

CAS2Net 2.0 Administrator Training

Organization Management & Mandatory Objectives

Conferencing line:

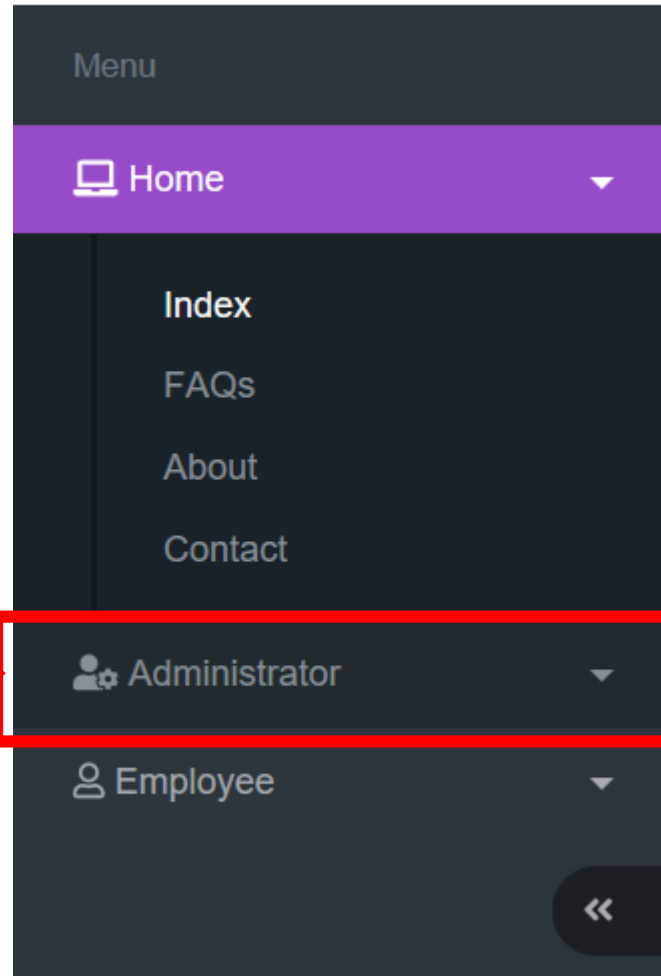
Dial: +1 (224) 501-3412

Access Code: Verify Calendar Invite

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& Jerry Lee (MPF)

- Audience
 - Administrators
- Objective: Better Understanding of Administrator Functions in Organization Management & Mandatory Objectives
- Overview of Organization Management Panels
- How to Manage Pay Pools
- How to Set Mandatory Objectives

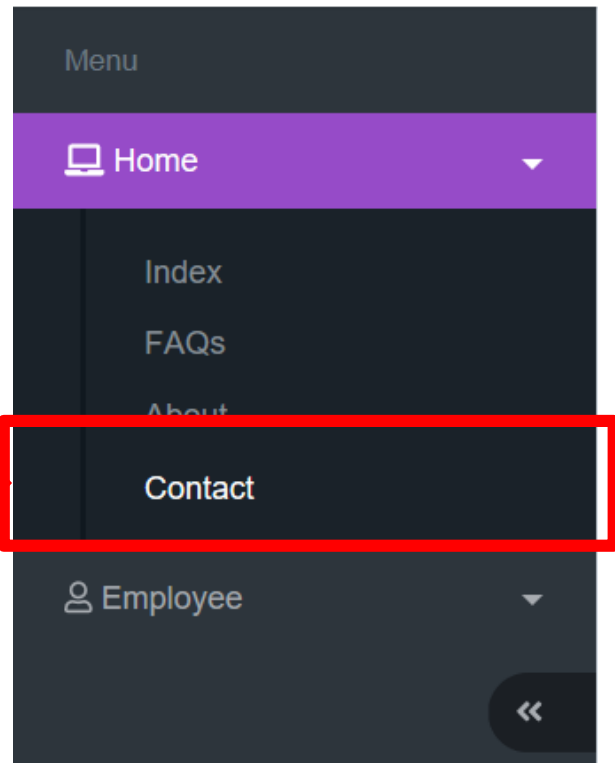
Administrator Menu



Must have this role in your Menu

Contacts

If you do not have the Administrator Menu, open Contact and call your Component/Group POC.



Component/Organization Contact Information		
Component	POC	Email Address
For technical assistance contact PD ALTESS Service Desk (1-800-981-3234)		
AcqDemo Program Management Office		AcqDemo.Contact@hci.mil
Air Force AFMC		HQAFMCA1.A1KA.AcqDemoHelpMailbox@us.af.mil
Air Force - all other	Alison Stogsdill	alison.p.stogsdill.civ@mail.mil
	Patricia Lindsey	patricia.a.lindsey2.civ@mail.mil
	Hazel Frazier	hazel.e.frazier.civ@mail.mil
Army	Sandy Brock	sandra.j.brock.civ@mail.mil
	Charley Gulac	Charley.c.gulac.civ@mail.mil
Navy IPO	Pamela Voelling	pamela.voelling@navy.mil
Navy NAVSEA	Nick West	nicholas.j.west@navy.mil
Navy NAVAIR	Nick Boboshko	nicholas.boboshko.ctr@navy.mil
	Rebecca Hampshire	rebecca.hampshire@navy.mil
Navy PEO Carriers	Maurice Ward	maurice.ward@navy.mil
Navy RD&A	Donna Kozak	donna.kozak@navy.mil
Navy SSP	Pratha Kekre	pratha.kekre.ctr@ssp.navy.mil
USMC-MARCORSYSCOM	Michael Mallingier	michael.mallingier@usmc.mil
USMC-MCTSSA	Karen Reilly	Karen.reilly@usmc.mil
USSOCOM	Rachel Ford	rachel.ford@us.af.mil
	Kim Pongratz	kim.pongratz@us.af.mil
USTRANSCOM	Angela Catchings	angela.r.catchings.civ@mail.mil
	Donetta Calderon	donetta.l.calderon.civ@mail.mil
4th Estate-DAU	Roberto Reyes	Roberto.reyes@dau.mil
	Kim Attaway-Kelley	Kim.Attaway-Kelley@dau.mil
	Tina Richards	tina.richards@dau.mil
4th Estate-DCMA	DCMA contact	dcma.lee.hq.mbx.acqdemo-cas2net@mail.mil
4th Estate-DTMRC	Sheila Wright	sheila.r.wright.civ@mail.mil
4th Estate-MDA	Diane Bavis	diane.bavis@mda.mil
4th Estate-OUSD(AT&L)	Lewis Zehmer	lewis.h.zehmer.civ@mail.mil
	George Osborn	george.m.osborn.civ@mail.mil
4th Estate-WHS AD	Felicia Smith	felicia.m.smith18.civ@mail.mil

Organization Management Overview

- Home
- System Owner
- Administrator
- Appraisal Status
- Offline Interface
- Organization Management
- Mandatory Objectives
- Pay Pool Notices
- eDocuments
- Reports
- Trusted Agent
- User Management
- Supervisor

- **Maintain the Organization's Structure**
 - Pay Pool
 - Sub-Panel
 - Maintain User's Roles (Rights)
- **Set-up Pay Pools Based on Business Rules**

Organization Management

Edit Organization Level
Name of Your Organization

Organization Hierarchy
+

Organization Details under AR - All Army (1000 Series)

Move
Delete
+

Sub Organization Levels

Add Level
+

User Roles

Add Role
+

Cancel
Save

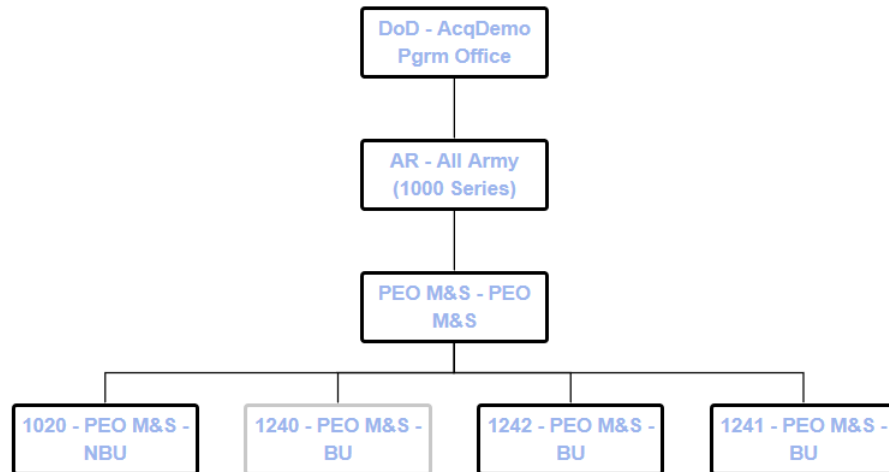
Panel	Defined
Organization Hierarchy	Organization Chart of Pay Pool and Sub-Panel
Organization Details	Pay Pool or Sub-Panel Details
Sub-Organization Levels	List of Sub-Panels Under Pay Pool
User Roles	User Role w/rights to Maintain the Pay Pool or Sub-Panel

Edit Organization Level

Name of Your Organization

Organization Hierarchy

*Note: Organizations with a black border have sub-organizations and can be expanded, while organizations with a grey border do not have sub-organizations and cannot be expanded.



Hierarchy Panel click on each outline organization box to expand the view

Component

Group (multiple pay pools)

Organization (single pay pool)

Organization Management:

**Organization Details Panel for
Component Level, Group Level,
Pay Pool Level, Sub-Panel Level**

Organization Details

CAS2Net ID# - group, pay pool, or sub-pay pools (system generated)

Pay Pool Group Id

Name

Description



System does allow changes to pay pool or sub-panel names

Caution: Check With Organization Leads Before Making Changes

Edit Organization Level

PMO > TEST

Organization Hierarchy

Organization Details under PMO - AcqDemo Pgrm Office

Move + Delete +

CAS2Net Id:

310

Component Id

TEST

Name:

TEST COMPONENT

Description:

Test Component - Org/Agency Level

Sub Organization Levels

Add Level +

Search:

Pay Pool Group Id	Pay Pool Id	Name	Description
	2117	Team Mines	Underwater Defensive Devices
	AMC/LH	Test PP	Test Pay Pool
	rue pay pool	RPP	test pay pool
	xyz	my paypool	new pay pool
123		HQ	HQ
AcqDemo		AcqDemo Program Office Test	AcqDemo Org Test
AFT		Test AF Data	Legacy Test AF Data

Showing 1 to 7 of 7 entries

Previous 1 Next

User Roles

Add Role +

Edit Organization Level PMO > TEST > AcqDemo

Organization Hierarchy +

Organization Details under TEST - TEST COMPONENT Move + Delete + -

CAS2Net Id:

Pay Pool Group Id:
Name:
Description:

Sub Organization Levels Add Level + -

Search:

Pay Pool Id	Name	Description
GDIT Pay Pool	GDIT Pay Pool Test	Pay Pool - GDIT

Showing 1 to 1 of 1 entries Previous Next

User Roles Add Role + +

Edit Organization Level

PP90909

Organization Hierarchy



Organization Details under PMO - AcqDemo Pgrm Office

Refresh Contribution Plans

Move

Delete



CAS2Net Id: <input type="text" value="3166"/>	Is Pay Pool: <input type="button" value="No"/> <input checked="" type="button" value="Yes"/>				
Component Id <input type="text" value="PP90909"/>	Name: <input type="text" value="Training Pay Pool"/>	Description: <input type="text" value="Training Pay Pool"/>			
Contribution Plan by Factors: <input type="button" value="No"/> <input checked="" type="button" value="Yes"/>	Mandatory Objectives: <input type="button" value="No"/> <input checked="" type="button" value="Yes"/>	Require Supervisor 2 Approval: <input type="button" value="No"/> <input checked="" type="button" value="Yes"/>	Require Employee Initiate: <input type="button" value="No"/> <input checked="" type="button" value="Yes"/>	Assessments Require Approved Plan: <input type="button" value="No"/> <input checked="" type="button" value="Yes"/>	Control Point By OCS: <input checked="" type="button" value="No"/> <input type="button" value="Yes"/>
Job Achievement and/or Innovation Factor Weight: <input type="text" value="1"/>	Communication and/or Teamwork Factor Weight: <input type="text" value="1"/>	Mission Support Factor Weight: <input type="text" value="1"/>			
CRI <input type="text" value="0"/>	CRI Percent <input type="text" value="2.26"/> %	CRI Set-Aside <input type="text" value="\$ 0"/>	CRI Min Amount <input type="text" value="\$ 0"/>	CRI Min Carry <input type="text" value="\$ 0"/>	
CA <input type="text" value="0"/>	CA Percent <input type="text" value="1"/> %	CA Set-Aside <input type="text" value="\$ 0"/>	CA Min Amount <input type="text" value="\$ 0"/>		

Sub Organization Levels

Add Level



User Roles

Add Role



Edit Organization Level

PP90909 > PP90909

Organization Hierarchy +

Organization Details under PP90909 - Training Pay Pool Move Delete -

CAS2Net Id:
3167

Sub-Panel Id: PP90909 **Name:** Training Pay Pool **Description:** Training Pay Pool

Sub Organization Levels Add Level -

User Roles Add Role +

Organization Management : Sub Organizations Level Panel & User Role Panel

Sub-Organization Levels

Allows you to create additional sub-levels

Pay Pools

Sub-Panels

Sub Organization Levels
Add Level

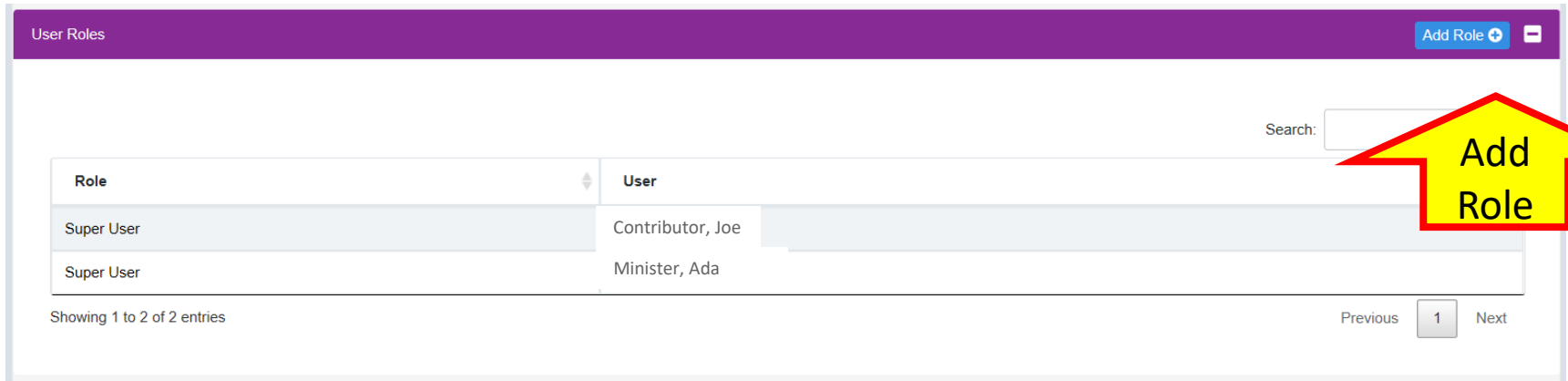
Search:

Pay Pool Id	Name	Description
9900	9900-NBU	NBU
9901	9901-BU	BU
9902	9902-BU	BU
9903	9903-BU	BU

Showing 1 to 4 of 4 entries

 Previous 1 Next

Add Level



Maintain User Roles for assigned Group, Pay Pool, or Sub-Panel Roles:

- Super User
- Administrator
- Manager (**Only 1 Manager Per Pay Pool**)
- Secondary Manager

User Role

<p>Manager / Secondary Manager</p>	<ul style="list-style-type: none"> • Only 1 Manager per Pay Pool • "Read Only" permissions • Can be at the Component, Organization, Group, Pay Pool, or Sub Panel level. • "Secondary Manager" serves a backup when the primary "Manager" is unavailable to perform their CAS2Net duties.
<p>Administrator</p>	<ul style="list-style-type: none"> • "Update" permissions to configure Organization Structure, manage Annual Appraisal processes, manage user records, view/print reports, and view Employee and Supervisor inputs across the annual appraisal cycle. • They can be assigned at the Component, Organization, Group, Pay Pool, or Sub Panel level.
<p>Super User</p>	<ul style="list-style-type: none"> • Same capabilities as the "Administrator", with the additional functionality to impersonate any user within their assigned organization structure.

Organization Management : Maintaining Pays Pools

Organization Details

To set or review the Organization Details

➤ click on the Pay Pool Id

Sub Organization Levels
Add Level

Search:

Pay Pool Id	Name	Description
1020	PEO M&S - NBU	NBU
1240	PEO M&S - BU	BU
1241	PEO M&S - BU	BU
1242	PEO M&S - BU	BU

Showing 1 to 4 of 4 entries
Previous 1 Next



Organization Details under DoD - AcqDemo Pgrm Office

CAS2Net Id:

Is Pay Pool:

Component Id

Name:

Description:

Contribution Plan by Factors:

Mandatory Objectives:

Require Supervisor 2 Approval:

Require Employee Initiate:

Assessments Require Approved Plan:

Control Point By OCS:

Job Achievement and/or Innovation Factor Weight:

Communication and/or Teamwork Factor Weight:

Mission Support Factor Weight:

Toggle Keys

Contribution Plan By Factors	NO – One Box for Plan
	YES – Box per Factor
Mandatory Objectives	NO – No Box for
	YES – Box for
Require Supervisor 2 Approval	NO – Supervisor 1 approves CP, MPR, Closeout, Additional Feedback, Annual
	YES – CP, MPR, Closeout, Additional Feedback, Annual to Supervisor 2 for review and approval
Require Employee Initiate	NO – Supervisor or Employee Can initiate Contribution Plan and Assessments
	YES – Employee initiate Contribution Plan and Assessments
Control Point by OCS	NO – Control Point will be set by salary if listed.
	YES – Control Point by OCS

Pay Pool Mgmt Cont.

Edit Organization Level PP90909

Organization Hierarchy +

Organization Details under PMO - AcqDemo Pgrm Office Refresh Contribution Plans + Move + Delete +

CAS2Net Id: Is Pay Pool:

Component Id: Name: Description:

Contribution Plan by Factors: Mandatory Objectives: Require Supervisor 2 Approval: Require Employee Initiate: Assessments Require Approved Plan: Control Point By OCS:

Job Achievement and/or Innovation Factor Weight: Communication and/or Teamwork Factor Weight: Mission Support Factor Weight:

CRI CRI Percent % CRI Set-Aside CRI Min Amount CRI Min Carry

CA CA Percent % CA Set-Aside CA Min Amount

Sub Organization Levels Add Level +

User Roles Add Role +

- Set Factor Weight based on Pay Pool Business Rules
- CRI and CA imported after round trip (READ ONLY @ Admin level)

Pay Pool Mgmt Cont.

Organization Details under DoD - AcqDemo Pgrm Office

Refresh Contribution Plans +
Move +
Delete +
[-]

CAS2Net Id: Is Pay Pool: No Yes

Component Id: Name: Description:

Contribution Plan by Factors: No Yes

Mandatory Objectives: No Yes

Require Supervisor 2 Approval: No Yes

Require Employee Initiate: No Yes

Assessments Require Approved Plan: No Yes

Control Point By OCS: No Yes

Job Achievement and/or Innovation Factor Weight:

Communication and/or Teamwork Factor Weight:

Mission Support Factor Weight:

Buttons	Defined
Refresh Contribution Plan	Updates Approved Contribution Plan <ul style="list-style-type: none"> Employee CP header information Mandatory Objectives Supervisor Information
Move	Move Pay Pool or Sub-Panel to another Org structure
Delete	Delete Pay Pool or Sub-Panel

Organization Details under DoD - AcqDemo Pgrm Office

Refresh Contribution Plans + Move + Delete +

CAS2Net Id: 3132 Is Pay Pool: No Yes

Component Id: PP99999 Name: PM Widget Description: PM Widget

Contribution Plan by Factors: No Yes Mandatory Objectives: No Yes Require Supervisor 2 Approval: No Yes Require Employee Initiate: No Yes Assessments Require Approved Plan: No Yes Control Point By OCS: No Yes

Refresh Contribution Plan will update the Contribution Plan Header Information on **Approved** Contribution Plans

- Update Mandatory Objectives that was updated (added/remove)
- Update Supervisor (1 or 2) Information
- Employee Profile will updates (i.e.. salary, pay band, etc.)

Add a Sub-Panel

Administrator

- Appraisal Status
- Offline Interface
- Organization Management
- Mandatory Objectives
- Pay Pool Notices
- eDocuments
- Reports
- User Management

Employee

Edit Organization Level

Organization Hierarchy

Organization Details under PMO - AcqDemo Pgrm Office

Refresh Contribution Plans + Move + Delete +

Sub Organization Levels

Add Level + -

Search:

Sub-Panel Id	Name	Description
PP90909	Training Pay Pool	Training Pay Pool

Showing 1 to 1 of 1 entries

Previous 1 Next

User Roles

Add Role + +

Example: Adding a Sub-panel to the PP90909 Training Pay Pool
Click "Add Level" button in Sub Organization Levels panel

Add Organization Level

Organization Hierarchy
+

Organization Details under PP90909 - Training Pay Pool
-

Identifier (Code)	Name:	Description:
SP90909-2	Training Sub-Panel 2	Training Sub-panel 2 - To ADD

Cancel
Save



Example: Type ID code, Name, and Description
Click "SAVE" button to create

Sub-Panel Successfully Added

Edit Organization Level PP90909 > SP90909-2

Organization Hierarchy +

Organization Details under PP90909 - Training Pay Pool Move Delete -

CAS2Net Id:

Sub-Panel Id: Name: Description:

Sub Organization Levels Add Level -

User Roles Add Role +

Cancel Save

Click "SAVE" after any changes
Click "Cancel" to go back to Pay Pool Level

Edit Organization Level

TEST

Organization Hierarchy

Organization Details under PMO - AcqDemo Pgrm Office

Move

Delete

Sub Organization Levels

Add Level

Search:

Pay Pool Group Id	Pay Pool Id	Name	Description
	2117	Team Mines	Underwater Defensive Devices
	AMC/LH	Test PP	Test Pay Pool
	rue pay pool	RPP	test pay pool
	xyz	my paypool	new pay pool
123		HQ	HQ
AcqDemo		AcqDemo Program Office Test	AcqDemo Org Test
AFT		Test AF Data	Legacy Test AF Data

Showing 1 to 7 of 7 entries

Previous 1 Next

3 – Pay Pool Group levels

4 – Pay Pool ID

Move a Sub-Panel

Currently “xyz-Sub1” sub-panel is a sub-Panel under the “XYZ” Pay Pool

Edit Organization Level

TEST > xyz > xyz-Sub1

Organization Hierarchy

Organization Details under xyz - my payroll

Move + Delete -

CAS2Net Id: 431

Sub-Panel Id: xyz-Sub1 Name: xyz-Sub1 Description: subpanel 1 for xyz payroll

Sub Organization Levels Add Level + -

User Roles Add Role + +

Example – Move “xyz-Sub1” sub-panel to 2117 – Team Mines Pay Pool
 Select the “Move” button from the Sub-Panel Details panel

Select Organization

our Session will expire in 14:38 minutes

Dummy OTC 1120

Move Organization Level

New Organization Hierarchy

Select Option

Cancel Save

TEST > xyz > xyz-Sub1

Organization Hierarchy

Organization Details under xyz - my paypool

Move Delete

CAS2Net Id: 431

Sub-Panel Id: xyz-Sub1 Name: xyz-Sub1

Sub Organization Levels

Move Organization Level

New Organization Hierarchy

TEST - TEST COMPONENT

2117 - Team Mines

Cancel Save

Sub-Panel Successfully Moved

Edit Organization Level TEST > 2117 > xyz-Sub1

Organization Hierarchy +

Organization Details under 2117 - Team Mines Move + Delete + -

CAS2Net Id:
431

Sub-Panel Id: xyz-Sub1 Name: xyz-Sub1 Description: subpanel 1 for xyz paypool

Sub Organization Levels Add Level + -

User Roles Add Role + +

Cancel Save

Move successful - "xyz-Sub1" sub-panel moved under 2117 Pay Pool

Select Sub-Panel to Delete

Edit Organization Level PP90909

Organization Hierarchy +

Organization Details under PMO - AcqDemo Pgrm Office Refresh Contribution Plans + Move + Delete + +

Sub Organization Levels Add Level + -

Search:

Sub-Panel Id	Name	Description
PP90909	Training Pay Pool	Training Pay Pool
SP90909-1	Training Sub-Panel 1	Training Sub-Panel 1 - To Delete
SP90909-2	Training Sub-Panel 2	Training Sub-panel 2 - To ADD

Showing 1 to 3 of 3 entries Previous Next

User Roles Add Role + +



Example: Delete a Sub-panel SP90909-1
Click on Sub Panel to open it's detail

Delete Sub-Panel

Edit Organization Level PP90909 > SP90909-1

Organization Hierarchy +

Organization Details under PP90909 - Training Pay Pool Move + **Delete +** -


CAS2Net Id:
3168

Sub-Panel Id: SP90909-1 Name: Training Sub-Panel 1 Description: Training Sub-Panel 1 - To Delete

Sub Organization Levels Add Level + -

User Roles Add Role + +

Cancel Save



Caution: Ensure No Roles, Users, or additional Sub-Panel listed
Click “Delete” Button

Confirm Delete Sub-Panel

Delete Organization Level

Are you sure you want to delete this organization level?
This will cause all sub-organization levels to be unreachable.

Cancel Delete



Edit Organization Level (Inactive)

Organization Hierarchy

Organization Details under PP90909 - Training Pay Pool

CAS2Net Id: 3168

Is Pay Pool: No Yes

Name: Training Sub-Panel 1

Description: Training Sub-Panel 1 - To Delete

Sub Organization Levels

User Roles

Cancel Save

Sub-Panel Deleted

Edit Organization Level

PP90909

Organization Hierarchy +

Organization Details under PMO - AcqDemo Pgrm Office Refresh Contribution Plans + Move + Delete + +

Sub Organization Levels Add Level + -

Search:

Sub-Panel Id	Name	Description
PP90909	Training Pay Pool	Training Pay Pool
SP90909-2	Training Sub-Panel 2	Training Sub-panel 2 - To ADD

Showing 1 to 2 of 2 entries Previous 1 Next

User Roles Add Role + +

SP90909-1 No longer appears in Sub-Organization Levels

Cancel Save

- How Set Mandatory Objectives
- Overview Features
- How to Add
- How to Maintain/Change
- How to Delete

Setting Mandatory Objectives

The screenshot shows the CAS2Net 2.0 web application interface. The top navigation bar includes the Acq Demo logo, the text "CAS2Net 2.0", a session expiration notice "Your Session will expire in 14:34 minutes.", and the user name "AHMED ADMINISTRATOR". A left-hand menu is visible, with "Organization Management" highlighted in a red box. A yellow arrow with the word "Click" points to this menu item. The main content area displays "Organization Details under PMO - AcqDemo Pgrm Office" with buttons for "Refresh Contribution Plans", "Move", and "Delete". Below this, there are several form fields and toggle switches. The "Mandatory Objectives:" toggle is highlighted in a red box and is currently set to "Yes". Other toggles include "Is Pay Pool:", "Contribution Plan by Factors:", "Require Supervisor 2 Approval:", "Require Employee Initiate:", "Assessments Require Approved Plan:", and "Control Point By OCS:".

- Select Organization Management Menu Option
- Select Pay Pool you want to allow to set Mandatory Objective
- Set Mandatory Objectives Toggle Key to YES

Mandatory Objectives

Organization Level Panel

- Displays List of Pay Pool(s) drop down list

Mandatory Objectives Panel

- Displays list of active Mandatory Objectives
- Maintain (Add/Remove) Mandatory Objectives

Acq Demo
CAS2Net 2.0
Menu
Home
Administrator
Appraisal Status
Offline Interface
Organization Management
Mandatory Objectives
Pay Pool Notices
eDocuments
Reports
User Management
Employee

Your Session will expire in 14:38 minutes.

AHMED ADMINSTRATOR

List Mandatory Objectives

Organization Level

Select Pay Pool
PP90909 - Training Pay Pool

Mandatory Objectives

Add Mandatory Objective

Show 25 entries Search:

Delete	Description
	IDP, Certification and CLPs



Click "Add Mandatory Objective"

Add Mandatory Objectives

Add Mandatory Objectives

Mandatory Objectives for PP90909 - Training Pay Pool

Description

Supervisor's Mandatory Objective

Objective Text

Execute the full range of human resources and fiscal responsibilities within established timelines and in accordance with applicable regulations. Strictly enforce merit principles in all personnel actions and selections, and bring attention to any apparent violations. Develop a vision for the work unit; align performance expectations with organizational goals. Objectively assess employee performance/contributions, and provide clear and effective feedback to employees that will enable them to improve their performance and pursue professional development. Maintain a safe work environment and promptly address allegations of noncompliance. Ensure EEO/EC/SHARP principles are adhered to throughout the organization, take immediate corrective action if sexual harassment or other discriminatory/unfair treatment is observed, reported or suspected. Ensure continuing application of, and compliance with, applicable laws, regulations and policies governing prohibited personnel practices; promptly address allegations of prohibited discrimination, harassment and retaliation |

Characters: 1077/6000

Auto Save Timeout: New *Character count may differ from Microsoft W

Cancel **Save**



Type Description and Text
Click SAVE

Mandatory Objectives

Once you Save, the Associated panels will appear.

Mandatory Objectives for PP90909 - Training Pay Pool

Description: Supervisor's Mandatory Objective

Objective Text: Execute the full range of human resources and fiscal responsibilities within established timelines and in accordance with applicable regulations. Strictly enforce merit principles in all personnel actions and selections, and bring attention to any apparent violations. Develop a vision for the work unit; align performance expectations with organizational goals. Objectively assess employee performance/contributions, and provide clear and effective feedback to employees that will enable them to improve their performance and pursue professional development. Maintain a safe work environment and promptly address allegations of noncompliance. Ensure EEO/EC/SHARP principles are adhered to throughout the organization, take immediate corrective action if sexual harassment or other discriminatory/unfair treatment is observed, reported or suspected. Ensure continuing application of, and compliance with, applicable laws, regulations and policies governing prohibited personnel practices; promptly address allegations of prohibited discrimination, harassment, and retaliation.

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

Cancel Save

Users Associated to Objective

Users in Organization Not Associated to Objective

Show 25 entries

Select	Name	Is Supervisor (1 or 2)	Is Functional Reviewer	Career Field	Certification Level Complete	Supervisor 1	Supervisor 2
<input type="checkbox"/>	ADMINSTRATOR, AHMED	No	No			LUND, ILSA	BLAINE, RICK
<input type="checkbox"/>	BLAINE, RICK	Yes	No				
<input type="checkbox"/>	LUND, ILSA	Yes	No			BLAINE, RICK	
<input type="checkbox"/>	POIROT, AGATHA	No	No			LUND, ILSA	BLAINE, RICK
<input type="checkbox"/>	SUPERUSER, SABASTIAN	No	No			LUND, ILSA	BLAINE, RICK
<input type="checkbox"/>	WATSON, SHERLOCK	No	No			LUND, ILSA	BLAINE, RICK

Selecting Associated Users

- Filter List Based on criteria
- Select All or some

Users Associated to Objective

Show 10 entries Search:

Select	Name	Is Supervisor (1 or 2)	Is Functional Reviewer	Career Field	Certification Level Complete	Supervisor 1	Supervisor 2
<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

No data available in table

Showing 0 to 0 of 0 entries Previous Next

Users in Organization Not Associated to Objective

Show 25 entries Search:

Select	Name	Is Supervisor (1 or 2)	Is Functional Reviewer	Career Field	Certification Level Complete	Supervisor 1	Supervisor 2
<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text" value="YES"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	BLAINE, RICK	Yes	No				
<input checked="" type="checkbox"/>	LUND, ILSA	Yes	No			BLAINE, RICK	

Showing 1 to 2 of 2 entries (filtered from 6 total entries) Previous 1 Next

➤ (Example: Supervisor = YES)

Users Associated

The Associated Users to Objective will populate, Then Select "SAVE"

Mandatory Objectives for PP90909 - Training Pay Pool

Description
Supervisor's Mandatory Objective

Objective Text

Execute the full range of human resources and fiscal responsibilities within established timelines and in accordance with applicable regulations. Strictly enforce merit principles in all personnel actions and selections, and bring attention to any apparent violations. Develop a vision for the work unit; align performance expectations with organizational goals. Objectively assess employee performance/contributions, and provide clear and effective feedback to employees that will enable them to improve their performance and pursue professional development. Maintain a safe work environment and promptly address allegations of noncompliance. Ensure EEO/EC/SHARP principles are adhered to throughout the organization, take immediate corrective action if sexual harassment or other discriminatory/unfair treatment is observed, reported or suspected. Ensure continuing application of, and compliance with, applicable laws, regulations and policies governing prohibited personnel practices; promptly address allegations of prohibited discrimination, harassment, and retaliation.

Characters: 1077/8000

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

Cancel Save

Users Associated to Objective

Show 10 entries Search:

Select	Name	Is Supervisor (1 or 2)	Is Functional Reviewer	Career Field	Certification Level Complete	Supervisor 1	Supervisor 2
<input checked="" type="checkbox"/>	BLAINE, RICK	Yes	No				
<input checked="" type="checkbox"/>	LUND, ILSA	Yes	No			BLAINE, RICK	

Showing 1 to 2 of 2 entries Previous 1 Next

Users in Organization Not Associated to Objective

List Mandatory Objectives

Organization Level ▢

Select Pay Pool

PP90909 - Training Pay Pool ▾

Mandatory Objectives Add Mandatory Objective + ▢

Show 25 ▾ entries Search:

Delete	Description
	IDP, Certification and CLPs
	Supervisor's Mandatory Objective

Showing 1 to 2 of 2 entries Previous 1 Next

Once you Save, the Associated panels will appear.

Update a Mandatory Objectives

List Mandatory Objectives

Organization Level [-]

Select Pay Pool

PP90909 - Training Pay Pool ▾

Mandatory Objectives Add Mandatory Objective + [-]

Show 25 ▾ entries Search:

Delete	Description
	IDP, Certification and CLPs
	Supervisor's Mandatory Objective

Showing 1 to 2 of 2 entries Previous 1 Next



- Mandatory Objectives Panel
- Select Objective to change

Make changes

➤ Make necessary changes

➤ Then "SAVE" update

Mandatory Objectives for PP90609 - Training Pay Pool

Description
IDP, Certification and CLPs

Objective Text

Reviews, discusses and updates the Individual Development Plan (IDP) with the supervisor at counseling milestones to include as a minimum: initial performance review, mid-point review and end of cycle review, and complete 80 continuous learning points (CLPs) within the 2-year cycle (goal is 40 CLPs yearly). If applicable, ensures that IDP includes the timeline for attainment of acquisition certification within the allotted grace period of assignment to the encumbered acquisition position and at the appropriate level (I, II, or III).

Characters: 540/6000
Auto Save Timeout: 300 *Character count may differ from Microsoft Word

Cancel Save

Users Associated to Objective

Show 10 entries Search:

Select	Name	Is Supervisor (1 or 2)	Is Functional Reviewer	Career Field	Certification Level Complete	Supervisor 1	Supervisor 2
<input checked="" type="checkbox"/>	ADMINISTRATOR, AHMED	No	No			LUND, ILSA	BLAINE, RICK

Showing 1 to 1 of 1 entries Previous 1 Next

Users in Organization Not Associated to Objective

Show 10 entries Search:

Select	Name	Is Supervisor (1 or 2)	Is Functional Reviewer	Career Field	Certification Level Complete	Supervisor 1	Supervisor 2
<input type="checkbox"/>	BLAINE, RICK	Yes	No				
<input type="checkbox"/>	LUND, ILSA	Yes	No			BLAINE, RICK	
<input type="checkbox"/>	POIROT, AGATHA	No	No			LUND, ILSA	BLAINE, RICK

Delete a Mandatory Objectives

List Mandatory Objectives

Organization Level [-]

Select Pay Pool

PP90909 - Training Pay Pool ▾

Mandatory Objectives Add Mandatory Objective + [-]

Show 25 ▾ entries Search:

Delete	Description
	IDP, Certification and CLPs
	Supervisor's Mandatory Objective

Showing 1 to 2 of 2 entries Previous 1 Next



Mandatory Objectives Panel
 ➤ Select Objective to Delete

Confirm Delete

Delete Mandatory Objective ✕

Are you sure you want to delete this mandatory objective?

Cancel Delete



Supervisor's Mandatory Objectives No Longer Appears in a List of Mandatory Objectives

List Mandatory Objectives

Organization Level ☰

Select Pay Pool

PP90909 - Training Pay Pool ▾

Mandatory Objectives Add Mandatory Objective + ☰

Show 25 ▾ entries Search:

Delete	Description
	IDP, Certification and CLPs

Showing 1 to 1 of 1 entries Previous 1 Next

Open Discussion



QUESTIONS
?

Additional Resources

- *CAS2Net 2.0 Users Guide*
- *Website eLearning:*
 - *CAS2Net 2.0 for Employees and Supervisors*
 - *CAS2Net 2.0 for Administrators*
- *Focus Session Slides*
- *Electronic Contact Info:*
 - ***Altess ServiceNow Service Desk 24/7/365***
 - ***1-800-981-3234***
 - ***usarmy.radford.peo-eis.other.service-desk@mail.mil***