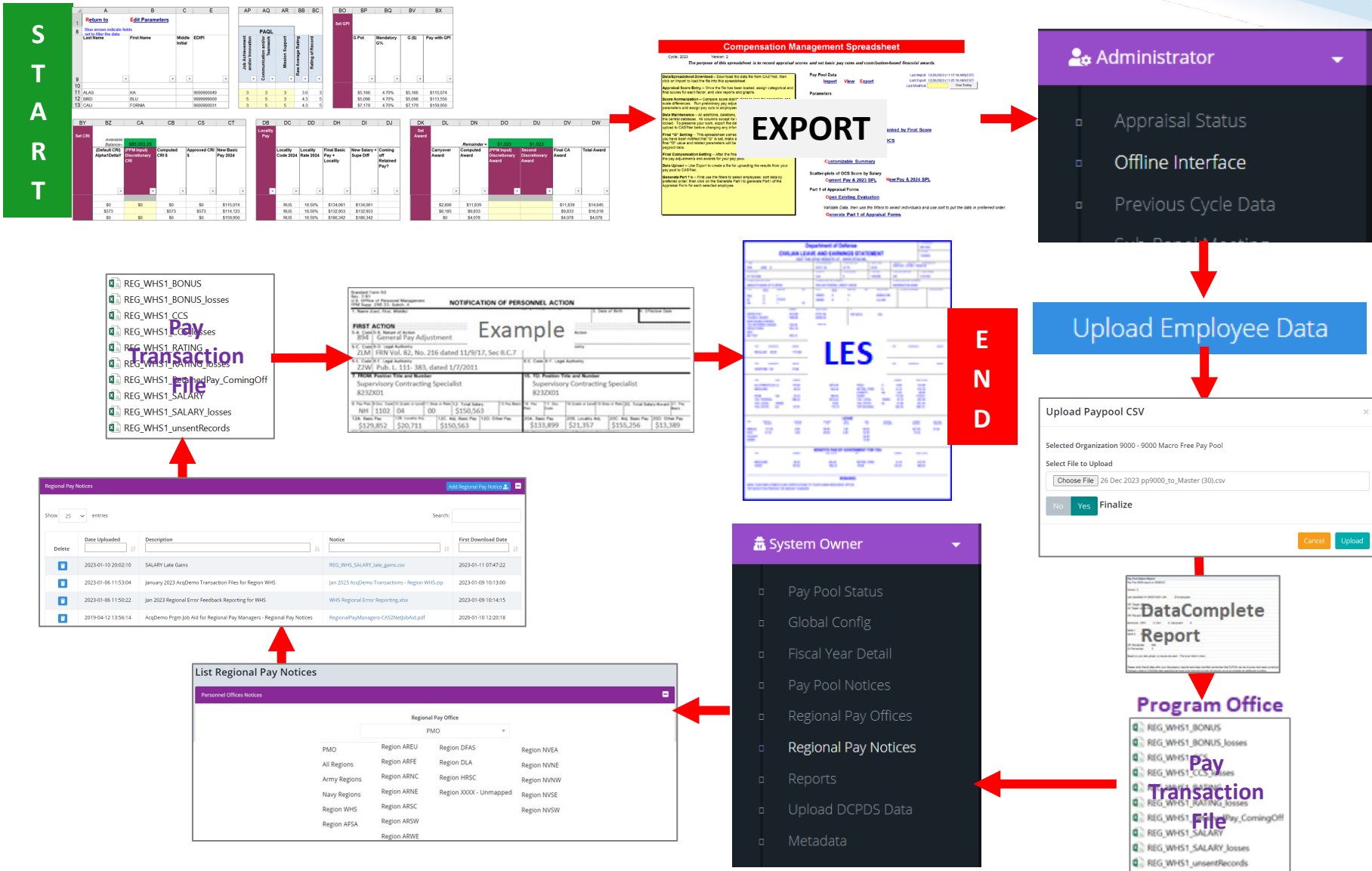
Issue Date: December 22, 2023

Topic: 2023 CCAS CMS Finalize Upload

Month	Pay Period	S	M	T	W	T	F	S
JAN  2024	27		1	2	3	4	5	6
		7	8	9	10	11	12	13
	01	14	15	16	17	18	19	20
		21	22	23	24	25	26	27
		28	29	30	31			












- 17 Jan 2024 – the AcqDemo Program Office will run pay pool validation.
- 18 Jan 2024 – noon 12:00 PM EST- post NotFinalReports with any issues that need to be resolved and DataComplete reports.
- NLT COB 5:00 PM EST on 18 Jan 2024 – Component and Agency requests for changes and exclusion from salary or all transactions must be submitted to the Program Office ([nicole.adams@dau.edu](mailto:nicole.adams@dau.edu), [jerry.lee@dau.edu](mailto:jerry.lee@dau.edu), and [erin.murray@dau.edu](mailto:erin.murray@dau.edu)).
- 18-19 January 2024 – the AcqDemo Program Office will mark validated Pay Pools as **Completed** to allow administrators to release the pay pool results for supervisor communication.
  - When pay pools are marked as **Completed**, the Program Office will email the Component or Agency POC and CAS2Net generated emails to administrators.
  - When the pay pools are marked as **Completed**, the administrator will have the ability to select Release Pay Pool in Appraisal Status that will give each supervisor access to the Annual Assessments, and the Salary Appraisal Forms, so they can communicate the results, **partially release**, and sign and release to their employees.
- NLT 23 January 2024 – Pay transaction files will be posted to Regional Pay Notices for processing.
- 27-28 January 2024 - Turn the database over to FY2024

# CCAS Pay Transaction Process



# CCAS Pay Transaction Files

- Pay Transaction Files posted to CAS2Net Regional Pay Notices
- Examples of the Pay Transaction Files

-  REG\_XXXX\_BONUS.csv
-  REG\_XXXX\_BONUS\_losses.csv
-  REG\_XXXX\_CCS.csv
-  REG\_XXXX\_CCS\_losses.csv
-  REG\_XXXX\_RATING.csv
-  REG\_XXXX\_RATING\_losses.csv
-  REG\_XXXX\_RetainedPay\_CommingleOff.csv
-  REG\_XXXX\_SALARY.csv
-  REG\_XXXX\_SALARY\_losses.csv
-  REG\_XXXX\_SALARY\_PRD\_Other.csv
-  REG\_XXXX\_unsentRecords.csv

# CCAS Pay Transaction Files

- **REG\_XXXX\_BONUS.csv (includes the CA Award NOAC 886)**
- **REG\_XXXX\_BONUS\_losses.csv (these files include the transactions for any records identified as AcqDemo losses by the pay pools and includes the CA Award NOAC 886)**

	A	B	C	D	E	F	G
1	SOID	SSAN	Name	EffDt	Demo Bonus Amt	SF50-CODE	SF50-Rem
2	5I			230101	2447	7DC	
3	9Z			230101	1946	7DC	
4	8Y			230101	3032	7DC	
5	41			230101	3145	7DC	

- **REG\_XXXX\_CCS.csv (includes the historic information like delta OCS, contribution)**
- **REG\_XXXX\_CCS-losses.csv (these files include the transactions for any records identified as AcqDemo losses by the pay pools and includes the historic information like delta OCS, contribution)**

	A	B	C	D	E	F	G	H	I
1	SOID	SSAN	Name	EffDt	CCS Act Scr	CCS Exp Scr	CCS Sal Increase	CCS Sal Contrib	CCS DeltaX
206	6Z			230101	68	68	3222	4944	000P
207	6Z			230101	69	67	6251	4845	002P
208	9H			230101	87	85	9041	6918	002P
209	6Z			230101	29	35	0	2564	006M
210	8L			230101	71	69	6838	5019	002P

# CCAS Pay Transaction Files

- REG\_XXXX\_Rating.csv (includes the rating Average Score (e.g., 3.7), PAQLs (e.g., 335), and Demo Location Code “Q”)
- REG\_XXXX\_Rating\_losses.csv (these files include the transactions for any records identified as AcqDemo losses by the pay pools and includes the rating Average Score (e.g., 3.7), PAQLs (e.g., 335), and Demo Location Code “Q”)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
	EDIPI	Oracle Emp No	Date Effective	Rating_of_Record	Appraisal_Type	Assess_Perf St Dt	Assess_Perf End Dt	Avg Score	Element Ratings	Bonus_In d	Bonus_R sn	Fact1	Fact2	Fact3	Fact4	Fact5	Fact6	Fact7	Fact8	Fact9	Demo_Location_C ode	Except_ mid	Dt_appr_ start
1			1-Jan-23	5	L	1-Oct-21	30-Sep-22	5	555												Q		
2			1-Jan-23	3	L	1-Oct-21	30-Sep-22	3	333												Q		
3			1-Jan-23	3	L	1-Oct-21	30-Sep-22	3.7	335												Q		
4			1-Jan-23	5	L	1-Oct-21	30-Sep-22	5	555												Q		
5			1-Jan-23	5	L	1-Oct-21	30-Sep-22	5	555												Q		
6			1-Jan-23	5	L	1-Oct-21	30-Sep-22	5	555												Q		



# CCAS Pay Transaction Files

- **REG\_XXXX\_RetainedPay\_ComingOff.csv** (this is informational only and lets them know who is no longer on retained pay)

	A	B	C	D	E	F	G	H	I	J	K
1	This is for to help you check that individuals coming off of retained pay are handled correctly										
2										New Total Adj	
3	SOID	EDIPI	Name	EffDt	Career Path	Band	Payarea	New Base Pay	New Loc Rate	Pay	PRD
4	6Z			230101	NJ		3 LA	77112	34.89	104016	0
5	8Y			230101	NH		4 AQ	152771	17.63	179705	0
6	9R			230101	NH		3 ZX	109908	16.5	128043	0
7	9X			230101	NH		3 DG	109908	20.59	132538	0

- **REG\_XXXX\_SALARY.csv** (includes the GPI (894), CRI increase (891) and Carryover Award (885))
- **REG\_XXXX\_SALARY\_losses.csv** (these files include the transactions for any records identified as AcqDemo losses by the pay pools and includes the GPI (894), CRI increase (891) and Carryover Award (885))

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	SOID	SSAN	Emp Name	Eff_Dt	Current Basic Sa	DLEI	Rmk_Cd_1	Rmk_1_I	Rmk_Cd_2	Rmk_2_I	Rmk_Cd_3	Rmk_3_I	Rmk_Cd_4	Rmk_4_I
2	5I			230101	71954	230101	9Q3	2951			9Q5	1724		
3	9Z			230101	71260	230101	9Q3	2922			9Q5	1333		
4	8Y			230101	93577	230101	9Q3	3837			9Q5	2570		
5	41			230101	102316	230101	9Q3	4195	9Q4	2535				

# CCAS Pay Transaction Files

- **REG\_XXXX\_SALARY\_PRD-Other.csv** (Based on the name these were people that had bad PRD [Pay Rate Determinant] codes in DCPDS - they would fail since the first check in DCPDS is whether the person is 0, J, K, or Y. Sent as information only so when the PRD is corrected, they might have the data.)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	SOID	SSAN	Emp Name	Eff Dt	Current Basic Sal	DLEI	Rmk_Cd_1	Rmk_1_I	Rmk_Cd_2	Rmk_2_I	Rmk_Cd_3	Rmk_3_I	Rmk_Cd_4	Rmk_4_I
2	5R			230101	51864	230101	9Q3	2127			9Q5	1049		

- **REG\_XXXX\_unsentRecords.csv** (this file will tell what employee records are not included due to some issue with the transaction)

	A	B	C	D	E	F	G	H	I	J	K	L
1	This is for these are records from your region that were pulled from either All transaction files or just the Salary transactions.											
2	Pay pools will be handling them manually											
3												
4	SOID	EDIPI	Name	career pat band	base pay	Missing Transaction						
5	9V		NH		3	94797	No Transactions					
6	5R		NH		3	94836	No Transactions					
7	8N		NH		4	101901	No Transactions					
8	6V		NH		3	72863	No Transactions					

# CCAS Pay Transactions – Communicate to Employee

A	B	C	D	E	F	G	K	L	M	N	AG
Last Name	First Name	Middle Initial	Suffix	EDIPI	CAS2Net ID	Pay Pool	Presumptive Status?	Retained Pay?	Career Path	Broadband Level	Pay Pool Manager Name
ALAS	KA			9000900049	249942	9000	0	0	NH	3	OF COLUMBIA DISTRICT

AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AX	AY	AZ
Job Achievement and/or Innovation	Communication and/or Teamwork	Mission Support	Job Achievement and/or Innovation	Communication and/or Teamwork	Mission Support	Job Achievement and/or Innovation	Communication and/or Teamwork	Mission Support	Expected OCS	2023 Expected OCS Range	2023 OCS
3H	3H	3H	83	83	3	3	5	83	80-87	83	

BO	BQ	BV	BX
Set GPI	Mandatory G%	G (\$)	Pay with GPI
	4.70%	\$5,166	\$115,074

BO	BQ	BV	BY	CS	CT	DB	DD	DE	DH	DJ
Set GPI	Mandatory G%	G (\$)	Set CRI	Approved CRI	New Basic Pay 2024	Locality Rate 2024	Initial Locality Amount	Final Basic Pay + Locality	Coming off Retained Pay?	
	4.70%	\$5,166		\$5	\$115,079	16.82%	\$19,356	\$134,435		

DK	DL	DV	DW
Set Award	Carryover Award	Final CA Award	Total Award
	\$2,489	\$2,621	\$5,110

### Part I: CCAS Salary Appraisal Form

**Name:** ALAS KA      **Series:** 0023      **Appraisal Period:** From: 1-Oct-22 To: 30-Sep-23

**CAS2Net ID:** 249942      **Broadband Level:** III

**Organization:** SP-1-Monday      **Retained Pay:** No

**Career Path:** NH      **Presumptive:** None

**Approved By:** OF COLUMBIA DISTRICT, Pay Pool Manager      **Effective Date of Appraisal:** January 1, 2024

Discuss evaluation with employee and obtain signature confirming discussion. Signature of employee does not constitute agreement with CCAS appraisal.

**Supervisor Print / Sign** \_\_\_\_\_ **Date** \_\_\_\_\_

**Employee Print / Sign** \_\_\_\_\_ **Date** \_\_\_\_\_

2023 Performance Details		PAQL	2023 Contribution Detail		Cat Score	Num Score
Job Achievement and/or Innovation	3		Job Achievement and/or Innovation	3H	83	
Communication and/or Teamwork	3		Communication and/or Teamwork	3H	83	
Mission Support	5		Mission Support	3H	83	
<b>Average Raw Score</b>	<b>3.7</b>		<b>Overall Contribution Score</b>	<b>83</b>		
<b>Performance Rating of Record</b>	<b>3</b>		<b>Expected Contribution Score</b>	<b>83</b>		
			<b>Expected Contribution Range</b>	<b>80-87</b>		

**Compensation Detail**

\$109,908 Current Rate of Basic Pay as of 30 Sep 2023

+ \$ 5,166 General Pay Increase 4.7%

+ \$ 5 CRI (Salary Increase) 0.00%

= **\$115,079 New Rate of Basic Pay**

+ **\$19,356 Locality Pay** @ 16.82%

= **\$134,435 New Total Salary**

\$ 2,621 Contribution Award

+ \$ 2,489 Carryover from CRI

= \$ 5,110 Total Award

**Employee Compensation Region Chart**

The graph plots the employee's current basic pay versus the final OCS relative to the rails and standard pay line (SPL), relating contribution to compensation. The top and bottom lines are the Upper and Lower Rails, respectively. The middle line is the SPL. Above the Upper Rail is the Overcompensated (Zone A). Undercompensated (Zone B) is below the Lower Rail. Appropriately Compensated (Zone C) is on or within the rails. Compensation regions determine the eligibility for the basic pay increases and awards. The point on the graph below is the employee's appraisal results.

**2024 Expected Contribution Level**

Expected Overall Contribution Score: 83

Expected Contribution Range: 80-87

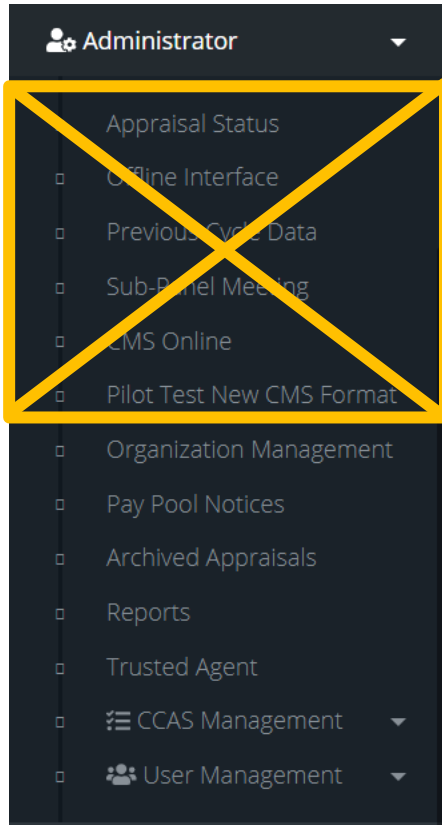
**Remarks**

- Basic pay on 30 September and does not include any promotion increase, temporary promotion increase, or ACDP basic that was approved o/a 1 October.

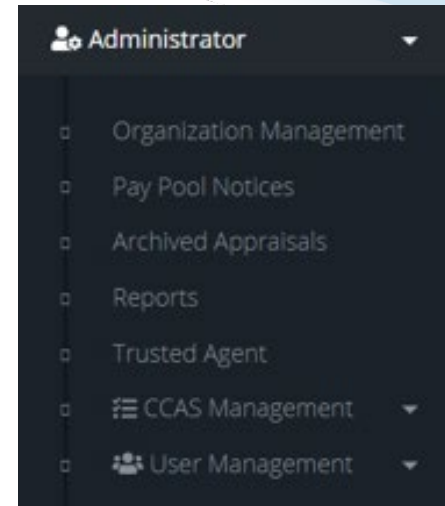
Privacy Act Statement (52a of U.S.C.)  
1. AUTHORITY: Section 1.0, Federal Register Notice dated November 9, 2017.  
2. PURPOSE: This form summarizes the annual evaluation of an employee's contribution and performance through the CCAS assessment.  
3. ROUTINE USE: This form is a computer-generated form that is produced for each employee and contains the overall contribution score, performance rating of record and space for the signature of the PPM, supervisor, and the employee. The original of this form will be maintained in CAS2Net for no more than 4 years (AW 5 CFR Section 293.402) and in accordance with agency procedures.  
4. DISCLOSURE: The information contained within this form is personal in nature and is restricted to those with appropriate permissions. Information collected on this form may be used for statistical and impact analysis.

# **“Turning” CAS2Net Database 27-28 January 2024**

# Turning CAS2Net Database



- **What does turning the Database mean?**
  - CAS2Net will update with FY23 CCAS results including approved locality and GPI per 2024 OPM guidance and pay pool decisions
  - Modules will default to fiscal Year (FY24) vs. Performance Year (FY23)
  - There will be no more Previous Cycle Data records, only the current User Profiles
- **What does turning the Database look like?**
  - Appraisal Status, Offline Interface, Previous Cycle Data, CMS Online, Sub Panel Meeting, and Pilot Test New CMS Format modules will no longer be available
  - The supervisor listed in Previous Cycle Data will have access to sign the Salary Appraisal Form, and after the database is turned over, it will be the supervisor in the User Profile



# CAS2Net User Profile Data

- Once the AcqDemo Program Office marks validated Pay Pools as Completed, the administrator will be able to release the pay pool results for supervisor communication.
- The New Basic Pay (2024) listed in Previous Cycle Data will automatically update the User Profiles once the Data Base is turned over.

2023 Cycle Data for ALAS, KA

General User Information

Organization Information

Salary Information

Retained Pay Status: No Yes

Allow Over 20%: No Yes

CA Override: No Yes

CRI Override: No Yes

CRI Rollover: 1 - Rollover@Cap

Exclude from Pay Transactions: Include in Transa...

Starting Basic Pay (2023): \$ 109,908

Locality: RUS - Rest of US

Locality Rate: 16.5 %

**New Basic Pay (2024): \$ 115,079**

FY (2024) Control Point OCS

Allow Over Control Point: No Yes

User Profile - ALAS, KA (ID #249942)

General User Information: Add to Previous Cycle Data, Impersonate User

Organization Information: Refresh Contribution Plan, Transfer User, User Change History, Supervisor 1 History, Organization History

Salary Information

Presumptive Status: Select Option

Retained Pay Status: No Yes

**Basic Pay: \$ 115,079**

Locality: RUS - Rest of US

**Locality Rate: 16.82 %**

Control Point OCS

# Refresh Contribution Plan Data

**Reminder:** Until the Database is turned over, the employee's FY24 Contribution Plan will list the employee's FY23 Expected OCS and Range.

Contribution Plan for ANA LOUISI (Approved)

General Information

Fiscal Year: 2023

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

Broadband Level: IV  
 Occupational Series: 0801 - GENERAL ENGINEERING  
 Career Path: NH - Business Management and Technical Management Professional

**Expected OCS and Range:**  
84 - 87 - 91

set to filter the data.

		Appraisal Summary					Compensation Summary						
Last Name	First Name	CY2024 Expected OCS	2023 Expected OCS	2023 OCS	Delta OCS	Rail Position	CY2023 Basic Pay	G (\$)	Approved CRI	New Basic Pay 2024	New Basic Pay + Locality 2024	Total Award	Approved CRI + Total Award
LOUISI	ANA	91	87	92	5	B	\$118,014	\$5,547	\$9,524	\$133,085	\$155,044	\$14,645	\$24,169

Contribution Plan for ANA LOUISI (Approved)

General Information

Fiscal Year: 2024

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

Broadband Level: IV  
 Occupational Series: 0801 - GENERAL ENGINEERING  
 Career Path: NH - Business Management and Technical Management Professional

**Expected OCS and Range:**  
FY2023: 84 - 87 - 91

# Refresh Contribution Plan Data

- Once the database is turned, the employee's FY24 Contribution Plan will update to reflect their new Expected OCS and Range base on their 2024 basic pay.

**Contribution Plan for ANA LOUISI (Approved)**

General Information

Fiscal Year: 2024

Supervisor Level 1: LEE, JERRY

Supervisor Level 2:

Sub-Panel Manager: DISTRICT, OF COLUMBIA

Pay Pool Manager: DISTRICT, OF COLUMBIA

Broadband Level: IV

Occupational Series: 0801 - GENERAL ENGINEERING

Career Path: NH - Business Management and Technical Management Professional

**Expected OCS and Range:**  
FY2023: 84 - 87 - 91

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**Contribution Plan for ANA LOUISI (Approved)**

General Information

Fiscal Year: 2024

Supervisor Level 1: LEE, JERRY

Supervisor Level 2:

Sub-Panel Manager: DISTRICT, OF COLUMBIA

Pay Pool Manager: DISTRICT, OF COLUMBIA

Broadband Level: IV

Occupational Series: 0801 - GENERAL ENGINEERING

Career Path: NH - Business Management and Technical Management Professional

**Expected OCS and Range:**  
85 - 88 - 92

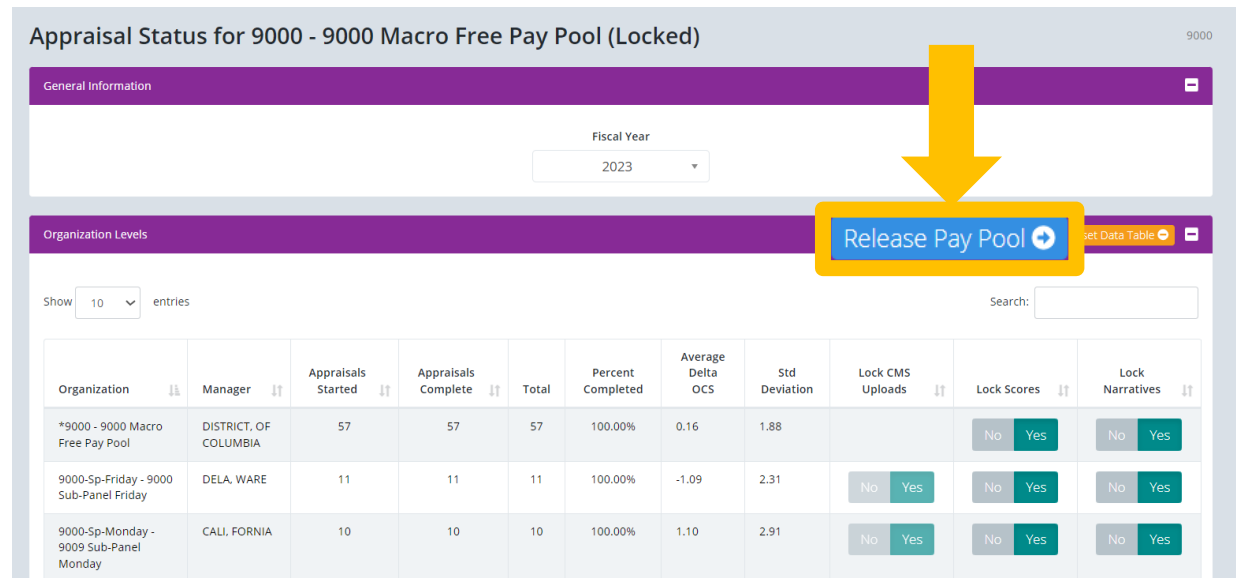


# Releasing, Accessing, and Signing FY23 Salary Appraisal Forms

# Release Pay Pool Results

- Once the AcqDemo Program Office marks validated Pay Pools as “Complete”, the administrator will be responsible for notifying and releasing appraisals to supervisors.
- To release appraisals to supervisor, the Administrator goes to:

- Menu > Administrator > Appraisal Status
- Choose preferred organization
- Click “Release Pay Pool”



Appraisal Status for 9000 - 9000 Macro Free Pay Pool (Locked) 9000

General Information

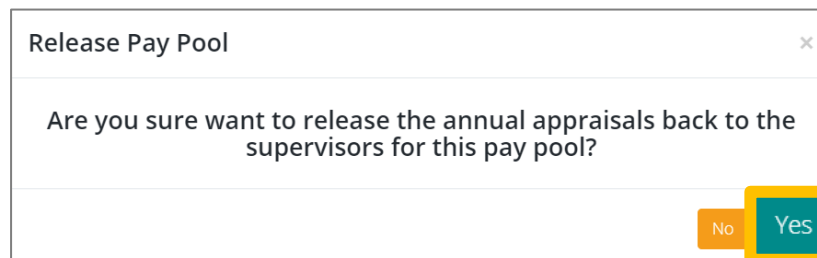
Fiscal Year: 2023

Organization Levels

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
*9000 - 9000 Macro Free Pay Pool	DISTRICT, OF COLUMBIA	57	57	57	100.00%	0.16	1.88		No Yes	No Yes
9000-Sp-Friday - 9000 Sub-Panel Friday	DELA, WARE	11	11	11	100.00%	-1.09	2.31	No Yes	No Yes	No Yes
9000-Sp-Monday - 9009 Sub-Panel Monday	CALL, FORNIA	10	10	10	100.00%	1.10	2.91	No Yes	No Yes	No Yes

- Pop-up ... “Release Pay Pool” click Yes



Release Pay Pool

Are you sure want to release the annual appraisals back to the supervisors for this pay pool?

No Yes

# Un-release Pay Pool Results

• To un-release or **Rollback Released Pay Pool** appraisals to supervisor, the Administrator goes to:

- Menu > Administrator > Appraisal Status
- Choose preferred organization
- Click “Rollback Released Pay Pool”

Appraisal Status for 9000 - 9000 Macro Free Pay Pool (Locked) 9000

General Information

Fiscal Year: 2023

Organization Levels Rollback Released 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
*9000 - 9000 Macro Free Pay Pool	DISTRICT, OF COLUMBIA	57	51	57	89.47%	0.18	1.99		No Yes	No Yes
9000-Sp-Friday - 9000 Sub-Panel Friday	DELA, WARE	11	9	11	81.82%	-1.33	2.49	No Yes	No Yes	No Yes

- Pop-up ... “Un-release Pay Pool” click Yes

Un-release Pay Pool

Are you sure want to un-release the annual appraisals from to the supervisors for this pay pool?

No Yes

# CAS2Net > Organization Management > Organization Details - **NEW**

- **New** in CAS2Net ... Allow Supervisor to Partially Release Annual

Organization Details under AcqDemo - AcqDemo-PMO

Show UIC/PAS Refresh Contribution Plans Refresh Managers for Annuals Move Delete

CAS2Net Id: 2851 Is Pay Pool: No Yes Start Date: 08-01-2022

Pay Pool Id: 9000 Name: 9000 Macro Free Pay Pool Description: 9000 Macro Free Pay Pool

First Year: No Yes Use Mandatory Objectives: No Yes Contribution Plan by Factors: No Yes Require Employee Initiate and Submit: No Yes

Require Approved Plan: No Yes Require Approved Midpoint: No Yes Supervisor Enters Numeric Scores: No Yes Require Supervisor 2 Approval: No Yes

Time Off Award: No Yes Can Pro-Rate CA: No Yes Can Set Cash Differential: No Yes Control Point By OCS: No Yes

Manager Can Access CMS: No Yes Add CRI Remainder to CA: No Yes

**Allow Supervisor to Partially Release Annual**: No Yes

Cancel Save

- Change  to  then 

- Allow Supervisor to Partially Release Annual – Scores or Narratives

# Allow Supervisor to Partially Release Annual

Allow Supervisor to Partially Release Annual

- Supervisor > Annual Assessments
- Selects a Name

Supervisor
Employee Annual Assessments - Supervisor 1

Show  entries Search:

Status	Name	Email	Supervisor 1	Supervisor 2	Date Communicated
Pay Pool Approved	ALA, BAMA	JERRY.LEE@DAU.EDU	LEE, JERRY		
Pay Pool Approved	ALAS, KA	JERRY.LEE@DAU.EDU	LEE, JERRY		
Pay Pool Approved	AR, KANSAS	JERRY.LEE@DAU.EDU	LEE, JERRY		
Pay Pool Approved	ARI, ZONA	JERRY.LEE@DAU.EDU	LEE, JERRY		

# Allow Supervisor to Partially Release Annual

- Supervisor sees new button

Partial Release to Employee

Annual Assessment for KA ALAS (Pay Pool Approved)

General Information

Fiscal Year: 2023

Supervisor Level 1: LEE, JERRY

Supervisor Level 2:

Sub-Panel Manager: CALI, FORNIA

Pay Pool Manager: DISTRICT, OF COLUMBIA

Broadband Level: III

Occupational Series: 0023 - OUTDOOR RECREATION PLANNING

Career Path: NH - Business Management and Technical Management Professional

Expected OCS and Range: 80 - 83 - 87

Current Contribution Plan Details

Contribution Plan Effective Date: 10-01-2022

Cancel
Save
Modify
Partial Release to Employee
Sign and Release to Employee

- Supervisor still has the option to

Sign and Release to Employee

# Allow Supervisor to Partially Release Annual

- If the supervisor clicks on **Partial Release to Employee**
- Supervisor sees a pop-up .... **Partially Release Annual Assessment**

- **Selects either Release Scores or Release Narratives (cannot select both)**

- **Save** 

# Allow Supervisor to Partially Release Annual - Scores

- Selected No Yes and Save

- The Supervisor's version of the Annual Assessment will have scores and narratives, and the Salary Appraisal Form (from Supervisor > Report) will have scores, narratives, and compensation

Annual Assessment for KA ALAS (Pay Pool Approved - Partially Released (Scores Only))

General Information

Fiscal Year: 2023

Manager: COLUMBIA

Expected OCS and Range: 80 - 83

**CCAS SALARY APPRAISAL DOCUMENT FOR 2023**

Part I: CCAS Salary Appraisal Form

Name: ALAS, KA Series: 0023 Appraisal Period: 2023

CAS#(s): 249842 Broadband Level: III From: 10-01-2022

Organization: 9000-Sp-Monday Released Pay: No To: 09-30-2023

Career Path: NH Presumptive: None

Approved By: DISTRICT, OF COLUMBIA, Pay Pool Manager Effective Date of Appraisal: 01-01-2024

Decision Validation: with employee and obtain signature confirming discussion. Signatures of employee does not constitute agreement with CCAS appraisal.

2023 Performance Details	PAAS	2023 Contribution Details	Category	NumScore
Job Achievement and/or Innovation	3	Job Achievement and/or Innovation	3H	83
Communication and/or Teamwork	3	Communication and/or Teamwork	4L	83
Mission Support	3	Mission Support		
Average Row Score	3.0	Overall Contribution Score		83
Performance Rating of Record	3	Final Contribution Margin		80 - 87

Compensation Detail

2024 Expected Contribution Level

Expected Overall Contribution Score: 83

Expected Contribution Range: 80 - 87

**CCAS SALARY APPRAISAL DOCUMENT FOR 2023**

Name: ALAS, KA Rate: LEE, JERRY Org: 9000-Sp-Monday

Broadband Level: III Occupational Series: 0023 - OUTDOOR RECREATION PLANNING Career Path: NH - Business Management and Technical Management Professional Expected OCS: 83

Part II: Supervisor / Employee Assessment

Method of Communication

Job Achievement and/or Innovation

Mission Support

Communication and/or Teamwork

Supervisor Assessment

Employee Assessment

Supervisor Assessment

Method(s) of Communication

Date Communicated

Average Performance Score: 3.0

Overall Performance Score (ROR): 3

Expected OCS: 83

Overall Contribution Score (OCS): 83

Roll Position: C1

Job Achievement and/or Innovation | Communication and/or Teamwork | Mission Support | Supervisor 1 Approval

Factor Description

Employee Assessment

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. Work was timely, efficient and of acceptable quality. Completed work met project/program objectives. Leadership and/or supervision effectively promoted commitment to organization goals.

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

Supervisor 1 Assessment

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. Work was timely, efficient and of acceptable quality. Completed work met project/program objectives. Leadership and/or supervision effectively promoted commitment to organization goals.

Method(s) of Communication

Date Communicated

Average Performance Score: 3.0

Overall Performance Score (ROR): 3

Expected OCS: 83

Overall Contribution Score (OCS): 83

Roll Position: C1

Cancel Save Modify Sign and Release to Employee

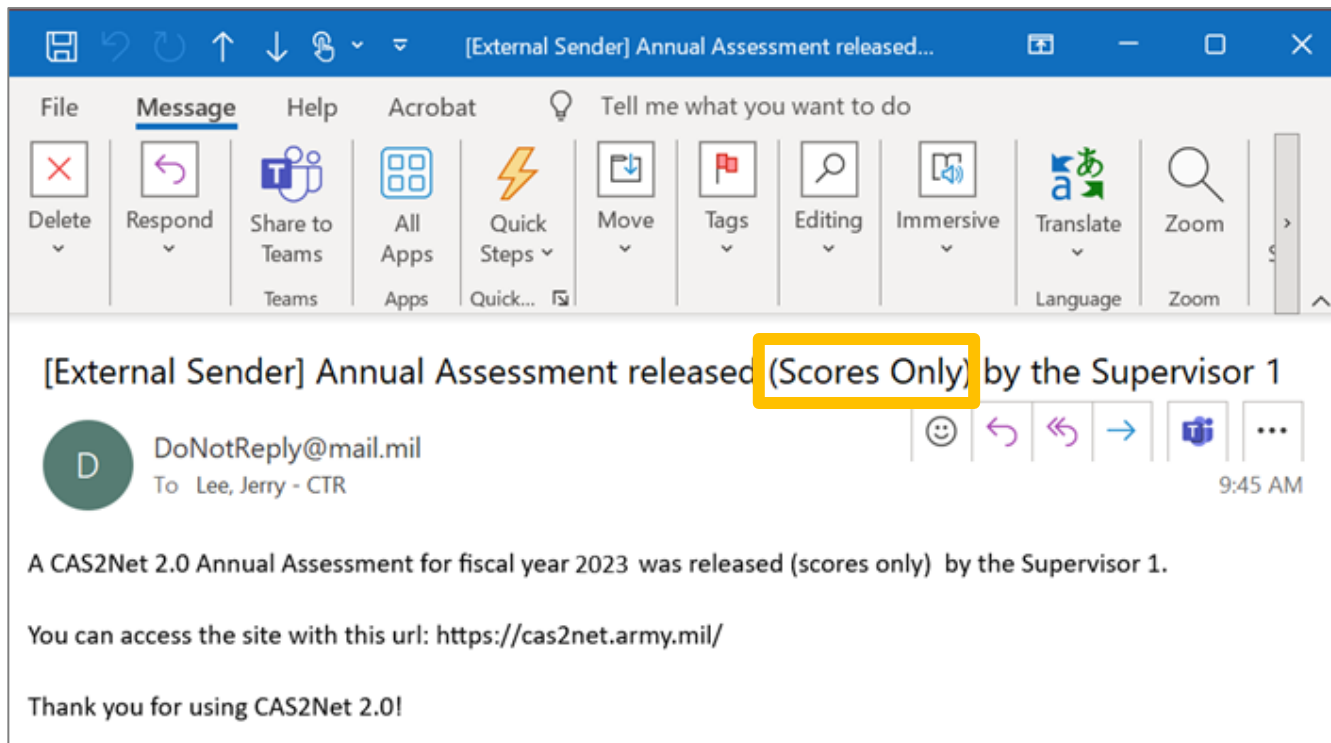


# Allow Supervisor to Partially Release Annual - Scores

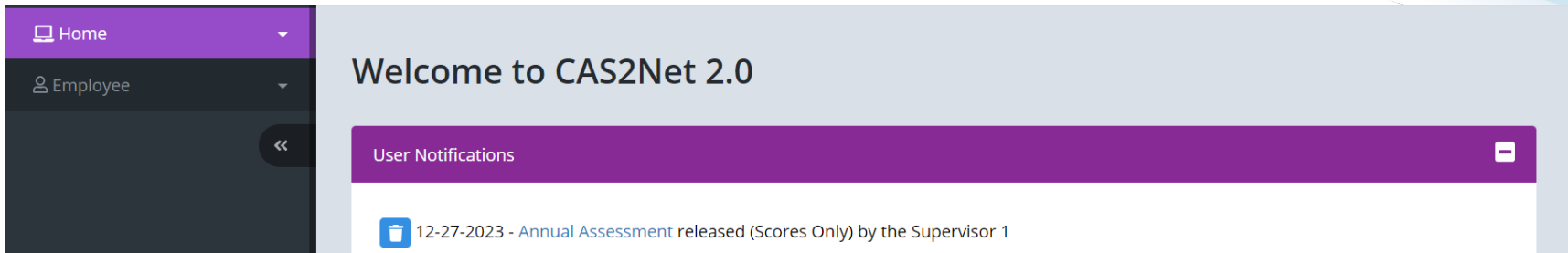
Release Scores

No
  Yes
 and

- When the supervisor selected **Yes** and **Save**
- CAS2Net sends an email to the employee (Scores Only)



# Allow Supervisor to Partially Release Annual - Scores



- User Notification in CAS2Net (Scores Only)
- Employee sees only scores (no supervisor narratives) in the Annual Assessment and Employee > Reports > Salary Appraisal Form

Annual Assessment for KA ALAS (Pay Pool Approved - Partially Released (Scores Only))

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

Factor Description

Employee Assessment

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. Work was timely, efficient and of acceptable quality. Completed work met project/program objectives. Leadership and/or supervision effectively promoted commitment to organization goals.

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

CCAS SALARY APPRAISAL DOCUMENT FOR 2023

Part I: CCAS Salary Appraisal Form

Name: ALAS, KA    Series: 0023    Appraisal Period: 10-01-2022 to 09-30-2023  
 CASNetID: 249942    Broadband Level: III    Retained Pay: No  
 Organization: 9000-Sp-Monday    Career Path: NH    Presumptive: None

Approved By: DISTRICT, OF COLUMBIA, Pay Pool Manager    Effective Date of Appraisal: 01-01-2024

Discuss evaluation with employee and obtain signature confirming discussion. Signature of employee does not constitute agreement with CCAS appraisal.

LEE, JERRY    Date:    Date:    Date:

Factor	2023 Performance Details	PAGL	2023 Contribution Details	CatScore	NuScore
Factors	JOB Achievement and/or Innovation	3	JOB Achievement and/or Innovation	3H	83
	Communication and/or Teamwork	3	Communication and/or Teamwork	3H	83
	Mission Support	3	Mission Support	4L	83
	Average Raw Score	3.0	Overall Contribution Score	83	83
	Performance Rating of Record	3	Expected Contribution Range		80 - 87

Remarks: [Empty]

Page 1 of 6

CCAS SALARY APPRAISAL DOCUMENT FOR 2023

Name: ALAS, KA    Rate: LEE, JERRY    Org: 9000-Sp-Monday  
 Broadband Level: III    Occupational Series: 0023 - OUTDOOR RECREATION PLANNING    Career Path: NH - Business Management and Technical Management    Expected OCS: 83

Contribution Planning:

Mandatory

Expected C Produces of knowledge, the appropriate (accountability, effectively c customers if inputs, Work Processes, policies, reg (and value, E Work is time (supervision appropriate actively pro (discussment)

Part II: Supervisor Assessment

Method of Communication:    Date Conducted:    Categorical Score    Numeric Score    PAGL

Job Achievement and/or Innovation    3H    83

EMPLOYEE ASSESSMENT:

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. Work was timely, efficient and of acceptable quality. Completed work met project/program objectives. Leadership and/or supervision effectively promoted commitment to organization goals.

Communication and/or Teamwork    3H    83

EMPLOYEE ASSESSMENT:

Effectively communicated, verbally and in writing, as needed to coordinate work and keep chain-of-command, coworkers and customers informed of work-related issues, developments, and statuses. Actively sought and promoted diverse ideas and inputs. Works well with others to accomplish mission requirements. Work was timely, efficient and of acceptable quality. Communications were clear, concise, and at the appropriate level. Personal and organizational interactions exhibited and fostered teamwork, enhanced customer relations, and actively promoted rapport with customers. Work was timely, efficient and of acceptable quality. Communications were clear, concise, and at the appropriate level. Personal and organizational interactions exhibited and fostered teamwork, enhanced customer relations, and actively promoted rapport with customers.

Mission Support    4L    83

EMPLOYEE ASSESSMENT:

Posessed an operational understanding of the organizational goals and priorities and fully complied with administrative policies, regulations and procedures when performing job operations. Worked with customers to develop a mutual understanding of their requirements. Probed for detail, as appropriate, and paid attention to crucial details of needs or requests. Monitored and influenced cost parameters of work, tasks, and projects, ensured an optimal balance between cost and value. Established priorities that reflected mission and organizational needs. Work was timely, efficient and of acceptable quality. Resources were utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness were exercised appropriately.

Page 3 of 6

# Allow Supervisor to Partially Release Annual

- Next example ... select another Name

Employee Annual Assessments - Supervisor 1

Show 25 entries

Search:

Status	Name	Email	Supervisor 1	Supervisor 2	Date Communicated
Pay Pool Approved	ALA, BAMA	JERRY.LEE@DAU.EDU	LEE, JERRY		
Pay Pool Approved	ALAS, KA	JERRY.LEE@DAU.EDU	LEE, JERRY		
Pay Pool Approved	AR, KANSAS	JERRY.LEE@DAU.EDU	LEE, JERRY		
Pay Pool Approved	ARI, ZONA	JERRY.LEE@DAU.EDU	LEE, JERRY		

Annual Assessment for BAMA ALA (Pay Pool Approved)

General Information

Fiscal Year: 2023

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

Broadband Level: III  
Occupational Series: 0335 - COMPUTER CLERK AND ASSISTANCE  
Career Path: NK - Administrative Support  
Expected OCS and Range: 50 - 53 - 57

Current Contribution Plan Details

Contribution Plan Effective Date: 10-01-2022

Contribution Plan(s) For Fiscal Year

Contribution Plan - Effective 10-01-2022 - Submitted to Supervisor 1

Buttons: Cancel, Save, Modify, Partial Release to Employee, Sign and Release to Employee

Partial Release to Employee

Partially Release Annual Assessment

Release Scores: No Yes

Release Narratives: No Yes

Buttons: Cancel, Save

- Supervisor selects Release Narratives

Partially Release Annual Assessment

Release Scores: No Yes

Release Narratives: No Yes

Buttons: Cancel, Save

# Allow Supervisor to Partially Release Annual - Narratives

• Supervisor selected

Release Narratives No Yes and Save

• Supervisor has score and narratives in the Annual Assessment and in the Salary Appraisal Form (from Reports) has scores, compensation, and narratives.

### Annual Assessment for BAMA ALA (Pay Pool Approved - Partially Released (Narratives Only))

Job Achievement and/or Innovation | Communication and/or Teamwork | Mission Support | Supervisor 1 Approval

Factor Description

Employee Assessment

Produces 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.

Categorical Score: 3M      Numeric Score: 54      Performance Score: 3

Supervisor 1 Assessment

Work is timely, efficient and of acceptable quality. Completed work meets project/program objectives. Leadership and/or supervision effectively promotes commitment to organization goals. Communications are clear, concise, and at the appropriate level. Personal and organizational interactions exhibit and foster teamwork, enhance customer relations and actively promote rapport with customers. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

Method(s) of Communication

Face To Face

Tele-Conference

Video Conference

Email

Other

Date Communicated

Average Performance Score: 3.0

Overall Performance Score (ROR): 3

Expected OCS: 53

Overall Contribution Score (OCS): 55

Roll Position: C2

Cancel Save Modify Sign and Release to Employee

### CCAS SALARY APPRAISAL DOCUMENT FOR 2023

Part I: CCAS Salary Appraisal Form

Name: ALA, BAMA      Series: 0335      Appraisal Period: From: 10-01-2022 To: 09-30-2023

CAS#NetID: 249937      Broadband Level: III

Organization: 9000-Sp-Thursday      Retained Pay: No      To: 09-30-2023

Career Path: NK      Presumptive: None

Approved By: DISTRICT, OF COLUMBIA, Pay Pool Manager      Effective Date of Appraisal: 01-01-2024

Discuss evaluation with employee and obtain signature confirming discussion. Signature of employee does not constitute agreement with CCAS appraisal.

LEE, JERRY      Date

2023 Performance Details	PAQL	2023 Contribution Details	Contribution Score	NumScore
Job Achievement and/or Innovation	3	Job Achievement and/or Innovation	3M	54
Communication and/or Teamwork	3	Communication and/or Teamwork	3M	54
Mission Support	3	Mission Support	3H	57
Average Rate Score	3.0	Overall Contribution Score	55	
Performance Rating of Record	3	Expected Contribution Score	53	
		Expected Contribution Range	50 - 57	

Compensation Detail

\$90,114 Current Rate of Base Pay on 09/30/2023

+ \$2,028 General Pay Increase 2.3%

+ \$2,376 CRI (Salary Increase) 3.95%

= \$94,518 New Rate of Base Pay 16.82%

+ \$10,986 Locality Pay

= \$176,262 New Total Salary

\$1,024 Contribution Award

2024 Expected Contribution Level

Expected Overall Contribution Score: 55

Expected Contribution Range: 51 - 59

Employee Compensation Region Chart

Remarks

Employee was approved for 40 time off hours in lieu of contribution award. The remaining CA not converted to TOA hours is shown as Contribution Award.

Page 1 of 4

### CCAS SALARY APPRAISAL DOCUMENT FOR 2023

Name: ALA, BAMA      Rate: LEE, JERRY      Org: 9000-Sp-Thursday

Broadband Level: III      Occupational Series: 0335 - COMPUTER CLERK AND ASSISTANCE      Career Path: NK - Administrative Support      Expected OCS: 53

Part II: Supervisor Assessment

Method of Communication:      Date Conducted:

Instruction: Provide comments regarding employee's contribution against each factor during the current year.      Categorical Score      Numeric Score      PAQL

Job Achievement and/or Innovation      3M      54      3

EMPLOYEE ASSESSMENT:

Produces 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.

SUPERVISOR ASSESSMENT:

Work is timely, efficient and of acceptable quality. Completed work meets project/program objectives. Leadership and/or supervision effectively promotes commitment to organization goals. Communications are clear, concise, and at the appropriate level. Personal and organizational interactions exhibit and foster teamwork, enhance customer relations and actively promote rapport with customers. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

Communication and/or Teamwork      3M      54      3

EMPLOYEE ASSESSMENT:

Effectively communicates, verbally and in writing, as needed to coordinate work and keep chain-of-command, coworkers and customers informed of work-related issues, developments and statuses. Actively seeks and promotes diverse ideas and inputs. Works well with others to accomplish mission requirements.

SUPERVISOR ASSESSMENT:

Work is timely, efficient and of acceptable quality. Completed work meets project/program objectives. Leadership and/or supervision effectively promotes commitment to organization goals. Communications are clear, concise, and at the appropriate level. Personal and organizational interactions exhibit and foster teamwork, enhance customer relations and actively promote rapport with customers. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

Mission Support      3H      57      3

EMPLOYEE ASSESSMENT:

Page 3 of 4

Inputs. Works well with others to accomplish mission requirements.

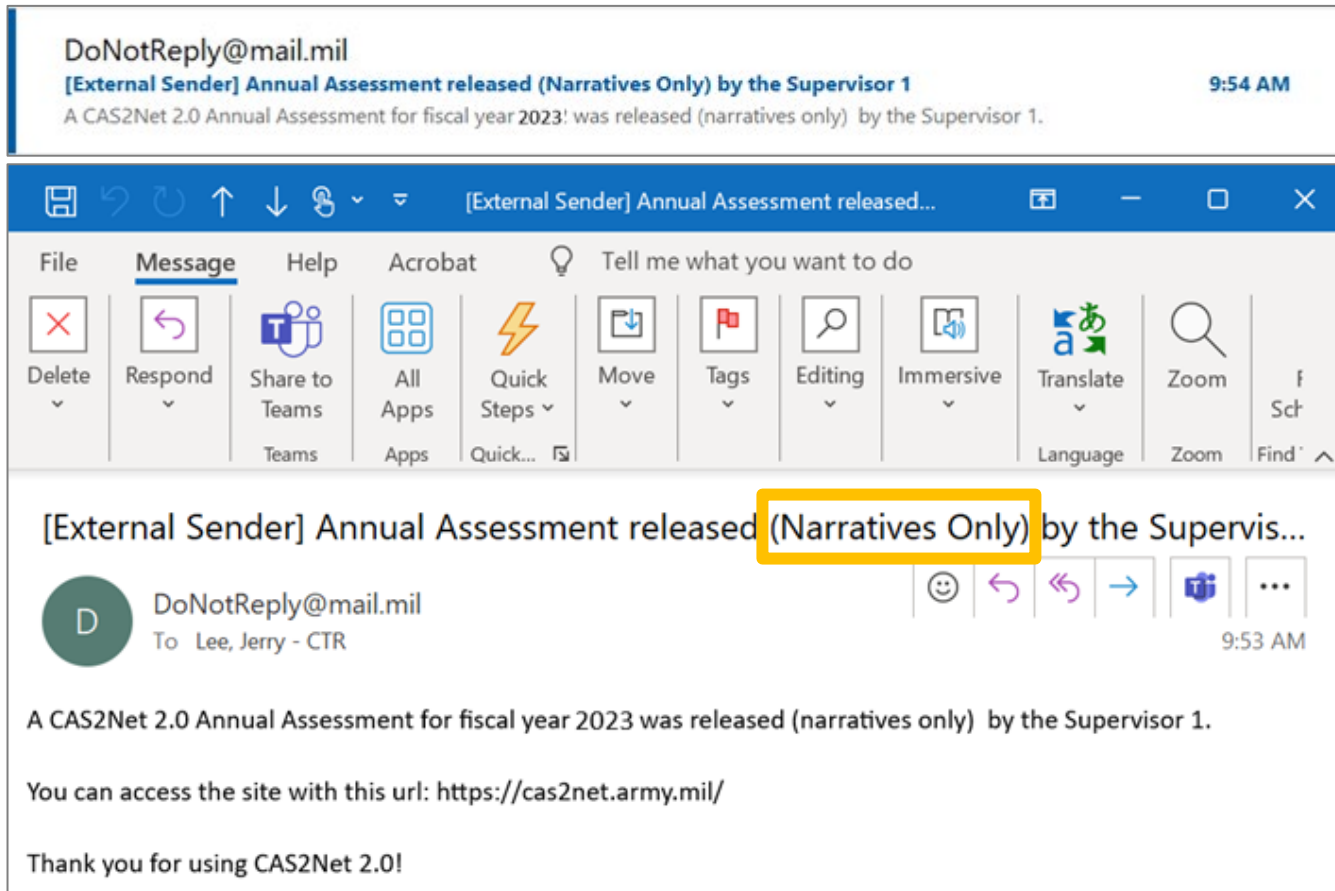
Possesses an operational understanding of the organizational goals and priorities and fully complies with administrative policies, regulations and procedures when performing job operations. Works with customers to develop a mutual understanding of their requirements. Probes for detail, as appropriate, and pays attention to crucial details of needs or requests. Monitors and influences cost parameters of work, tasks, and projects, ensuring an optimum balance between cost and value. Establishes priorities that reflect mission and organizational needs.

Work is timely, efficient and of acceptable quality. Completed work meets project/program objectives. Leadership and/or supervision effectively promotes commitment to organization goals. Communications are clear, concise, and at the appropriate level. Personal and organizational interactions exhibit and foster teamwork, enhance customer relations and actively promote rapport with customers. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

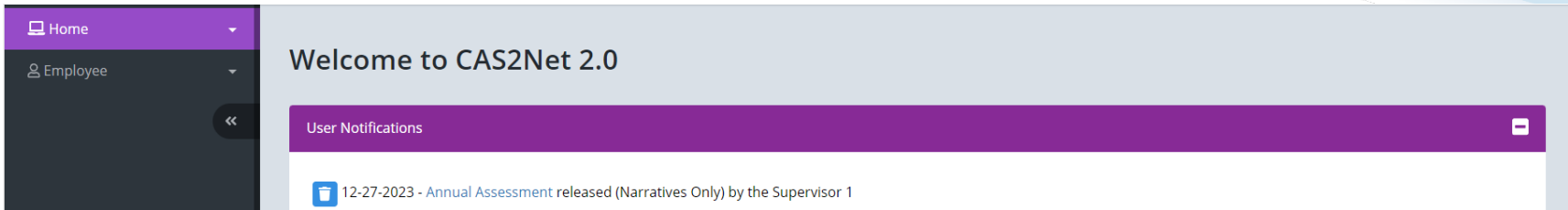
Page 2 of 4

# Allow Supervisor to Partially Release Annual - Narratives

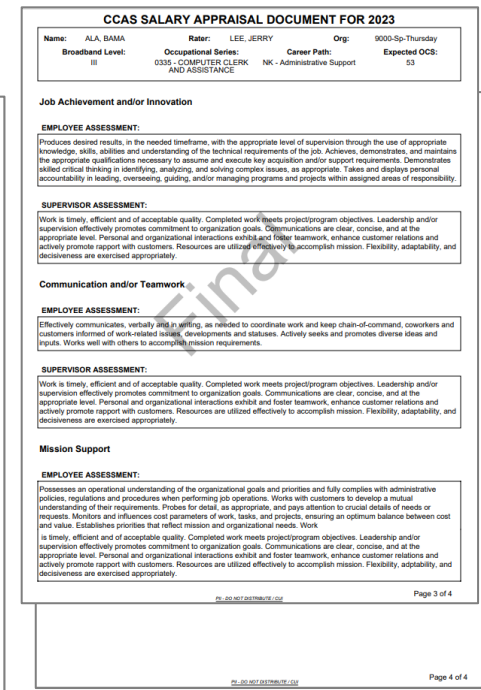
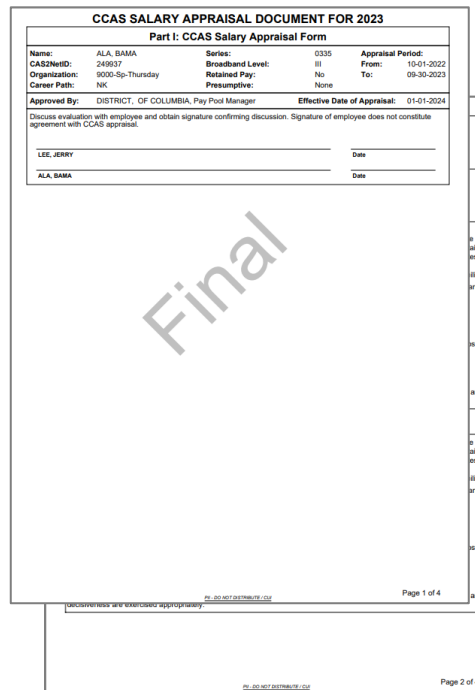
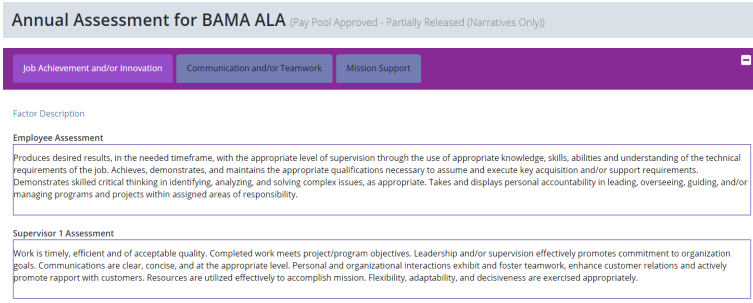
- When the supervisor selected  No  Yes and
- CAS2Net sends an email to the employee (Narratives Only)



# Allow Supervisor to Partially Release Annual - Narratives

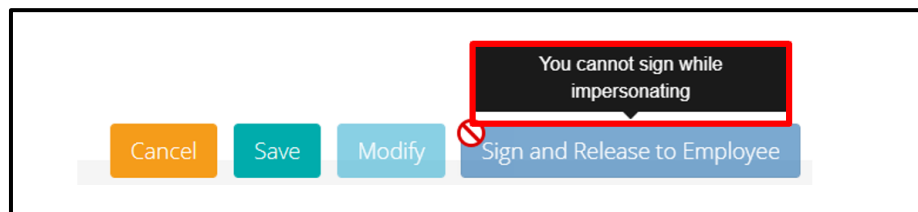


- User Notification in CAS2Net (Narratives Only)
- Employee sees only the employee and supervisor narratives (no scores) in the Annual Assessment and Employee > Reports > Salary Appraisal Form



# Signing the Appraisal – Supervisor

- After releasing the Pay Pool, supervisors can access appraisals to communicate and sign under:
  - (1) Home > Supervisor > Annual Assessment
    - Select the preferred employee from the table
    - Complete the “Supervisor 1 Approval” tab in the factor panel
    - Click **Sign and Release to Employee**
  - (2) Home > Supervisor > Salary Appraisal
    - Select the preferred employee from the table
    - Complete the “Supervisor 1 Approval” tab (located at the end of the page)
    - Click **Sign and Release to Employee**
- When impersonating a user, the administrator has the ability to complete the “Supervisor 1 (or Manager) Approval” tab on behalf of the supervisor and/or pay pool manager. **However, while impersonating you do not have the ability to sign and release the assessment to the employee.**
  - Note: If the **Sign and Release to Employee** button is visible while impersonating, it is also visible to the supervisor/manager impersonating. Clicking the button will prompt a “*You cannot sign while impersonating*” dialog message



# Supervisor Sign and Release

- When the supervisor is ready to clicks on **Sign and Release to Employee**
- Supervisor must complete the **Supervisor 1 Approval**

The screenshot shows a web interface with a purple header bar containing four tabs: "Job Achievement and/or Innovation", "Communication and/or Teamwork", "Mission Support", and "Supervisor 1 Approval". The "Supervisor 1 Approval" tab is active. Below the header, there are two sections: "Method(s) of Communication" and "Date Communicated". The "Method(s) of Communication" section has five radio button options: "Face To Face", "Tele-Conference", "Video Conference", "Email", and "Other". The "Date Communicated" section has a date input field and a calendar icon. In this screenshot, the "Other" radio button is selected, and the date field is empty.

- Select Method of Communication and select Date Communicated

This screenshot is identical to the previous one, but with the "Video Conference" radio button selected and the date "1-25-2024" entered in the "Date Communicated" field.

- Select **Save**



# Supervisor Sign and Release

- Supervisor selects Sign and Release to Employee

- Pop-up

Sign and Release Annual Assessment

Are you sure you want to sign the annual assessment and release it to the employee?

No Yes

- Select Yes
- Status of Annual Assessment is Released and removed the watermark "Final"

Action Result! The data you submitted has been saved.

## Annual Assessment for BAMA ALA (Released)

**CCAS SALARY APPRAISAL DOCUMENT FOR 2023**  
Part I: CCAS Salary Appraisal Form

Name: ALA BAMA      SSN: 0205      Appraisal Period: 09/01/2022 - 09/30/2023  
 Org: DISTRICT OF COLUMBIA, Pay Manager      Presumptive:      No      To: 09/30/2023

Approved By: DISTRICT OF COLUMBIA, Pay Manager      Effective Date of Appraisal: 01/01/2024

Discuss evaluation with employee and obtain signature confirming discussion. Signature of employee does not constitute agreement with OIG signature.

LEE JEROLD ANTHONY 111881804      12/28/2023  
 LEE JERRY      See

2023 Performance Details	PAID	2023 Contribution Details	CalScore	Numbers
2023 Achievement and/or Innovation	3	2023 Achievement and/or Innovation	3M	54
Communication and/or Teamwork	3	Communication and/or Teamwork	3M	54
Mission Support	3	Mission Support	3M	57
Average Rate Score	3.0	Overall Contribution Score	55	
Performance Rating of Record	3	Expected Contribution Score	63	
		Expected Contribution Range	50 - 57	

**Compensation Detail**  
 \$95,114 Current Rate of Base Pay on 9/30/2023  
 + \$2,835 General Pay Increase      3.02 %  
 = \$97,949 COLLEGE PROGRESS      3.00 %  
 = \$95,114 New Rate of Base Pay      3.00 %  
 + \$16,582 COLLEGE PAY      17.41 %  
 = \$111,696 Total Salary      17.41 %  
 \$1,024 Contribution Award

**2024 Expected Contribution Level**  
 Expected Overall Contribution Score: 55  
 Expected Contribution Range: 51 - 59

Overall Contribution Score

**CCAS SALARY APPRAISAL DOCUMENT FOR 2023**

Name: ALA BAMA      SSN: LEE JERRY      Org: 9000-Sp-Thursby  
 Broadband Level: III      Occupational Series: 0305 - COMPUTER CLERK AND ASSISTANCE      Career Path: NK - Administrative Support      Expected OCS: 53

**Contribution Statement:**

**Mission Objectives**  
 Superior Customer and Performance:  
 Processes 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 leadership through 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. Effectively communicates, verbally and in writing, as needed to coordinate work and keep chain-of-command, coworkers and customers informed of work-related issues, developments and activities. Actively seeks and promotes diverse ideas and inputs. Works well with others to accomplish mission requirements.

**Individual Objectives**  
 Processes 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 leadership through 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. Effectively communicates, verbally and in writing, as needed to coordinate work and keep chain-of-command, coworkers and customers informed of work-related issues, developments and activities. Actively seeks and promotes diverse ideas and inputs. Works well with others to accomplish mission requirements.

**Supervisor Assessment:**  
 Work is timely, efficient and of acceptable quality. Completed work meets program/objective. Leadership and/or supervisor effectively provides commitment to organization goals. Communications are clear, concise, and at the appropriate level. Personal and organizational interactions exhibit and foster teamwork, enhance customer relations and actively promote support with customers. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and responsiveness are exercised appropriately.

**CCAS SALARY APPRAISAL DOCUMENT FOR 2023**

Name: ALA BAMA      SSN: LEE JERRY      Org: 9000-Sp-Thursby  
 Broadband Level: III      Occupational Series: 0305 - COMPUTER CLERK AND ASSISTANCE      Career Path: NK - Administrative Support      Expected OCS: 53

**Part II: Supervisor Assessment**

**Method of Communication:** Video Conference      Date Conducted: 12/28/2023

**Notes:** Provide comments regarding employee's contribution against each factor below during the current pay and award annual action.

Category	Number	PAID
Job Achievement and/or Innovation	3M	54
Communication and/or Teamwork	3M	54
Mission Support	3M	57

**Supervisor Assessment:**  
 Work is timely, efficient and of acceptable quality. Completed work meets program/objective. Leadership and/or supervisor effectively provides commitment to organization goals. Communications are clear, concise, and at the appropriate level. Personal and organizational interactions exhibit and foster teamwork, enhance customer relations and actively promote support with customers. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and responsiveness are exercised appropriately.

**CCAS SALARY APPRAISAL DOCUMENT FOR 2023**

Name: ALA BAMA      SSN: LEE JERRY      Org: 9000-Sp-Thursby  
 Broadband Level: III      Occupational Series: 0305 - COMPUTER CLERK AND ASSISTANCE      Career Path: NK - Administrative Support      Expected OCS: 53


**Supervisor Assessment:**  
 Processes an operational understanding of the organizational goals and priorities and fully complies with administrative policies, regulations and procedures when performing job operations. Works with customers to develop a mutual understanding of their requirements. Probes for detail, as appropriate, and pays attention to crucial details of needs or requests. Modifies and influences cost parameters of work, tasks, and projects, ensuring an optimum balance between cost and value. Establishes priorities that reflect mission and organizational needs.

**Supervisor Assessment:**  
 Work is timely, efficient and of acceptable quality. Completed work meets program/objective. Leadership and/or supervisor effectively provides commitment to organization goals. Communications are clear, concise, and at the appropriate level. Personal and organizational interactions exhibit and foster teamwork, enhance customer relations and actively promote support with customers. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and responsiveness are exercised appropriately.

# Supervisor Sign and Release

- When the supervisor **Sign and Release to Employee**
- CAS2Net notifies the user and sends an email to the employee

User Notifications

 1-25-2024 - Annual Assessment released by the Supervisor 1

DoNotReply@mail.mil 9:59 AM

**[External Sender] Annual Assessment released by the Supervisor 1**


A CAS2Net 2.0 Annual Assessment for fiscal year 2023 was released by the Supervisor 1.

[External Sender] Annual Assessment released...

File **Message** Help Acrobat Tell me what you want to do


Delete Respond Share to Teams All Apps Quick Steps Move Tags Editing Immersive Translate Zoom Find

**[External Sender] Annual Assessment released by the Supervisor 1**



DoNotReply@mail.mil

To Lee, Jerry - CTR



9:58 AM

A CAS2Net 2.0 Annual Assessment for fiscal year 2023 was released by the Supervisor 1.

You can access the site with this url: <https://cas2net.army.mil/>

Thank you for using CAS2Net 2.0!

# Signing the Appraisal – Employee

- Once in the “Released” status employee can access and sign their appraisal under:
  - (1) Home > Employee > Salary Appraisal
    - Click **Sign**
  - (1) Home > Employee > Annual Assessment
    - Click **Sign**
- The assessment process is not complete until the employee signs their appraisal and it is in the “Employee Signed” status.

CCAS SALARY APPRAISAL DOCUMENT FOR 2023			
Part I: CCAS Salary Appraisal Form			
<b>Name:</b> ALA, BAMA	<b>Series:</b> 0335	<b>Appraisal Period:</b>	
<b>CAS2NetID:</b> 249937	<b>Broadband Level:</b> III	<b>From:</b> 10-01-2022	
<b>Organization:</b> 9000-Sp-Thursday	<b>Retained Pay:</b> No	<b>To:</b> 09-30-2023	
<b>Career Path:</b> NK	<b>Presumptive:</b> None		
<b>Approved By:</b> DISTRICT, OF COLUMBIA, Pay Pool Manager		<b>Effective Date of Appraisal:</b> 01-01-2024	
Discuss evaluation with employee and obtain signature confirming discussion. Signature of employee does not constitute agreement with CCAS appraisal.			
LEE, JEROLD ANTHONY 1175837694		12-28-2023	
LEE, JERRY		Date	
ALA, BAMA		Date	
<b>2023 Performance Details</b>	<b>PAQL</b>	<b>2023 Contribution Details</b>	<b>CatScore NumScore</b>
Job Achievement and/or Innovation	3	Job Achievement and/or Innovation	3M 54
Communication and/or Teamwork	3	Communication and/or Teamwork	3M 54
Mission Support	3	Mission Support	3H 57
<b>Average Raw Score</b> 3.0		<b>Overall Contribution Score</b> 55	
<b>Performance Rating of Record</b> 3		<b>Expected Contribution Score</b> 53	
		<b>Expected Contribution Range</b> 50 - 57	
<b>Compensation Detail</b>		<b>Employee Compensation Region Chart</b>	
\$60,114 Current Rate of Base Pay on 9/30/2023		The graph plots the employee's current base pay versus the final OCS relative to the ratio and award rate the OCS's relative contribution to compensation. The top and bottom lines are the Upper and Lower Plan, respectively. The middle line is the SP. Above the Upper Plan is the Career/Professional Region. Under the Lower Plan is below the career band. Appraisal is the base pay increase and award. The point on the graph below is the employee's appraisal results.	
+ \$2,826 General Pay Increase 4.7 %			
+ \$2,376 CRI (Salary Increase) 3.95 %			
<b>\$65,316 New Rate of Base Pay</b>			
+ \$10,995 Locality Pay 16.82 %			
<b>\$76,302 New Total Salary</b>			
+ \$1,024 Contribution Award			
<b>2024 Expected Contribution Level</b>			
Expected Overall Contribution Score: 55			
Expected Contribution Range: 51 - 59			
<b>Remarks</b>			
Employee was approved for 40 time off hours in lieu of contribution award. The remaining CA not converted to TOA hours is shown as Contribution Award.			
Previous An Assessment (30th of 610 S.C.)			
1. AUTHORITY: Section 6.0, Federal Register Notice dated November 9, 2017.			
2. PURPOSE: This form summarizes the annual evaluation of an employee's contribution and performance through the CCAS assessment.			
3. ROUTINE USE: This form is a computer-generated form that is produced for each employee and contains the annual contribution score, performance rating of record and space for the signature of the appraiser and the employee. The original of this form will be maintained in CCAS for no more than 6 years after 31 DEC 2024 and is accessible with agency permission.			
4. DISCLOSURE: The information contained within this form is personal in nature and is restricted to those with appropriate permissions. Information collected on this form may be used for statistical and trend analysis.			
Page 1 of 4			

# **Employee Unavailable for Signature or Refuses to Sign**

**Action by Supervisor**

**Action by Administrator**

# Administrator – Use Offline Signatures

- If the employee is unavailable or refuses to sign their annual assessment, the Administrator can use the offline signatures option.
- It is the administrator's responsibility to record valid reason and offline signature requirements. When the action is saved, the annual assessment status will update to "Employee Signed."
  - This function cannot be used for appraisals that are assigned to a Pay Pool that has not been released
- To Use Offline Signatures, go to:
  - Menu > Administrator > CCAS Management > Annual Assessments
  - Select year from Fiscal Year dropdown
  - Select preferred employee to open related individual's annual assessment page
  - Click Use Offline Signatures
  - Select the appropriate reasoning and save

Administrator

- Appraisal Status
- Offline Interface
- Previous Cycle Data
- Sub-Panel Meeting
- CMS Online
- Pilot Test New CMS Format
- Organization Management
- Pay Pool Notices
- Archived Appraisals
- Reports
- Trusted Agent
- CCAS Management
  - Contribution Plans
  - Midpoint Assessments
  - Annual Assessments
  - ACDP Assessments
  - Closeout Assessments
  - Grievances

## Annual Assessment for WARE DELA (Pay Pool Approved)

General Information

Fiscal Year: Select Option

Supervisor Level 1: LEE, JERRY	Supervisor Level 2:	Sub-Panel Manager: DISTRICT, OF COLUMBIA	Pay Pool Manager: DISTRICT, OF COLUMBIA
Broadband Level: IV	Occupational Series: 0343 - MANAGEMENT AND PROGRAM ANALYSIS	Career Path: NH - Business Management and Technical Management Professional	Expected OCS and Range: 97 - 100 - 104

Current Contribution Plan Details

Contribution Plan Effective Date: 05-08-2022

Mandatory Objectives

Expected Contribution and Performance: Produces desired results, in the need technical requirements of the job. Ac Demonstrates skilled critical thinking

Use Offline Signatures

Employee History Cancel Save

# Administrator – Use Offline Signatures

- Select **Use Offline Signatures**

- Pop-up
- Note – signature for both supervisor and employee

- Option to add remarks

- Select **Yes**

- Status is Released

Release Annual Assessment ×

Are you sure you want require offline signatures and release to employee? (this action will require offline signatures for both Supervisor and Employee)

Append to Part I Remarks

Action Result! The data you submitted has been saved. ×

Annual Assessment for WARE DELA (Released)

# Supervisor - Employee Unavailable for Signature

- After the supervisor saved and selected **Sign and Release to Employee**
- If the employee is unavailable or refuses to sign their annual assessment, the supervisor can declare the **Employee Unavailable for Signature**

**Employee Unavailable for Signature**

- Pop-up

- Select a reason ... If Other is selected, enter Justification

- Click

**Save**

- Status changed to Employee Signed

Annual Assessment for BAMA ALA (Employee Signed)

# Available EOY Reports

*See May Open Forum and the CAS2Net User Guide for full list of reports*



# Salary Appraisal Form Report

- The **Salary Appraisal Form** report generates a PDF of the Salary Appraisal Part I Form, including compensation details, with the option to also generate and download:
  - Supervisor Assessment (narrative)
  - Employee Assessment (narrative)
  - Midpoint Assessment
  - Closeout Assessment
  - Additional Feedback
- The report is available for the administrator, manager, functional reviewer, supervisor, and employee (once released) under the Reports module.
- If you get a **Network Error**, it means the request file was too large and timed out. Solution is to request the file in a smaller batch, i.e., sub-panel or supervisor

**Network Error**

A communication error occurred: ""  
The Web Server may be down, too busy, or experiencing other problems preventing it from responding to requests. You may wish to try again at a later time.

---

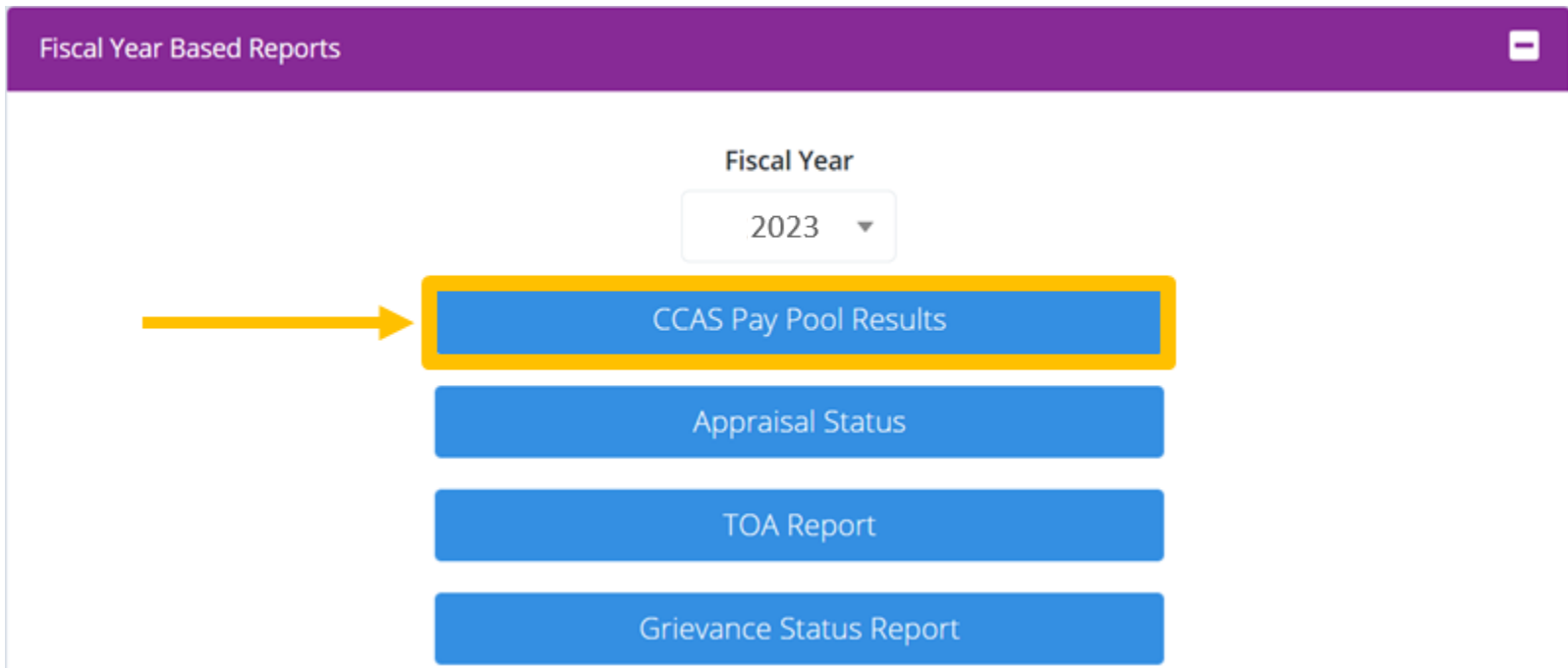
Your IP Address: **50.222.2.39**  
Your Computer Name:  
Your Request: <https://cas2net.army.mil/Report/Create/2>

---

TimeStamp: *12/28/2023 at 21:14:03 GMT*  
Server IP: *143.84.225.78*

## CAS2Net Administrator Reports – Fiscal Year Based Report - CCAS Pay Pool Results

- The **CCAS Pay Pool Results** report provides the rating information of the selected Pay Pool(s) pulled from the Compensation Management Spreadsheet (CMS).
- For informational purposes the available tabs on the report include the (CMS) Results and bar graphs for Employee Count, Funding Levels, Average OCS, Average Delta, and Average Delta Distribution.



# CAS2Net Administrator Reports – Fiscal Year Based Report - CCAS Pay Pool Results

Cover	Results	CP BBL	Employee Count	Funding Levels	Average OCS	Average Delta	Average Delta Distribution																											
<b>CCAS Pay Pool Results</b>		Number of Employees	Employees Rated	Number of Employees Not Rated	Modal RoR	Average OCS	Average Delta	Zone Distribution by Group						Rating of Record Distribution																				
		16	16	0	3	78	1	A	C	B	A	C	B	1	3	5	1	3	5	First Acq/Demo Cycle														
Entire Population		16	16	0	3	78.44	1	1	14	1	6.25%	87.50%	6.25%	0	11	5	0.00%	68.75%	31.25%	0														
9009 - 9009 Pay Pool		16	16	0	3	78.44	1.44	1	14	1	6.25%	87.50%	6.25%	0	11	5	0.00%	68.75%	31.25%	0														
% Budgeted		\$ Budgeted			Target Rail			% Positive Delta-Y			CRI																							
Salary Increase (CRI)	CRI Set-aside	Award (CA)	Award Set-aside	Salary Increase (CRI)	CRI Set-aside	Award (CA)	Award Set-aside	Beta 1 (CRI Target)	Beta 2 (CA Target)	Alpha 1	Alpha 2	Approved CRI	Carryover to Award	Spent CRI	Remainder CRI	% of Base spent on Salary Increase		% of Base spent on Carryover																
0.00%	0.00%	0.00%	0.00%	\$40,255	\$0	\$51,923	\$0	0	0	0	0	\$46,611	\$2,687	\$49,298	\$0	3.02%	0.17%																	
2.26%	0.00%	2.50%	0.00%	\$40,255	\$0	\$51,923	\$0	0	1	1	0.248716	\$46,611	\$2,687	\$49,298	\$79	3.02%	0.17%																	
CA		CA		Salary Increase \$			Salary Increase % of Base Pay			Override			Control Points																					
Approved CA	Total Awards	Remainder Award	% of Adj Salary spent on Awards	Min (non-zero)	Average	Median	Max	Min (non-zero)	Average	Median	Max	Override CRI	Override CA	Disable Rollover (0)	Force Rollover (2)	Employees with CP Entered	Employees Stopped At CP																	
\$38,305	\$38,781	\$0	2.13%	\$411	\$2,913	\$1,661	\$11,363	0.88%	3.26%	1.78%	12.75%	0	0	0	0	3	0																	
\$38,305	\$38,781	\$6,212	2.13%	\$411	\$2,913	\$1,661	\$11,363	0.88%	3.26%	1.78%	12.75%	0	0	0	0	3	0																	
Carryover Award \$		Carryover Award % of Base Pay			CA Award \$			CA Award % of Total Pay			Award Total \$			Award Total % of Total Pay																				
Employees with Carry Over Awards	Min (non-zero)	Average*	Median*	Max	Min (non-zero)	Average*	Median*	Max	Min (non-zero)	Average	Median	Maximum	Min (non-zero)	Average	Median	Maximum	Min (non-zero)	Average	Median	Max														
3	\$283	\$168	\$0	\$1,207	0.23%	0.16%	0.00%	1.18%	\$19	\$2,394	\$2,486	\$4,825	0.02%	2.15%	2.14%	4.67%	\$19	\$2,424	\$2,483	\$4,825	0.02%	2.20%	2.18%	4.67%										
3	\$283	\$168	\$0	\$1,207	0.23%	0.16%	0.00%	1.18%	\$19	\$2,394	\$2,486	\$4,825	0.02%	2.15%	2.14%	4.67%	\$19	\$2,424	\$2,483	\$4,825	0.02%	2.20%	2.18%	4.67%										
Average OCS By Career Path and Broadband Level																																		
Presumptive Expected OCS	Retained Employees	Sum of Base Salary (inc Locality for Retained Employees)	Sum of Base Salary (limit to band max)	Sum of Adjusted Base Salary (cap EXIV)	NH-1	NH-2	NH-3	NH-4	NJ-1	NJ-2	NJ-3	NJ-4	NK-1	NK-2	NK-3	NH-1	NH-2	NH-3	NH-4	NJ-1	NJ-2	NJ-3	NJ-4	NK-1	NK-2	NK-3								
0	1	\$1,541,555	\$1,524,742	\$1,799,030	0	41	80	94	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								
0	1	\$1,541,555	\$1,524,742	\$1,799,030	0	40.5	80	93.5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								
Modal Rating of Record					Average Salary for NH Career Path										Average Salary for NJ Career Path					Average Salary for NK Career Path														
NH-1	NH-2	NH-3	NH-4	NJ-1	NJ-2	NJ-3	NJ-4	NK-1	NK-2	NK-3	NH-1	NH-2	NH-3	NH-4	NH Total	NH-1	NH-2	NH-3	NH-4	NH Total	NJ-1	NJ-2	NJ-3	NJ-4	NJ Total	NK-1	NK-2	NK-3	NK Total	NK-1	NK-2	NK-3	NK Total	
0	3	3	3	0	0	0	0	0	0	0	0	2	10	4	16	50	\$49,856	\$112,270	\$144,153	\$112,439	0	0	0	0	0	50	50	50	50	50	0	0	0	0
0	3	3	3	0	0	0	0	0	0	0	2	10	4	16	50	\$49,856	\$112,270	\$144,153	\$112,439	0	0	0	0	0	50	50	50	50	50	0	0	0	0	

# CAS2Net Administrator Reports – Fiscal Year Based Report - TOA Report

- **The Time Off Award (TOA) Report** provides a summary of employees who's computed Contribution Award (CA) was converted into TOA hours.
  - This only applies to Pay Pools who elected to use the TOA option in CAS2Net for the rating cycle.
- Report includes:
  - Expected and Actual OCS
  - Requested and Approved % to TOA
  - TOA Hours
  - Remaining CA after conversion
  - PAQL and ROR scores

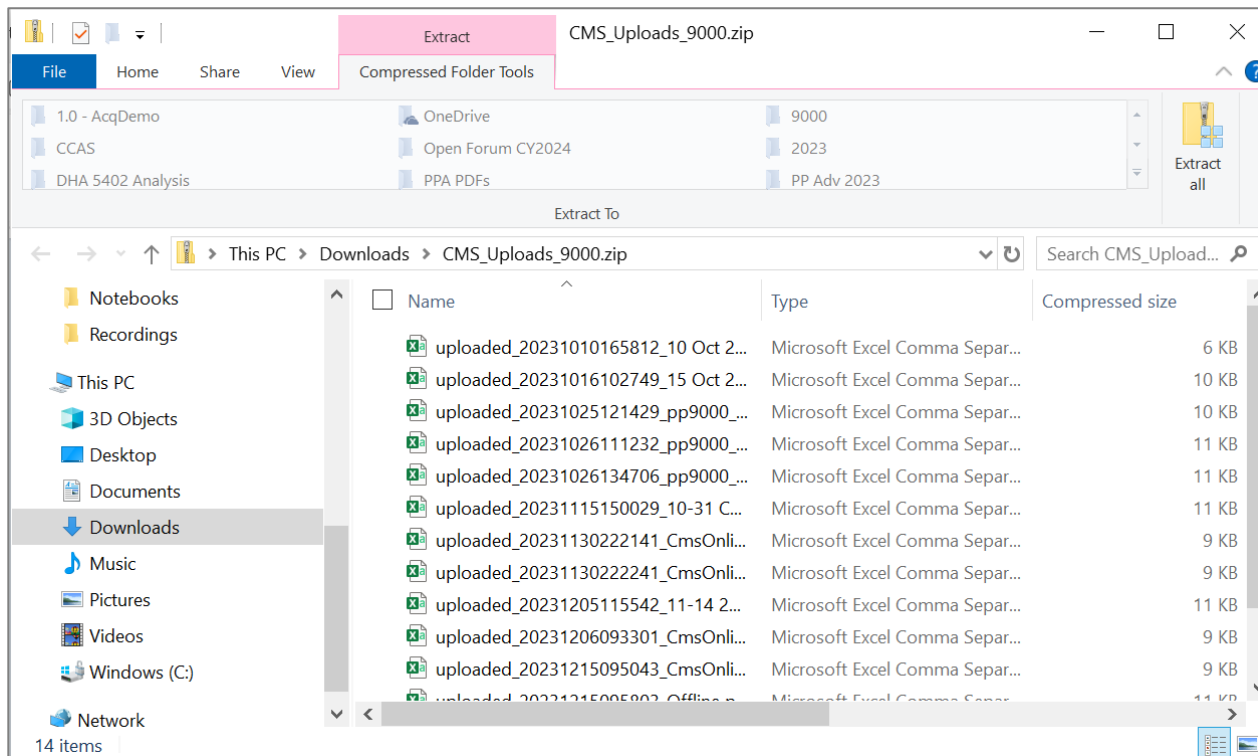
TOA Report

F	G	H	I	J	K	L	M	P	Q
Office Symbol	Supervisor1	Expected OCS	Actual OCS	Req	Approved % to TOA	TOA Hours	Remaining CA	PAQL 3	ROR
Div 2	ROBIN, AMERICAN	76	82	50	50	40	2862	3	3
Div 1	ROBIN, AMERICAN	73	76	100	100	77	0	3	3
HQ	MANAGER, PAY POOL	93	96	50	50	30	656	3	3
Div 3	SUPERVISOR, ACDP	76	73		100	3	0	5	5

# CAS2Net Administrator Reports – Fiscal Year Based Report - CMS and PAT Reports

- **CMS Upload** – provides a report of the all the CMS uploads to CAS2Net Offline Interface, e.g., pp9000\_to\_CMS.csv

## CMS Uploads



# CAS2Net Administrator Reports – Fiscal Year Based Report - CMS and PAT Reports

- Finalized CMS Download – provide a report on the last CMS export and last upload in Offline Interface, e.g., pp9000\_to\_Master.csv

Finalized CMS Download

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S											
1	Cycle	CR%	CRI Set-As	Awd%	Awd Set-A	Beta 1	(CR Beta 2	(CA Minimum	Min	CR	Min	CA an	Type	Pay Cap 2	Pay Cap 2	First Year	Use OCS C	Ctrl	Targ	CA Prorati	TOA Plan	CCAS Awa	GF						
2	2022	2.4	1000	2.5	1000	0	1	100	50	100	PAY	183500	176300	1	1	0	3	2				90	Nc						
3	Formula Row																												
4																													
5	G	SPLstep1	SPLbase	NH1	NH2	NH3	NH4	NJ1	NJ2	NJ3	NJ4	NK1	NK2	NK3	LocalityCo	AL	ATL	AQ	AU	BC									
6	4.1	20999	1.020043	37597	77112	109908	152771	37597	57709	77112	109908	37597	52106	70190	Rate 2023	19.45	23.02	17.63	19.4										
7	2.2	20172	1.020043	36116	74074	105579	146757	36116	55430	74074	105579	36116	50050	67425	Rate 2022	18.68	22.63	17.14	18.8										
8	Last Name	First Name	Middle Ini	Suffix	ID	Paypool	SubPanel	Office	Syr	WildCard	Presumpt	Retained	F	Career	Pat	Broadban	Occ Series	Starting	Bi	From	Tem	Locality	Cc	Previous	C	Previous	R	F	St
9	ALA	BAMA			249937	9000	9000	Sp-T	SP-4	Thursday	0	0	NK	3	335	57050	RUS												
10	ALAS	KA			249942	9000	9000	Sp-N	SP-1	Monday	0	0	NH	3	23	105579	RUS												
11	AR	KANSAS			249982	9000	9000	Sp-V	SP-3	Wednesday	0	1	NK	2	303	63000	RUS												
12	ARI	ZONA			249949	9000	9000	Sp-N	SP-1	Monday	0	0	NK	2	29	38000	RUS												
13	BIRD	BLU			232657	9000	9000	Sp-T	SP-2	Tuesday	3	0	NH	3	301	92050	Yes	RUS					84	5					
14	CALI	FORNIA			249946	9000	9000	Sp-P	Supervisors		0	1	NH	4	28	171532	RUS												
15	CHICKADE	CAPPED			232658	9000	9000	Sp-V	SP-3	Wednesday	3	0	NH	3	1102	105579	RUS					78	1						
16	COLO	RADO			249968	9000	9000	Sp-T	SP-2	Tuesday	0	0	NH	3	1102	75130	RUS												
17	CON	NECTICUT			249770	9000	9000	Sp-F	SP-5	Friday	0	0	NH	4	2210	127900	RUS												
18	DELA	WARE			249761	9000	9000	Sp-P	Supervisors		2	1	NH	4	343	175532	RUS												
19	FINCH	GOLD			232654	9000	9000	Sp-N	SP-1	Monday	3	1	NH	3	301	126000	RUS					78	1						
20	FLOR	IDA			249938	9000	9000	Sp-T	SP-4	Thursday	0	1	NH	4	854	176300	RUS												
21	GEOR	GIA			249769	9000	9000	Sp-T	SP-4	Thursday	4	0	NH	4	1102	124764	RUS												

- Download PAT File(s) – provide a report that is the last CMS export and last upload in Offline Interface, e.g., pp9000\_to\_Master.csv

Download PAT File(s)

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S											
1	Cycle	CR%	CRI Set-As	Awd%	Awd Set-A	Beta 1	(CR Beta 2	(CA Minimum	Min	CR	Min	CA an	Type	Pay Cap 2	Pay Cap 2	First Year	Use OCS C	Ctrl	Targ	CA Prorati	TOA Plan	CCAS Awa	GF						
2	2022	2.4	1000	2.5	1000	0	1	100	50	100	PAY	183500	176300	1	1	0	3	2				90	Nc						
3	Formula Row																												
4																													
5	G	SPLstep1	SPLbase	NH1	NH2	NH3	NH4	NJ1	NJ2	NJ3	NJ4	NK1	NK2	NK3	LocalityCo	AL	ATL	AQ	AU	BC									
6	4.1	20999	1.020043	37597	77112	109908	152771	37597	57709	77112	109908	37597	52106	70190	Rate 2023	19.45	23.02	17.63	19.4										
7	2.2	20172	1.020043	36116	74074	105579	146757	36116	55430	74074	105579	36116	50050	67425	Rate 2022	18.68	22.63	17.14	18.8										
8	Last Name	First Name	Middle Ini	Suffix	ID	Paypool	SubPanel	Office	Syr	WildCard	Presumpt	Retained	F	Career	Pat	Broadban	Occ Series	Starting	Bi	From	Tem	Locality	Cc	Previous	C	Previous	R	F	St
9	ALA	BAMA			249937	9000	9000	Sp-T	SP-4	Thursday	0	0	NK	3	335	57050	RUS												
10	ALAS	KA			249942	9000	9000	Sp-N	SP-1	Monday	0	0	NH	3	23	105579	RUS												
11	AR	KANSAS			249982	9000	9000	Sp-V	SP-3	Wednesday	0	1	NK	2	303	63000	RUS												
12	ARI	ZONA			249949	9000	9000	Sp-N	SP-1	Monday	0	0	NK	2	29	38000	RUS												
13	BIRD	BLU			232657	9000	9000	Sp-T	SP-2	Tuesday	3	0	NH	3	301	92050	Yes	RUS					84	5					
14	CALI	FORNIA			249946	9000	9000	Sp-P	Supervisors		0	1	NH	4	28	171532	RUS												
15	CHICKADE	CAPPED			232658	9000	9000	Sp-V	SP-3	Wednesday	3	0	NH	3	1102	105579	RUS					78	1						
16	COLO	RADO			249968	9000	9000	Sp-T	SP-2	Tuesday	0	0	NH	3	1102	75130	RUS												
17	CON	NECTICUT			249770	9000	9000	Sp-F	SP-5	Friday	0	0	NH	4	2210	127900	RUS												
18	DELA	WARE			249761	9000	9000	Sp-P	Supervisors		2	1	NH	4	343	175532	RUS												
19	FINCH	GOLD			232654	9000	9000	Sp-N	SP-1	Monday	3	1	NH	3	301	126000	RUS					78	1						
20	FLOR	IDA			249938	9000	9000	Sp-T	SP-4	Thursday	0	1	NH	4	854	176300	RUS												
21	GEOR	GIA			249769	9000	9000	Sp-T	SP-4	Thursday	4	0	NH	4	1102	124764	RUS												

# CAS2Net Administrator Reports – Current Settings Reports - CCAS Results/ Previous Years

- The **CCAS Results for Previous Years** Report provides the Administrator with the ability to select CCAS results from previous years.

Current Settings Reports

## CCAS Results for Previous Years

- The report provides the last 4 years of historical rating information.

- 2023-2019 results are available until 27 January 24
- Starting 28 January 24 results for 2024-2020 will be available

- Only employees currently assigned to the selected pay pool and/or sub pay pool for the chosen year will show on the report.

- Included in the report:

- Requested and Approved TOA
- Expected OCS and (approved) OCS
- Delta OCS
- PAQL per factor & ROR
- Additional fields selected from the available list

Select CCAS Results For Previous Years Options

Select Fields to Include  Check All

<input checked="" type="checkbox"/> Pay Pool	<input checked="" type="checkbox"/> Employee Name	<input checked="" type="checkbox"/> EDIPI
<input checked="" type="checkbox"/> Is Supervisor	<input checked="" type="checkbox"/> Is ACDP	<input checked="" type="checkbox"/> Career Path
<input checked="" type="checkbox"/> Broadband Level	<input checked="" type="checkbox"/> Occupational Series	<input checked="" type="checkbox"/> Retained Pay
<input checked="" type="checkbox"/> Rollover Cri To Ca	<input checked="" type="checkbox"/> Acq Demo Start Date	<input checked="" type="checkbox"/> Organization Start Date
<input checked="" type="checkbox"/> Sub Panel Name	<input checked="" type="checkbox"/> Office Symbol	<input checked="" type="checkbox"/> 2023 scores
<input checked="" type="checkbox"/> 2022 scores	<input checked="" type="checkbox"/> 2021 scores	<input checked="" type="checkbox"/> 2020 scores
<input checked="" type="checkbox"/> 2019 scores		

Cancel Continue

Pay Pool	Last Name	First Name	Middle Name	EDIPI	Supervisor	Is ACDP	Career Path	Broadband Level	Occupational Series	Retained Pay	Rollover Cri To Ca	Acq Demo Start Date	Organization Start Date	Sub Panel Name	Office Symbol
9000 ALAS	SMAMA			91-09	No	No	NK III	235	No	Yes	4/10/2022	4/10/2022	9000-Sp-11SP-4-Thurs		
9000 ALAS	KA			91-09	No	No	NK III	23	No	Yes	4/10/2022	4/10/2022	9000-Sp-M/SP-3-Mon		
9000 AR	KANSAS			91-09	No	No	NK III	203	Yes	Yes	4/10/2022	4/10/2022	9000-Sp-M/SP-3-Mon		
9000 AR	ZONA			91-09	No	No	NK III	29	No	Yes	4/10/2022	4/10/2022	9000-Sp-M/SP-3-Mon		

Requeste	2023 TOA	2023 TOA	2023 TOA	Expected	2023 OCS	Delta	OCS	2023 ROR	Score	Score	Score
1	100	100	40	61	61	0	3	3	3	3	3
2	0	83	0	83	0	0	3	3	3	3	3
3	0	46	0	46	0	0	3	3	3	3	3
4	25	25	12	46	46	0	3	3	3	3	3

Requeste	2022 TOA	2022 TOA	2022 TOA	Expected	2022 OCS	Delta	OCS	2022 ROR	Score	Score	Score
2	0	52	0	52	0	0	3	3	3	3	3
3	0	83	0	83	0	0	3	3	3	3	3
4	40	40	40	40	40	0	3	3	3	3	3
5	0	32	0	32	0	0	3	3	3	3	3

Requeste	2021 TOA	2021 TOA	2021 TOA	Expected	2021 OCS	Delta	OCS	2021 ROR	Score	Score	Score
2	0	52	0	52	0	0	3	3	3	3	3
3	0	83	0	83	0	0	3	3	3	3	3
4	40	40	40	40	40	0	3	3	3	3	3
5	0	32	0	32	0	0	3	3	3	3	3

Requeste	2020 TOA	2020 TOA	2020 TOA	Expected	2020 OCS	Delta	OCS	2020 ROR	Score	Score	Score
2	0	52	0	52	0	0	3	3	3	3	3
3	0	83	0	83	0	0	3	3	3	3	3
4	40	40	40	40	40	0	3	3	3	3	3
5	0	32	0	32	0	0	3	3	3	3	3

Requeste	2019 TOA	2019 TOA	2019 TOA	Expected	2019 OCS	Delta	OCS	2019 ROR	Score	Score	Score
1	100	100	40	61	61	0	3	3	3	3	3
2	0	83	0	83	0	0	3	3	3	3	3
3	0	46	0	46	0	0	3	3	3	3	3
4	25	25	12	46	46	0	3	3	3	3	3

# 2024 End of Cycle Timeline

Month	Pay Period	S	M	T	W	T	F	S
SEP	17	25	26	27	28	29	30	31
	18	1	2	3	4	5	6	7
	19	8	9	10	11	12	13	14
OCT	20	15	16	17	18	19	20	21
	21	22	23	24	25	26	27	28
	22	29	30	1	2	3	4	5
NOV	23	6	7	8	9	10	11	12
	24	13	14	15	16	17	18	19
	25	20	21	22	23	24	25	26
DEC	26	27	28	29	30	31	1	2
	27	3	4	5	6	7	8	9
	28	10	11	12	13	14	15	16
JAN	29	17	18	19	20	21	22	23
	30	24	25	26	27	28	29	30
	31	1	2	3	4	5	6	7
FEB	01	8	9	10	11	12	13	14
	02	15	16	17	18	19	20	21
	03	22	23	24	25	26	27	28
MAR	04	29	30	31	1	2	3	4
	05	5	6	7	8	9	10	11
	06	12	13	14	15	16	17	18

**Last FY2024 Pay Period – 22 Sep 2024 to 5 Oct 2024**

**Monday 30 Sep 2024 – Last day of 2024 CCAS rating period**

**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

**20 Nov 2024 – start Not Final Report / Data Complete Reports**

**Friday 13 Dec 2024 – Initial Upload**

- FY25 Award Funding Guidance
- 2025 GPI and Locality Rates (NLT 31 Dec 2024)

**Wednesday 8 Jan 2024– Final Upload**

**2024 First Full Pay Period in January – 12 to 25 January 2025**

**NLT 22 Jan 2025 – pay pools mark Completed**



# 2024 Open Forum Schedule

- ✓ 04 January, 1pm – 2:30pm ET: CCAS Pay Transactions
- 01 February, 1pm – 2:30pm ET: CCAS Grievance, (T) Next Higher Official Process, 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, 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?

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