

# CAS2Net and CCAS Open Forum

Thursday  
7 November 2024  
1:00 PM Eastern Time

**Topic: Initial and Final Uploads**

[TEAMS Meeting Link](#)

[Meeting ID: 231 024 528 524](#)

[Passcode: SMZdLr](#)

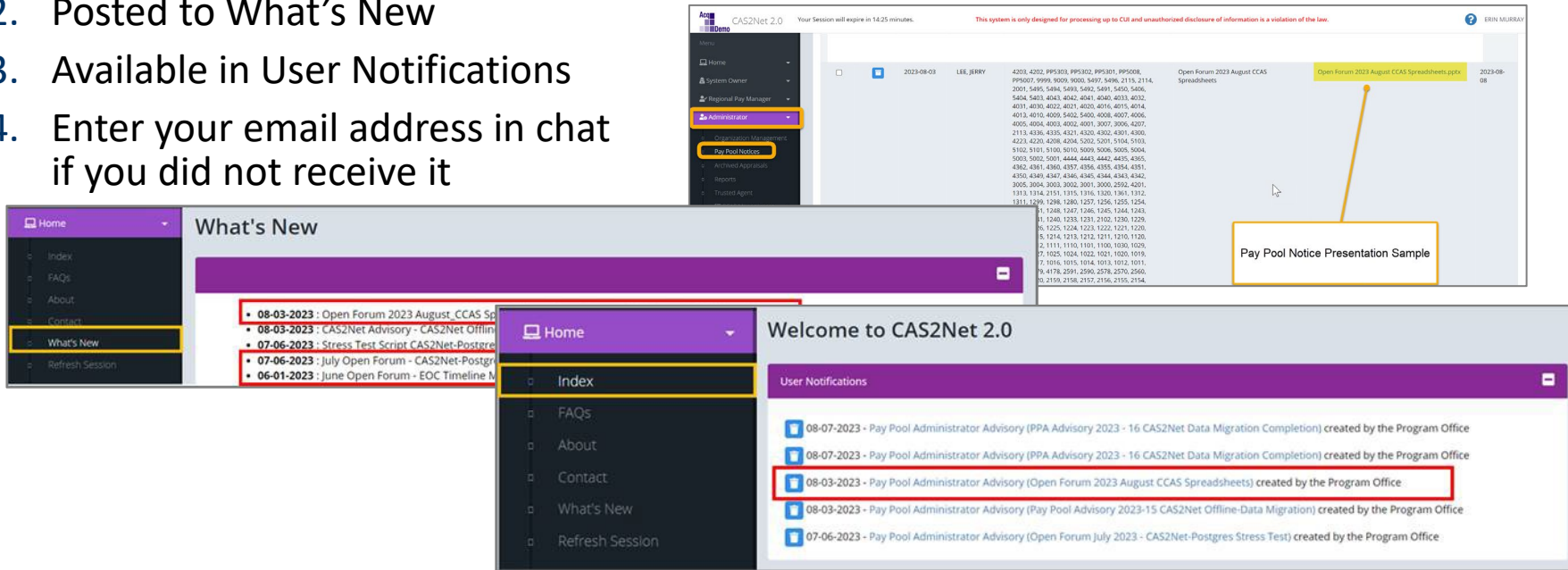
Meeting Call in Information

+1 571-403-9146

[Phone Conference ID: 989 870 18#](#)

# 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>

# Initial/Final Upload Dates

- End of Cycle Timeline
- **Subject to component/command suspense date but NLT 13 December 2024 (Friday)** – Initial upload so AcqDemo Program Office can check parameters

Component/Command Initial Upload	
DCMA (Initial Internal Upload)	Friday 6 Dec 2024
Department of Air Force	Friday 6 Dec 2024

- **Subject to component/command suspense date but NLT 8 Jan 2025 (Wednesday)** – Final upload subject to approved GPI and locality rates

Component/Command Final Upload	
Department of Air Force	Friday 20 Dec 2024

## Initial/Final Upload

- Reminder(s):
  - Review and correct issues in discrepancy reports – latest report posted 6 Nov 2024
  - Review Post Cycle Activities in the User Profile – PPA\_Advisory\_2024 – 20
  - As of today:
    - 343 pay pools
    - Uploads (5 online; 5 macro-free; 124 macro-enabled)

# Initial Upload

- Parameter settings in the spreadsheet are consistent with AcqDemo, component, command, and pay pool policies and guidance.

Projected GPI

CRI %

CA %

Scenario Summary		Cash Amount		Plus Unused GPI	
GPI (G)%	1.70				
GS-1/step1 pay (25)	\$ 22,360				
GS-1/step1 pay (24)	\$ 21,986				
CRI Funding %	2.400%	\$145,824	\$146,722		<input type="checkbox"/> Check box if this is your organization's first cycle in AcqDemo
CRI Set-Aside	0.000%	\$0			Max CRI 2.5%
Award Funding %	2.500%	\$151,900			
Award Spent in CMS (<=90%)	90%	\$136,710	\$158,970		<input checked="" type="checkbox"/> Check this box if you want to add CRI remainder to CA
Non-CCAS Award for Remainder of FY	10%	\$15,190			
Award Set-Aside	0.000%	\$0			
Beta 1 (CRI)	0				
Beta 2 (Award)	1				
Minimum CRI Dollar Amount	\$0				
Minimum CRI Carryover Amt	\$0				

Start with little or no CRI and CA set-aside and increase it gradually. If you reduce the set-aside after allocating your discretionary funds, your remainder will go negative and you will have to delete all or some of your allocations and start over again. Set aside may change if rollover amount changes. The cash award amount is 90% of the total award budget.

Beta 2	
Beta 1	1= Upper Rail
	2= 2% above SPL
	1= 1% above SPL
	0= SPL
	-1= Lower Rail

CRI Target Rail

CA Target Rail

# Initial Upload – Why?

- Export from the CMS and upload to CAS2Net Offline Interface IAW component/command guidance or NLT **13 December 2024**.
- PMO will check uploads to ensure funding levels and target rails for CRI and CA are set.

PayPool	PayPoolId	ScenId	Approved	G Carryove	G%	ImpDt	CRI%	Award%	CRI_SA	alpha1	Award_SA	alpha2	beta1	beta2	Min CRI	MinCarry	Min Award
9999	630	109338	No	0	1.7	10/8/2024	2.26	2.5	100000	0.1708359	0	0.2025735	1	1	0	0	0
9009	1902	131598	No	1178	1.7	11/4/2024	2.2	2	4898.7	0.1999161	0	0.1773791	1	1	0	0	0
9000	2851	137578	No	898	1.7	11/6/2024	2.4	2.5	0	0.2583126	0	0.2453624	1	1	0	0	0

Cri remain	Award rem	RetainFix	Final_Allov	FirstYear	Valid	Version	Use OCS C	OCS Contrc	Can Set Dif	Ca Proratic	TOA Plan	CCAS Awar	CA Rem 1	CA Rem 2	Unspent CI	Non-CCAS	Gpi Final	
1003	4	1	Yes	No	No		1	No	1	Yes	3	1	80	4	4	0	4287	No
4911	10	1	Yes	No	Yes	v1		No	0	No	3	2	90	10	10	1612	5958	No
30	529	1	Yes	No	Yes		2	Yes	0	Yes	2	1	90	29	529	499	15689	No

- Administrators can generate a similar report (Pay Pool Status) for your pay pool, and based on access level, by command and component

# Initial/Final Upload

- Things to check
- Data
  - In the Tool Bar, select “Add-Ins” then click “Validate”.



- All employees in the spreadsheet must have a valid OCS and Rating of Record (RoR). Validate your spreadsheets before you finalize and upload your data; you should not see any red circles or red banners!

	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR
Scores					Invalid			Invalid		
	Categorical			Final			PAQL			
	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	
	3M		3H	54		57	3	3	5	
	3H	3H	3H	83	83	83	3		5	

BO	BP	BQ	BR	BS
Warning: Pay adjustments are incorrect because some scores are missing!				

CF	CG	CH	CI	CJ	CK	CL	CM
Warning: Pay adjustments are incorrect because some scores are missing!							

# Initial/Final Upload

- If the “Control Point Used in Calculation” is red
- “Allow Over Control Point” is grey, cannot allow the “New Basic Pay” to exceed the control point

Return to Main Menu | Edit Parameters | Set View

Goto Scores GPI CRI Awards

Blue arrows indicate fields set to filter the data.

Last Name	First Name	CY2024 Basic Pay	CRI Override?	CA Override?	Rollover CRI to CA?	Pay with GPI	OCS Control Point	Control Point \$	Control Point Used in Calculations	Allow Over Control Point?	Approved CRI	New Basic Pay 2025	Coming off Retained Pay?
BIRD	BLU	\$115,079	0	0	1	\$117,034				0	\$0	\$117,034	
CALI	FORNIA	\$159,950	0	0	1	\$159,950				0	\$0	\$116,081	
CHICKADEE	CAPPED	\$113,705	0	0	1	\$115,638				0	\$443	\$97,019	
COLO	RADO	\$90,621	0	0	1	\$92,162				0	\$4,857	\$156,296	
CON	NECTICUT	\$151,143	0	0	1	\$153,713				0	\$2,583	\$162,670	
DELA	WARE	\$159,950	0	0	1	\$162,670				0	\$0	\$146,057	
FINCH	GOLD	\$145,079	0	0	1	\$146,057				0	\$0	\$196,215	
FLOR	IDA	\$194,854	0	0	1	\$196,215	95,000	\$147,306	\$147,306	0	\$0	\$147,306	
GEOR	GIA	\$139,482	0	0	1	\$141,854	95,000	\$147,306	\$147,306	0	\$5,452	\$117,034	
GRACKLE	COMMON	\$115,079	0	0	1	\$117,034				0	\$0	\$117,034	

Total New Basic Pay = \$6,436,837  
Total Approved CRI = \$73,376

- The reason this happens is that while the 2024 Basic Pay is less than the Control Point, the GPI caused the Pay with GPI to exceed the control point (see next slide for options)

Return to Main Menu | Edit Parameters | Set View

Goto Scores GPI CRI Awards

Blue arrows indicate fields set to filter the data.

Last Name	First Name	CY2024 Basic Pay	CRI Override?	CA Override?	Rollover CRI to CA?	Pay with GPI	OCS Control Point	Control Point \$	Control Point Used in Calculations	Allow Over Control Point?	Approved CRI	New Basic Pay 2025	Coming off Retained Pay?
BIRD	BLU	\$115,079	0	0	1	\$117,034				0	\$0	\$117,034	
CALI	FORNIA	\$159,950	0	0	1	\$159,950				0	\$0	\$116,081	
CHICKADEE	CAPPED	\$113,705	0	0	1	\$115,638				0	\$443	\$97,019	
COLO	RADO	\$90,621	0	0	1	\$92,162				0	\$4,857	\$156,296	
CON	NECTICUT	\$151,143	0	0	1	\$153,713				0	\$2,583	\$162,670	
DELA	WARE	\$159,950	0	0	1	\$162,670				0	\$0	\$146,057	
FINCH	GOLD	\$145,079	0	0	1	\$146,057				0	\$0	\$196,215	
FLOR	IDA	\$194,854	0	0	1	\$196,215	95,000	\$147,306	\$147,306	0	\$0	\$147,306	
GEOR	GIA	\$139,482	0	0	1	\$141,854	95,000	\$147,306	\$147,306	0	\$5,452	\$117,034	
GRACKLE	COMMON	\$115,079	0	0	1	\$117,034				0	\$0	\$117,034	

Total New Basic Pay = \$6,436,837  
Total Approved CRI = \$73,376



# Initial/Final Upload

- When the “Control Point Used in Calculation” is red and “Allow Over Control Point” is grey
- Option 1 – no action and allow as Approved CRI for new basic pay to exceed the control point

Return to Main Menu | Edit Parameters | Set View

Goto: \$6,076,037 | Total New Basic Pay = \$6,436,837  
 Scores | GPI: \$6,076,037 | Total Approved CRI = \$73,376  
 CRI | Awards

Blue arrows indicate fields set to filter the data.

Last Name	First Name	CY2024 Basic Pay	CRI Override?	CA Override?	Rollover CRI to CA?	Pay with GPI	OCS Control Point	Control Point \$	Control Point Used in Calculations	Allow Over Control Point?	Approved CRI \$	New Basic Pay 2025	Coming off Retained Pay?
BIRD	BLU	\$115,079	0	0	1	\$117,034				0	\$0	\$117,034	
CALI	FORNIA	\$159,950	0	0	1	\$159,950				0	\$443	\$116,081	
CHICKADEE	CAPPED	\$113,705	0	0	1	\$115,638				0	\$4,857	\$97,019	
COLO	RADO	\$90,162	0	0	1	\$92,162				0	\$2,583	\$156,296	
CON	NECTICUT	\$151,143	0	0	1	\$153,713				0	\$0	\$162,670	
DELA	WARE	\$159,950	0	0	1	\$162,670				0	\$0	\$146,057	
FINCH	GOLD	\$145,079	0	0	1	\$146,057				0	\$0	\$196,215	
FLOR	IDA	\$194,854	0	0	1	\$196,215	95,000		\$147,306		\$0	\$5,452	\$147,306
GEOR	GIA	\$139,482	0	0	1	\$141,854	95,000		\$147,306		\$0	\$0	\$117,034
BRACKLE	COMMON	\$115,079	0	0	1	\$117,034				0	\$0	\$117,034	

- Option 2 – in Rollover CRI to CA, change “1” to “2” to roll CRI to a Carryover Award

Return to Main Menu | Edit Parameters | Set View

Goto: \$6,076,037 | Total New Basic Pay = \$6,436,837  
 Scores | GPI: \$6,076,037 | Total Approved CRI = \$73,376  
 CRI | Awards

Blue arrows indicate fields set to filter the data.

Last Name	First Name	CA Override?	Rollover CRI to CA?	Pay with GPI	OCS Control Point	Control Point \$	Control Point Used in Calculations	Allow Over Control Point?	Approved CRI \$	New Basic Pay 2025	Coming off Retained Pay?	Carryover Award	CA Pos Delta Y	Computed Award	Remainder = \$20 (PPM Input) Discretionary Award	Requested % to TOA	Approved % to TOA
ALAS	KA	0	1	\$117,034				0	\$0	\$117,034		\$0	\$8,201	\$2,385			
BIRD	BLU	0	1	\$117,034				0	\$0	\$117,034		\$0	\$8,201	\$2,385			
CALI	FORNIA	0	1	\$159,950				0	\$0	\$159,950		\$0	\$0	\$0			
CHICKADEE	CAPPED	0	1	\$115,638				0	\$443	\$116,081		\$0	\$9,575	\$2,784			
COLO	RADO	0	1	\$92,162				0	\$4,857	\$97,019		\$0	\$12,495	\$3,633			
CON	NECTICUT	0	1	\$153,713				0	\$2,583	\$156,296		\$0	\$14,081	\$4,327			
DELA	WARE	0	1	\$162,670				0	\$0	\$162,670		\$0	\$12,796	\$3,721			
FINCH	GOLD	0	1	\$146,057				0	\$0	\$146,057		\$0	\$8,201	\$2,385			
FLOR	IDA	0	2	\$196,215	95,000		\$147,306		\$0	\$0		\$0	\$9,401	\$2,734			
GEOR	GIA	0	1	\$141,854	95,000		\$147,306	0	\$5,452	\$147,306		\$2,810	\$20,081	\$5,840			

# Initial/Final Upload

- Option 3 – in CRI Override, change “0” to “1” to override/cancel the CRI

Last Name	First Name	CRI Override?	CA Override?	Rollover CRI to CA?	Pay with GPI	OCS Control Point	Control Point \$	Control Point Used in Calculations	Allow Over Control Point?	Approved CRI \$	New Basic Pay 2025	Coming off Retained Pay?	Carryover Award	CA Pos Delta Y	Computed Award	Remainder =	(PPM Input) Discretionary Award	Requested % to TOA	App to 1
ALAS	KA	0	0	1	\$117,034				0	\$0	\$117,034		\$0	\$8,201	\$2,385				
BIRD	BLU	0	0	1	\$117,034				0	\$0	\$117,034		\$0	\$8,201	\$2,385				
CALI	FORNIA	0	0	1	\$159,950				0	\$0			\$0						
CHICKADEE	CAPPED	0	0	1	\$115,838				0	\$443	\$116,081		\$0	\$9,575	\$2,784				
COLO	RADO	0	0	1	\$92,162				0	\$4,857	\$97,019		\$0	\$12,495	\$3,633				
CON	NECTICUT	0	0	1	\$153,713				0	\$2,583	\$156,296		\$0	\$14,881	\$4,327				
DELA	WARE	0	0	1	\$162,670				0	\$0	\$162,670		\$0	\$12,796	\$3,721				
FINCH	GOLD	0	0	1	\$146,057				0	\$0	\$146,057		\$0	\$8,201	\$2,385				
FLOR	IDA	1	0	1	\$196,215	95,000		\$147,306	0	\$0	\$196,215		\$0	\$9,401	\$2,734				

- Option 4 – change or delete the OCS control point or Control Point \$

Last Name	First Name	CRI Override?	CA Override?	Rollover CRI to CA?	Pay with GPI	OCS Control Point	Control Point \$	Control Point Used in Calculations	Allow Over Control Point?	Approved CRI \$	New Basic Pay 2025	Coming off Retained Pay?	Carryover Award	CA Pos Delta Y	Computed Award	Remainder =	(PPM Input) Discretionary Award	Requested % to TOA	App to 1
ALAS	KA	0	0	1	\$117,034				0	\$0	\$117,034		\$0	\$8,201	\$2,385				
BIRD	BLU	0	0	1	\$117,034				0	\$0	\$117,034		\$0	\$8,201	\$2,385				
CALI	FORNIA	0	0	1	\$159,950				0	\$0			\$0						
CHICKADEE	CAPPED	0	0	1	\$115,838				0	\$443	\$116,081		\$0	\$9,575	\$2,784				
COLO	RADO	0	0	1	\$92,162				0	\$4,857	\$97,019		\$0	\$12,495	\$3,633				
CON	NECTICUT	0	0	1	\$153,713				0	\$2,583	\$156,296		\$0	\$14,881	\$4,327				
DELA	WARE	0	0	1	\$162,670				0	\$0	\$162,670		\$0	\$12,796	\$3,721				
FINCH	GOLD	0	0	1	\$146,057				0	\$0	\$146,057		\$0	\$8,201	\$2,385				
FLOR	IDA	0	0	1	\$196,215	90,000	\$133,392		0	\$0	\$196,215		\$0	\$9,401	\$2,734				
GEOR	GIA	0	0	1	\$141,854	95,000		\$147,306	0	\$5,452	\$147,306		\$2,810	\$20,081	\$5,840				

- Option 5 – IAW local business rules

# Initial/Final Upload

- If the Available Balance in Column CA has cents, e.g., “.20” instead of “.00” then you must revise the formula used to distribute the discretionary amount, e.g., =SUM(BZ11\*0.1) to =ROUNDDOWN(BZ11\*0.1,0). The cents are there as a warning because there are pay pools that use formulas that do not truncate, floor, or ceiling their discretionary amounts. This makes it more obvious, otherwise, we will have to contact the administrator to revise the formula.

CA11                fx    =SUM(BZ11\*0.1)

	A	B	BY	BZ	CA	CB
1	<a href="#">Return to Main Menu</a>	<a href="#">Edit Parameters</a>	Set CRI 2.40%	Total CRI		
2		<a href="#">Set View</a>		Default=	\$142,407	
3				Discretionary=	\$236	
4	<a href="#">Goto Scores GPI</a>			Computed =	\$1	
5	<a href="#">CRI Awards</a>					
6						
7	Blue arrows indicate fields set to filter the data.			Available Balance=	\$784.20	
8	Last Name	First Name		(Default CRI) Alpha1DeltaY	(PPM Input) Discretionary CRI	Computed CRI \$
9						
10						
11	ALA	BAMA		\$2,358	\$236	\$2,594
12	ALAS	KA		\$2,486		\$2,486

CA11                fx    =ROUNDDOWN(BZ11\*0.1,0)

	A	B	BY	BZ	CA	CB
1	<a href="#">Return to Main Menu</a>	<a href="#">Edit Parameters</a>	Set CRI 2.40%	Total CRI		
2		<a href="#">Set View</a>		Default=	\$142,407	
3				Discretionary=	\$235	
4	<a href="#">Goto Scores GPI</a>			Computed =	\$142,642	
5	<a href="#">CRI Awards</a>					
6						
7	Blue arrows indicate fields set to filter the data.			Available Balance=	\$785.00	
8	Last Name	First Name		(Default CRI) Alpha1DeltaY	(PPM Input) Discretionary CRI	Computed CRI \$
9						
10						
11	ALA	BAMA		\$2,358	\$235	\$2,593
12	ALAS	KA		\$2,486		\$2,486

# Initial/Final Upload

- If Column CR Max Basic Pay 2025 have orange values, pay pools should review if Column CS Approved CRI has the desired outcome.
  - Pay pool may have to increase the OCS to achieve the desired approved CRI
- Column CR Max Basic Pay 2025 consider all of the possible pay caps, this is the most the employee can earn (basic pay) in 2025.
  - Employees in Region C have a cap of 6% on their CRI increase.
  - Employees in region B have two caps:
    - Cap 1: 20%
    - Cap 2: 1.06\* Lower Rail Pay (LR)

This column takes into account all limiting factors. Max CRI%, Control Pt, Pay Band Max. Orange values are those set at 6% above Lower Rail.

	BH	BN	BX	BY	BZ	CA	CB	CC	CD	CG	CI	CO	CP	CQ	CR			
				Set CRI 2.25%		Total CRI Default= Discretionary= Computed =				G carry-over= CRI Budget = CRI Set Aside = Alpha=						Total New Basic Pay = Total Approved CRI =	Award 2.50%	Total CRI Total CRI Total 1
		\$9,209,846 \$9,209,514				\$1,695,841 \$8,000 \$1,703,841										\$77,909,392 \$1,192,094		
				Available Balance=		\$2,347.00												
Rail Pos (Final)		CY2025 Max for BB&CP	Pay with GPI	(Default CRI) Alpha/Delta Y	(PPM Input) Discretionary CRI	Computed CRI \$	Split % to Basic Pay	Computed CRI %	Allow to exceed 20% limit	CY2025 LR Pay	Control Point \$	Control Point Used in Calculations	Allow Over Control Point?	Max Basic Pay 2025	Approved CRI	New Basic Pay 2025	Carryover Award	
C1	\$162,672	\$142,664		\$1,853		\$1,853		1.32%	0	\$130,248			0	\$151,080	\$1,853	\$144,517	\$0	
C1	\$117,034	\$107,913		\$1,429		\$1,429		1.35%	0	\$98,654			0	\$114,279	\$1,429	\$109,342	\$0	
C1	\$117,034	\$109,929		\$652		\$652		0.60%	0	\$96,715			0	\$113,535	\$652	\$110,581	\$0	
B	\$162,672	\$143,366		\$5,227	\$8,000	\$13,227		9.38%	0	\$146,719			0	\$155,520	\$12,154	\$155,520	\$1,073	
B	\$162,672	\$105,383		\$3,439		\$3,439		3.29%	0	\$105,804	\$138,296	\$138,296	0	\$113,212	\$3,439	\$109,822	\$0	
B	\$117,034	\$93,027		\$3,713		\$3,713		4.06%	0	\$96,715			0	\$102,518	\$3,713	\$96,740	\$0	
B	\$162,672	\$115,456		\$3,672		\$3,672		3.23%	0	\$115,628			0	\$122,565	\$3,672	\$119,128	\$0	
B	\$162,672	\$125,672		\$4,386		\$4,386		3.55%	0	\$127,689			0	\$135,350	\$4,386	\$130,058	\$0	
B	\$162,672	\$162,670		\$5,675		\$5,675		3.55%	0	\$165,270			0	\$162,672	\$2	\$162,672	\$5,673	
B	\$162,672	\$106,383		\$3,439		\$3,439		3.29%	0	\$106,804	\$138,296	\$138,296	0	\$113,212	\$3,439	\$109,822	\$0	
B	\$162,672	\$136,411		\$4,684		\$4,684		3.49%	0	\$138,238			0	\$146,532	\$4,684	\$141,095	\$0	
B	\$162,672	\$142,432		\$4,783		\$4,783		3.42%	0	\$143,835			0	\$152,464	\$4,783	\$147,215	\$0	
B	\$162,672	\$112,733		\$3,682		\$3,682		3.32%	0	\$113,356	\$138,296	\$138,296	0	\$120,156	\$3,682	\$116,415	\$0	
B	\$162,672	\$132,113		\$4,318		\$4,318		3.32%	0	\$132,859			0	\$140,830	\$4,318	\$136,431	\$0	
B	\$117,034	\$87,355		\$3,940		\$3,940		4.59%	0	\$92,952			0	\$88,526	\$3,940	\$91,295	\$0	



# Initial/Final Upload

- Export from Content Worksheet

The screenshot shows a spreadsheet interface with the following elements:

- Header:** A red banner at the top reads "Compensation Management Spreadsheet".
- Row 2:** "Cycle: 2023" and "Version: 1".
- Row 3:** A descriptive sentence: "The purpose of this spreadsheet is to record appraisal scores and set basic pay rates and contribution-based financial awards."
- Row 5:** A yellow box contains the text: "Data/Spreadsheet Download -- Download the data file from CAS²Net, then click on Import to load the file into this spreadsheet."
- Row 6:** A yellow box contains the text: "Appraisal Score Entry -- Once the file has been loaded, assign categorical and".
- Buttons:** "Pay Pool Data" section includes "Import", "View", and "Export" buttons. The "Export" button is highlighted with a red box.
- Metadata:** "Last Import: 10/24/2023 (9:20:01 AM)(EDT)", "Last Export:" (empty), and "Last Modified:" (empty) with a "Use Today" button.

- Or Export from Add-Ins

The screenshot shows the Microsoft Excel ribbon with the "Add-ins" tab selected. The "Export" button is highlighted with a red box. Other visible buttons include "Copy", "Import", "Hide", "Unhide", "Unhide All", "Clear All Filters", "Sort", "Output Charts", "Grievance", and "Temp Promotion".

- Pop-Ups if you did not Validate

The dialog box titled "Export Cancelled" contains the following text:

Validation of Final Scores has failed.  
Export will be cancelled.

Buttons: OK, Cancel

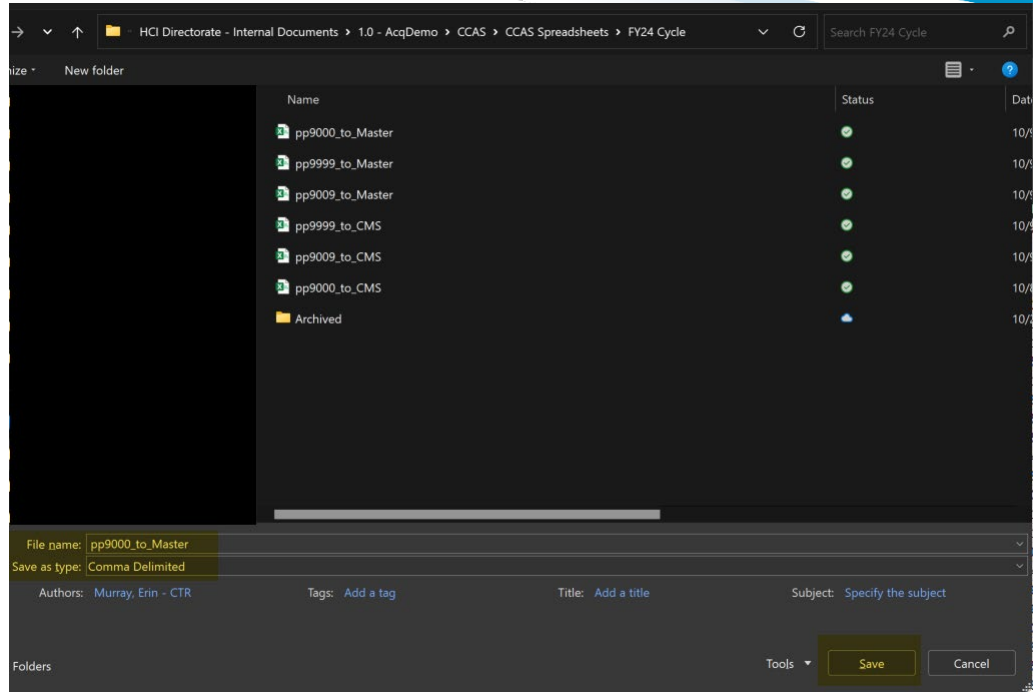
The dialog box titled "Export" contains the following text:

Validation of the spreadsheet has failed.  
Continue with Export?

Buttons: Yes, No

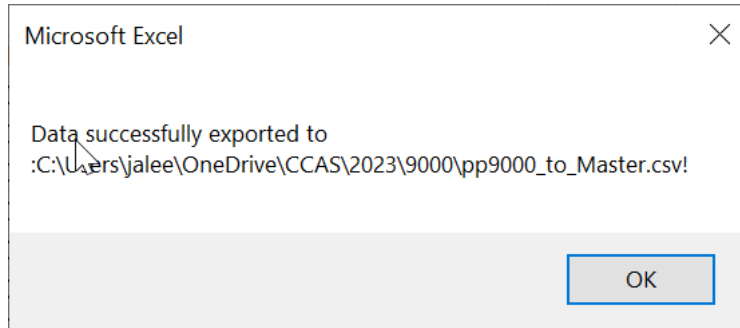
# Initial/Final Upload

- CMS validated and exporting
- CMS-generated file name based on imported file name to CMS



pp9000\_to\_CMS ... when exported as pp9000\_to\_Master

- Click

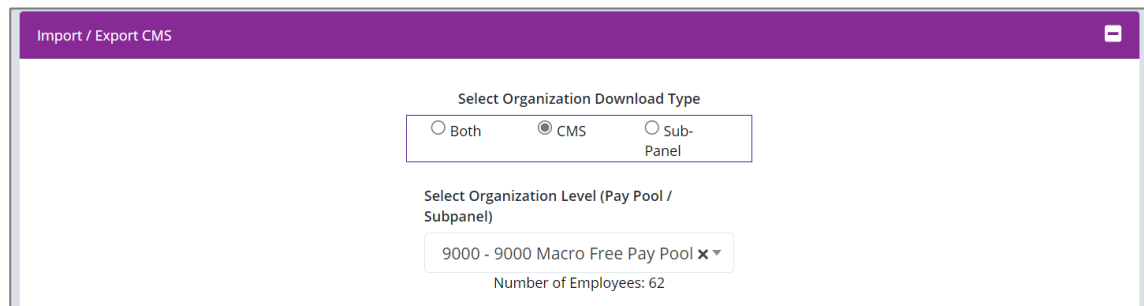
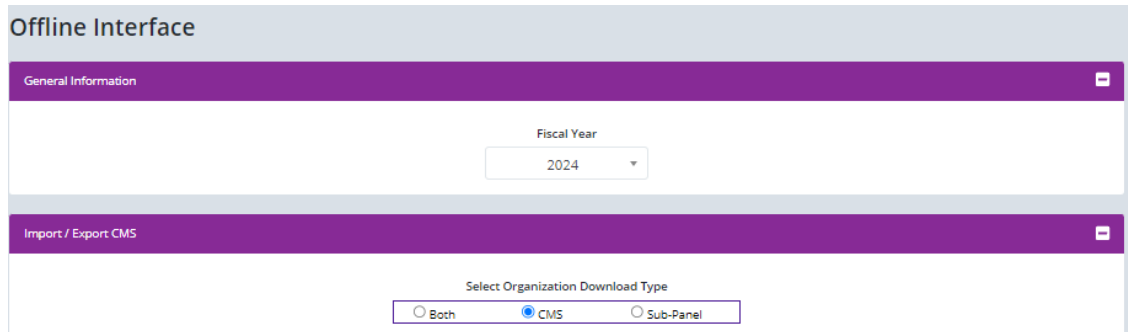
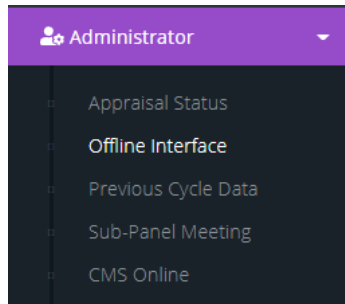


- Click

# Initial/Final Upload

To upload CMS export file

- Administrator Menu
- Select Offline Interface
- Select spreadsheet CMS
- Select pay pool



# Initial/Final Upload

- Select

Upload Employee Data

Import / Export CMS

Select Organization Download Type

Both  CMS  Sub-Panel

Select Organization Level (Pay Pool / Subpanel)

9009 - 9009 Pay Pool x

Number of Employees: 25

Download Employee Data

Last Download: Wednesday October 09, 2024 at 12:58:14

Upload Employee Data

Download PAT

Download Final CMS

- Click

Choose File

Upload Paypool CSV x

Selected Organization 9000 - 9000 Macro Free Pay Pool

Select File to Upload

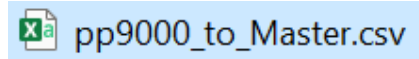
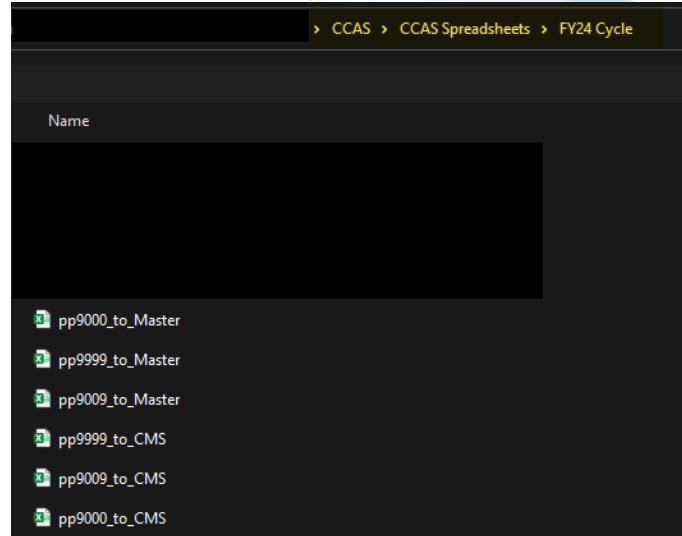
Choose File No file chosen

Cancel Upload



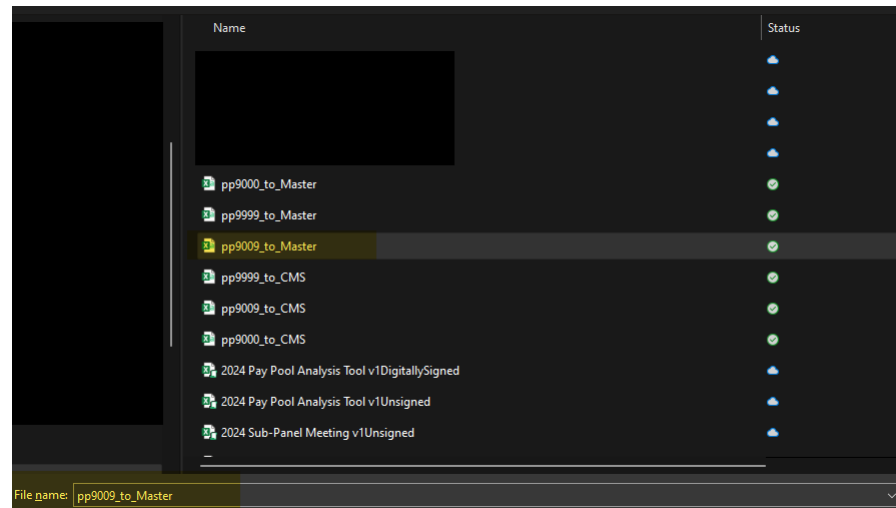
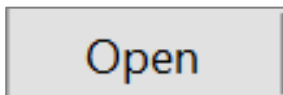
# Initial/Final Upload

- Select file to upload
- Must be #####\_to\_Master



- Either  
Double-click on file

- Or select



# Initial/Final Upload

- File chosen

**Upload Paypool CSV** ✕

---

Selected Organization 9000 - 9000 Macro Free Pay Pool

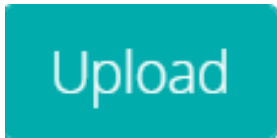
Select File to Upload

Choose File

---

Cancel
Upload

- Select



- Success!



- **OR ...**

- Home
- Administrator
- Appraisal Status
- Offline Interface
- Previous Cycle Data
- Sub-Panel Meeting
- CMS Online
- Organization Management
- Pay Pool Notices
- Archived Appraisals

Success! Upload and Processing Successful! ✕

**Offline Interface**

General Information ☰

Fiscal Year

# Initial/Final Upload

## Errors and/or Warnings

**Errors!**

BIRD, BLU has pay pool mismatch.  
 CATBIRD, GRAY (256644) does not have a previous cycle record in the selected organization.  
 CHICKADEE, CAPPED has pay pool mismatch.  
 GRACKLE, COMMON has pay pool mismatch.  
 ICE, PIGEON has presumptive status mismatch.  
 JUNCO, DARKEYED has presumptive status mismatch.  
 WARBLER, RUMPED has pay pool mismatch.  
 WREN, CAROLINA has pay pool mismatch.

**Warnings!**

Uploaded has not been validated by the CMS.  
 ALAS, KA is missing PAQL Score(s)  
 ALA, BAMA is missing PAQL Score(s)

### Offline Interface

General Information

Fiscal Year

2024

# Initial/Final Upload

Review all errors

## Errors!

BIRD, BLU has pay pool mismatch.

CATBIRD, GRAY (256644) does not have a previous cycle record in the selected organization.

## Errors!

DOVE, MOURNING has presumptive status mismatch.

EMPLOYEE, ACDP 2 has presumptive status mismatch.

MARTIN, PURPLE has presumptive status mismatch.

## Errors!

CHICKADEE, CAPPED has base pay mismatch.

ROBIN, AMERICAN has base pay mismatch.

Selected organization contains user(s) that are not in the upload file.

**Error!** Selected organization contains user(s) that are not in the upload file.

**Mismatch in number of employees in upload file compared to previous cycle data employees**

and warnings from the upload

Either

- Correct in the CMS then again export from the CMS and upload using CAS2Net Offline Interface.

or

- If corrected in Previous Cycle Data then you must do another download first, import to CMS, validate then export for the upload.

## Warnings!

Uploaded has not been validated by the CMS.

ALAS, KA is missing PAQL Score(s)

ALA, BAMA is missing PAQL Score(s)

# Download/Import and Export/Upload Files

- The Sub-Panel Meeting Spreadsheet and CMS have standardized naming conventions for the download/import and export/upload files to CAS2Net

	Download / Import	Export / Upload
Sub-Panel Meeting Spreadsheet	pp####_to_sp####-2.csv	pp####_to_sp####-#_to_Master.csv
Compensation Management Spreadsheet (CMS)	pp####_to_CMS.csv	pp####_to_Master.csv
Pay Pool Analysis Tool (PAT)	pp####_to_Master.csv	PAT does not have an export capability

- Administrators may add to the file names, for example
  - Initial download ... pp####\_to\_CMS.csv save as \_\_ Oct 2024 pp####\_to\_CMS.csv
  - 1<sup>st</sup> Pay Pool Panel Meeting ... import, save CMS as 0900 \_\_ Oct 2024 #### 2024 CMS
  - 1<sup>st</sup> Pay Pool Panel Meeting, first break ... save CMS as 1330 \_\_ Oct 2024 #### 2024 CMS
  - End of 1<sup>st</sup> Pay Pool Panel meeting ... save CMS as 1600 \_\_ Oct 2024 #### 2024 CMS ... Export
  - CMS-generated file name 1600 21 Oct 2024 ####\_to\_Master.csv ... Save ... Upload
  - Next download pp####\_to\_CMS.csv save as \_\_ Oct 2024 pp####\_to\_CMS.csv

# Final Upload

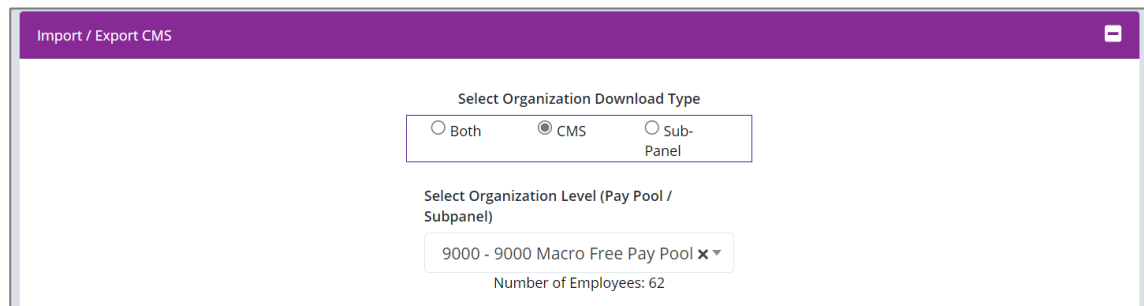
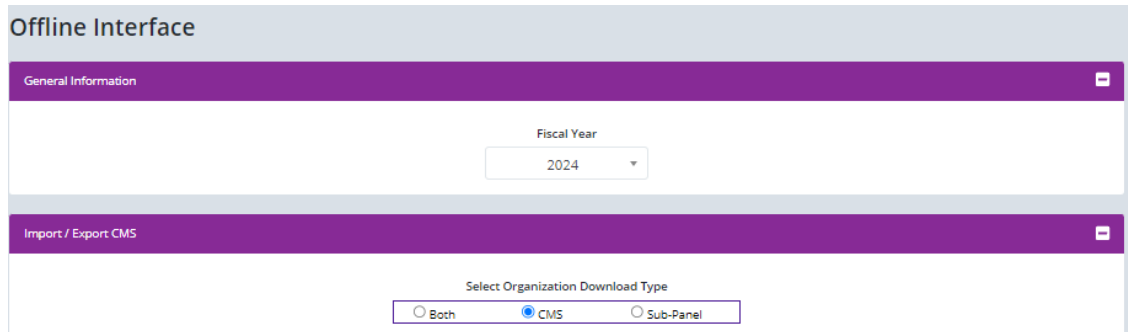
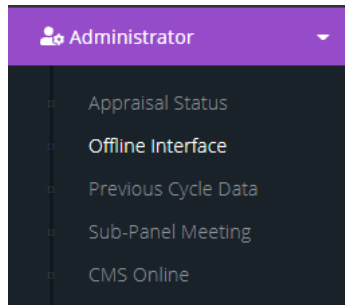
- Final upload to CAS2Net.
- Similar procedure as the initial upload
- Subject to component/command suspense date but **NLT 8 January 2025 (Wednesday)** – Final upload

Component/Command Final Upload	
Department of Air Force	Wednesday 20 Dec 2024

# Final Upload

To upload CMS export file

- Administrator Menu
- Select Offline Interface
- Select spreadsheet CMS
- Select pay pool



# Final Upload

- Select

Upload Employee Data

Import / Export CMS

Select Organization Download Type  
 Both  CMS  Sub-Panel

Select Organization Level (Pay Pool / Subpanel)  
 9009 - 9009 Pay Pool X  
 Number of Employees: 25

Download Employee Data  
 Last Download: Wednesday October 09, 2024 at 12:58:14

Upload Employee Data

Download PAT

Download Final CMS

- Click

Choose File

Upload Paypool CSV X

Selected Organization 9000 - 9000 Macro Free Pay Pool

Select File to Upload

Choose File No file chosen

Cancel Upload



# Final Upload

- To finalize your upload, choose file

- Must toggle from  No  Yes to  No  Yes

- Click  Upload

- Success

**Success!** The pay pool has been finalized and locked. No further uploads allowed unless unlocked.

# Final Upload

- If the upload results in Warnings and/or Errors

The screenshot displays a software interface. At the top, there is a yellow warning box with the text: "Warnings! Uploaded has not been validated by the CMS. ALAS, KA is missing PAQL Score(s) ALA, BAMA is missing PAQL Score(s)". Below this is a section titled "Offline Interface" with a purple header bar labeled "General Information". Underneath the header bar, there is a "Fiscal Year" dropdown menu currently set to "2024".

- Review all warnings and errors from the upload
  - Correct in the CMS or Previous Cycle Data
  - Then again export from the CMS
  - Upload to CAS2Net Offline Interface
  - Successful final upload will lock the pay pool and not allow another upload unless the pay pool is unlocked

**Success!** The pay pool has been finalized and locked. No further uploads allowed unless unlocked.

# Unlock Finalized Pay Pool

**Success!** The pay pool has been finalized and locked. No further uploads allowed unless unlocked.


- **Successful Final Upload locked further uploads**

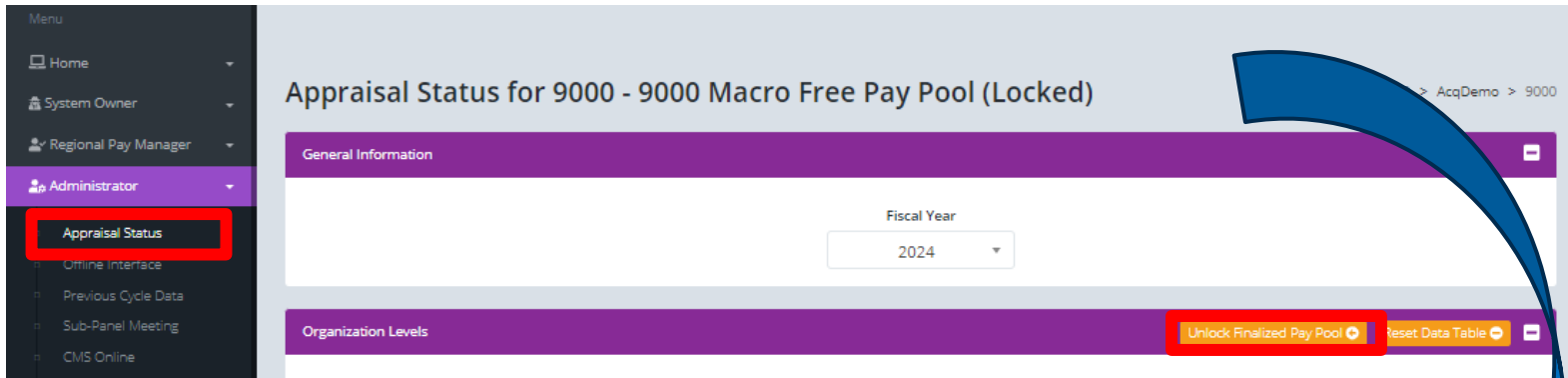
The screenshot displays the 'Import / Export CMS' interface. At the top, there is a purple header with the text 'Import / Export CMS' and a close button. Below the header, the main content area contains the following elements:

- Select Organization Download Type:** Three radio buttons are present: 'Both' (unselected), 'CMS' (selected), and 'Sub-Panel' (unselected).
- Select Organization Level (Pay Pool / Subpanel):** A dropdown menu is open, showing '9009 - 9009 Pay Pool' with a close button (X) and a downward arrow. Below the dropdown, it indicates 'Number of Employees: 25'.
- Download Employee Data:** A blue button with white text.
- Last Download:** Text indicating 'Last Download: Wednesday October 09, 2024 at 12:58:14'.
- Upload Employee Data:** A blue button with white text. A yellow arrow points to this button with the word 'Inactive' written inside it, indicating that this function is disabled.

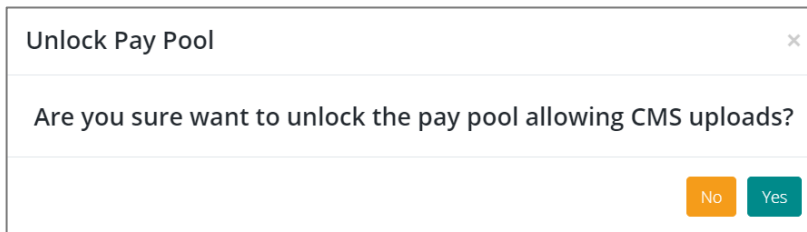
- **To unlock, see next slide**

# Unlock Finalized Pay Pool

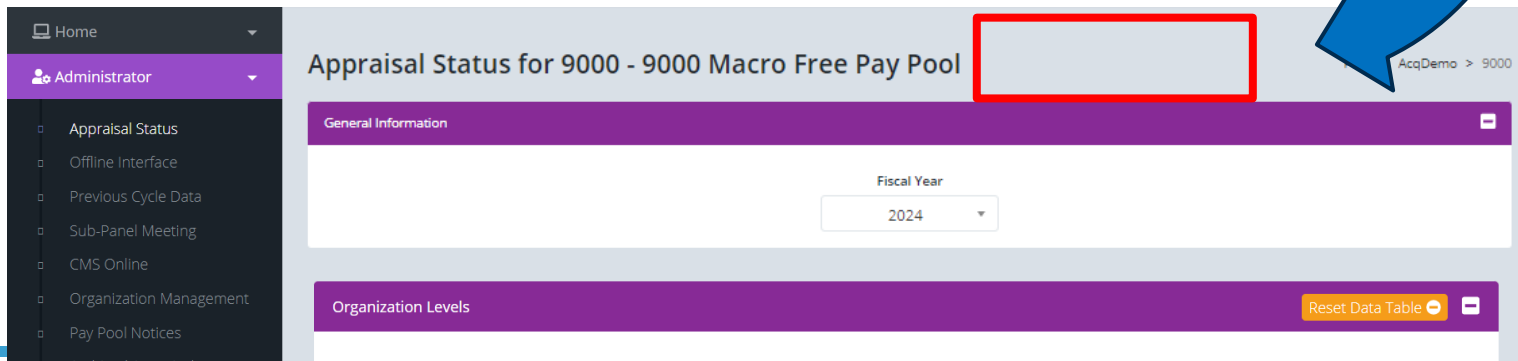
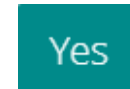
- Go to Administrator ... Appraisal Status
- Click on the button “Unlock Finalized Pay Pool” 



- Pop-up



select



# Final Upload

- Administrators will not be able to finalize until the 2025 GPI and locality area pay rates are published by OPM
- CAS2Net and the CMS set the 2025 GPI at 1.7% and used the 2024 locality rates, pending OPM published pay tables.
- Upon release of the 2025 GPI and locality rates, the AcqDemo Program Office will post a Pay Pool Administrator Advisory in CAS2Net stating Administrators [must complete a roundtrip](#) (download > import ... review ... validate ... export > upload) to capture the approved GPI and locality rate data then finalize the final upload.
- Another version of the CMS will not be posted for the approved GPI and locality rates. Use the latest posted version of the CMS.
- At the close of business 8 Jan 2025, the DoD PMO will lock all pay pools. COB is 5:00 EST.

# End of Cycle Key Dates

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

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

# 2024 Open Forum Schedule

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

# Open Forum Questions?

[AcqDemo.Contact@dau.edu](mailto:AcqDemo.Contact@dau.edu)

[Erin.Murray@dau.edu](mailto:Erin.Murray@dau.edu)

[jerry.lee@dau.edu](mailto:jerry.lee@dau.edu)