



DoD Civilian Acquisition Workforce
Personnel Demonstration Project (AcqDemo)

CAS2Net
for
Employees and Supervisors
Fall 2019

<http://acqdemo.hci.mil>

Welcome to AcqDemo CAS2Net for Employees and Supervisors.

The slide features a blue header with the 'hici' logo on the left and 'Acq Demo' on the right. The main title is 'Intended Audience and Expected Outcomes'. Below the title are two main bullet points: 'Intended Audience' (with a sub-bullet 'Employees and Supervisors') and 'Expected Outcomes' (with three sub-bullets: 'Understand how to access and login to CAS2Net', 'Understand how CAS2Net works', and 'Understand how to view and print CAS2Net reports'). At the bottom, there is a URL 'http://acqdemo.hci.mil' and a page number '2'.

The intended audience for this course are AcqDemo employees and supervisors. This course is also intended for supervisors who are not in AcqDemo but manage AcqDemo employees.

The overall objective of this course is for both employee and supervisor to have a better understanding of:

Access and login into CAS2Net
CAS2Net modules and processes
CAS2Net reports

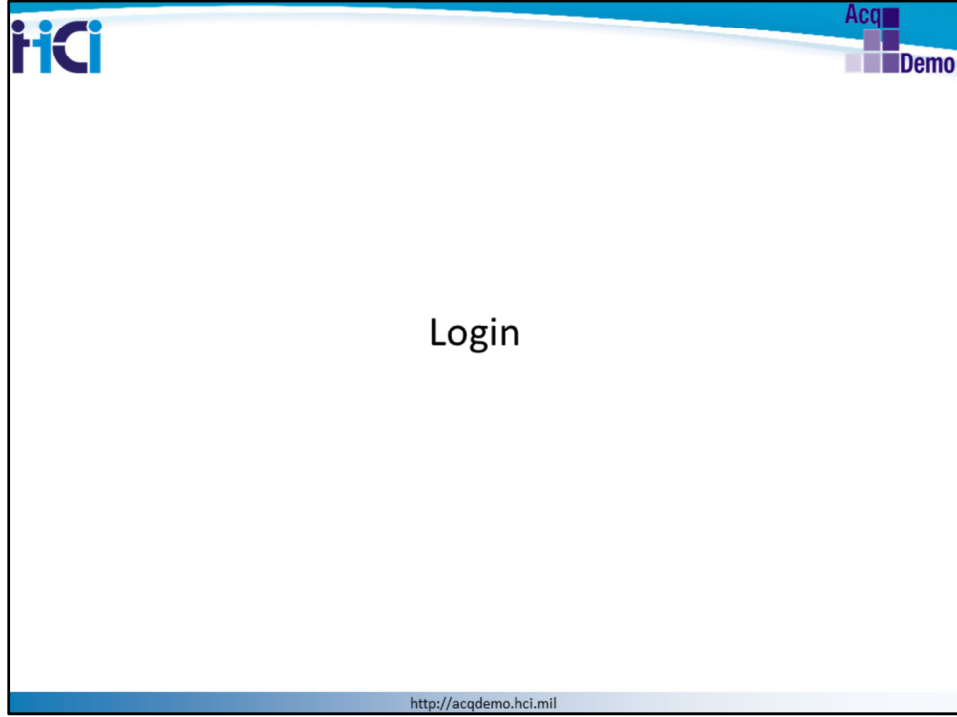
This course will cover how to use CAS2Net modules to enter individual objectives, employee self-assessments, and supervisors assessments

The modules that will be described are:

- Contribution Plan
- Midpoint Review
- Annual Assessment
- Closeout Assessment
- Additional Feedback

The course will conclude with an overview of reports with examples to show both

employees and supervisors how to generate a PDF report



Let's go over how to login to CAS2Net and what credentials will be needed

hci AcqDemo

Login

- Access the CAS2Net site by going to the following URL:
<https://cas2net.army.mil> (Note: CAS2Net is hosted on an Army server but services all DoD AcqDemo participants)
- Contact your pay pool administrator if you can't access the site

Usage Policy

YOU ARE ACCESSING A U.S. GOVERNMENT (USG) INFORMATION SYSTEM (IS) THAT IS PROVIDED FOR USG-AUTHORIZED USE ONLY.
 By using this IS (which includes any device attached to this IS), you consent to the following conditions:

! The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.

* If you have the USG may inspect and seize data stored on this IS.

* Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.

* This IS includes security measures (e.g., authentication and access controls) to protect USG information for your personal benefit or privacy.

* Notwithstanding the above, using this IS does not constitute consent to PM, LE, or CI investigation or monitoring of the content of privileged communications, or work product, related to personal representation or services to attorneys, counsellors, or clients; and their associates. Such communications and work product are private and confidential. See User Agreement for details.

To continue, you must agree to the above terms and conditions.

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<http://acqdemo.hci.mil>

The first thing to do is access the CAS2Net site using the URL displayed on this page: <https://cas2net.army.mil> . You will need a CAC card to login and access CAS2Net. Review the Usage Policy statement then click “I Agree” and enter your CAC PIN on the following screen.

you’re Administrator is your first level help desk. Direct your questions and issues to your local Administrator. You can see Component / Organization Points of Contact on the Contact page located under Home on the left menu navigation bar. NOTE: If you do not have access to CAS2Net, you will be redirected to a page with the Component / Organization Contact Information so they can help you gain access.

Time Out Alert

For security reasons, any session will expire after 15 minutes of inactivity – the system will log you out automatically

Your Session will expire in 14:49 minutes.

Welcome to CAS2Net 2.0

User Notifications

- 07-29-2019 - Contribution Plan updated by an Administrator
- 05-03-2019 - Closeout Assessment created by the Supervisor 1
- 05-03-2019 - Closeout Assessment created by the Supervisor 1

Points of Contact

	Email	Phone Number
Pay Pool Manager MANAGER, PAUL	PAUL.MANAGER@MIL.COM	
Supervisor 1 Iverson, John	john.iverson@mail.mil	Phone Number
Supervisor 2 Parsons, Patricia	patricia.parsons@mail.mil	Phone Number

Rich text fields have an auto save feature integrated into the software

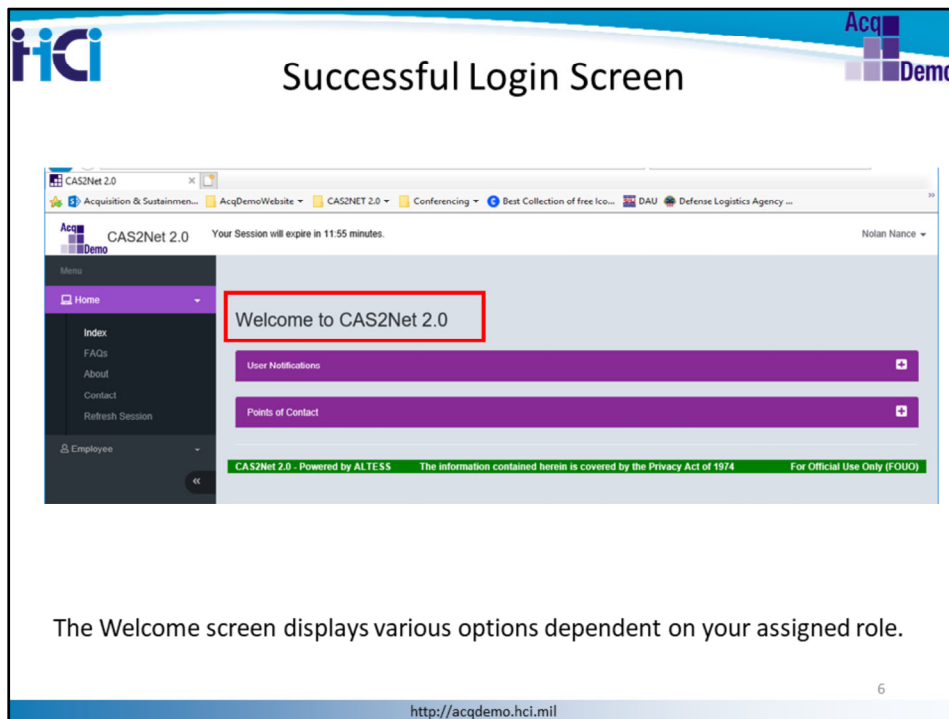
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<http://acqdemo.hci.mil>

Look for the timer at the top of any page; the countdown indicates how much time is left in your session

Click on any link to reset the timer back to 15 minutes and remember to save your work often!

Note that rich text fields have an auto save feature integrated into the software. Auto Save starts once you type or paste in the rich text field. The auto save counter will count down from 300 and the system will automatically save the updated text.



CAS2Net successfully logs the user in and displays the “Welcome” screen.

The welcome screen consists of your point of contacts for your Pay Pool structure as well as supervisor information.

The Navigation options bar is located on the left side and top right of our screen.

The left side navigation options will display available menu options dependent on user role.

- All users will see the Home menu options: Index, FAQs, About, Contact.
- If you are an “AcqDemo” employee and have no other assigned roles, you will see the “Welcome” screen with only the Employee menu option displayed on the navigation bar to the left.
- If you are an “AcqDemo” supervisor, you will see your Employee Menu, if you are in AcqDemo, as well as a Supervisor Menu on the left.

hici **Acq Demo**

Maintain Your Own Profile

Once logged on, you have an opportunity to edit your profile including your name, phone number and email address

CAS2Net 2.0 Your Session will expire in 13:12 minutes. Francis Freeman

Revert to Self
Edit Profile
Log Out

Welcome to CAS2Net 2.0

User Notifications
Points of Contact
Administrator Dashboard

User Profile - Freeman, Francis

General User Information

EDPI: 5000000000 Prefix: First: Francis Middle: Last: Freeman Suffix:

Phone Number: Phone Ext: DSN:

Email: @QI-c0 Title:

Can Access CAS2Net 2.0	Is Demo Employee	Is System Owner	Is Regional Manager	Is ACDP User
No Yes	No Yes	No Yes	No Yes	No Yes
Can Be Supervisor	Can Be Functional Reviewer	Can Edit User History	Can Impersonate Restricted Users	
No Yes	No Yes	No Yes	No Yes	

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<http://acqdemo.hci.mil>

From the upper right side of the screen, click on your name

This will activate a drop down list with the options to Edit Profile or Log Out

Select Edit Profile

The Employee Profile interface will be displayed.

Employee Profile

Acq Demo

CAS2Net 2.0 Your Session will expire in 14:21 minutes Nolan Nance

Menu

- Home
- Employee

User Profile - Nance, Nolan

- General User Information
- Organization Information Supervisor 1 History
- Salary Information
- Organization Roles
- Trusted Agents

Cancel Save

CAS2Net 2.0 - Powered by ALTESS The information contained herein is covered by the Privacy Act of 1974 For Official Use Only (FOUO)

As an employee, you can edit some General User Information in your Employee Profile

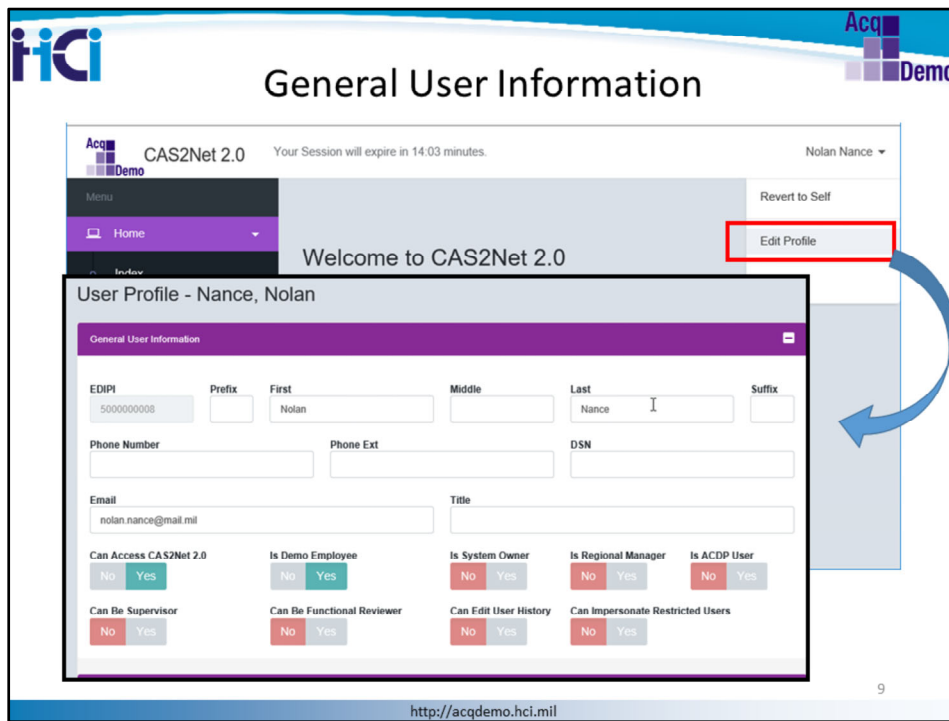
<http://acqdemo.hci.mil>

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As an employee, you can edit some General User Information, and view the following panels:

- General user Information
- Organization Information
- Salary Information
- Organization Roles
- Trusted Agents

Remember that you can collapse or expand panels by clicking on the “+” sign to the right of each panel name



When Editing your own profile, use the General User Information screen to change or add an email address and/or phone number. If you update any of your information, make sure it is entered correctly.

Remember to select the Save button after updating your information.

Organization Information

AcqDemo Start Date: 04-04-2018 | Start Date in Organization: 04-04-2018

Career Path: NK - Administrative Support | Broadband Level: III | Occupational Series: 0029 - ENVIRONMENTAL PROTECTION ASSIST.

Acquisition Career Field: | Certification Level Required: Select Option | Certification Level Completed: Select Option

Organization Level (Pay Pool / Sub-Pool): GDIT-SUB1 - GDIT-SUB1-TEST Group 1 | Office Symbol: Office Symbol | HRSO: |

Supervisor 1 Matrix: Iverson, John | Supervisor 2 Matrix: Parsons, Patricia | Functional Reviewer Matrix: |

Pay Pool Manager: MANAGER, PAUL | Email: | Phone Number: |

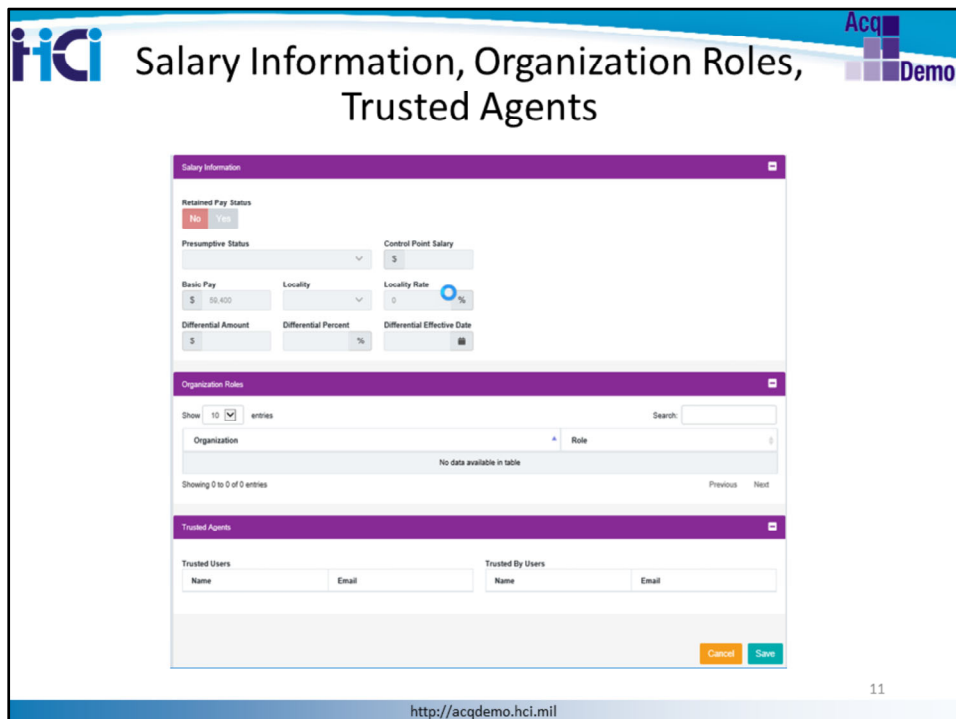
- Review the Organization Information to ensure you are assigned to the correct pay pool or sub pay pool
- These fields are read-only – contact your Administrator if changes are needed

<http://acqdemo.hci.mil>

Review the Organization Information to ensure you are assigned to the correct pay pool or sub pay pool

Remember that some fields are not open to editing – For example, you can see the name of your organization, but cannot change it.

If you find an error, contact your Administrator; he or she has the appropriate access rights to make a change



Salary Information and Organization Roles are available to review.

Your Administrator will establish the correct values for your record based on information they receive from your organization.

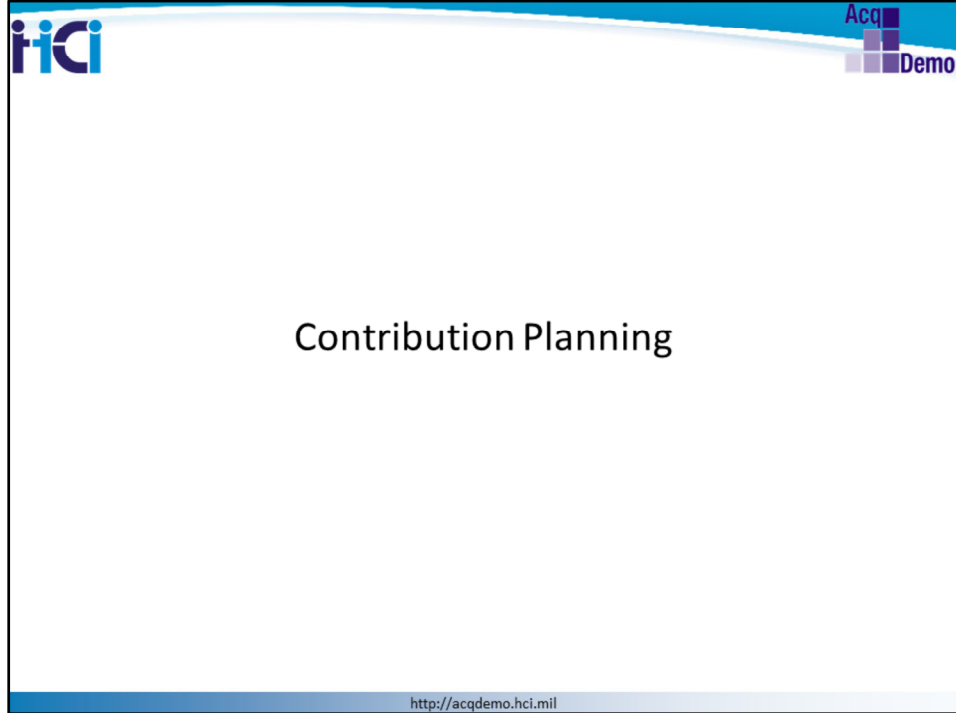
The Organization Roles Panel will display any roles assigned to the user. List of roles consist of Administrator, Super User, and Manager.

The Trusted Agents panel will display a list of Trusted Users to work on your behalf and/or a list of Trusted by Users who have assigned you as a Trusted Agent. The trusted relationship is used if you are out of the office for an extended period of time, or cannot access CAS2Net.

A Trusted Agent role is an agent of a supervisor's role only.

A Trusted Agent's rights are established by the Administrator.

The trusted relationship may be ended by the Administrator upon your return or re-established access.



Let's now go over the Contribution Planning module.

This is the first module that you will be using during the appraisal cycle year to enter your Contribution Plan for the year.

The next slides will review the functionality of the Contribution Planning module and process for both the AcqDemo Employee and Supervisor.

The slide title will indicate whether the section is intended for "Employee" or "Supervisor" - check the leading words of the title.

The navigation menu is another indicator on who the action is intended for i.e., Employee menu or Supervisor menu.

➤ Access the module by clicking “Contribution Plan” from the navigation bar under the “Employee” button

➤ Click on “Copy Objectives from Previous Plan” to auto populate your Individual Objectives with last year’s objectives.

<http://acqdemo.hci.mil>

Let’s start with the Contribution Plan Module as an Employee.

Access the module by clicking “Contribution Plan” from the navigation bar under the “Employee” button. CAS2Net refreshes to display the “Contribution Plan” screen .

Click on “Copy Objectives from Previous Plan” to auto populate your Individual Objectives with last year’s objectives.

Employee: Individual Objectives

Contribution Planning Copy Objectives from Previous Plan

Effective Date:
10-01-2018

Mandatory Objectives:
GDIT PP mandatory Obj:
This is a test mandatory objective

Individual Objectives:
I will take Project XYZ to Milestone modified by supervisor and approved by supervisor then modified

Auto Save Timeout: 300 Character: 59/6000
*Character count may differ from Microsoft Word

Cancel Save Submit to Supervisor 1

This Contribution Plan has been configured for Individual Objectives, not by factor

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In this example, the administrator has configured the Contribution Plan for Individual Objectives, not by factor. You can see there is only one box labeled “Individual Objectives”

Employee: Mandatory Objectives

Contribution Planning

Effective Date: 10-01-2018

Mandatory Objectives:

GDT PP mandatory Obj:
This is a test mandatory objective

Individual Objectives:

I will take Project XYZ to Milestone modified by supervisor and approved by supervisor then modified

Cancel Save Submit to Supervisor 1

Should your pay pool elect to use Mandatory Objectives, your Contribution Plan screen will display them

<http://acqdemo.hci.mil>

Should your pay pool elect to use Mandatory Objectives, your Contribution Plan screen will be different.

Your Contribution Planning Panel will display your pay pool's Mandatory Objectives (ready only) and Individual Objectives. The Individual Objective fields is Rich Text enabled.

hici Employee: Contribution Plan Statement **Acq Demo**

Use the Editor to check your spelling, change fonts, format the page, import from MS Word, etc.

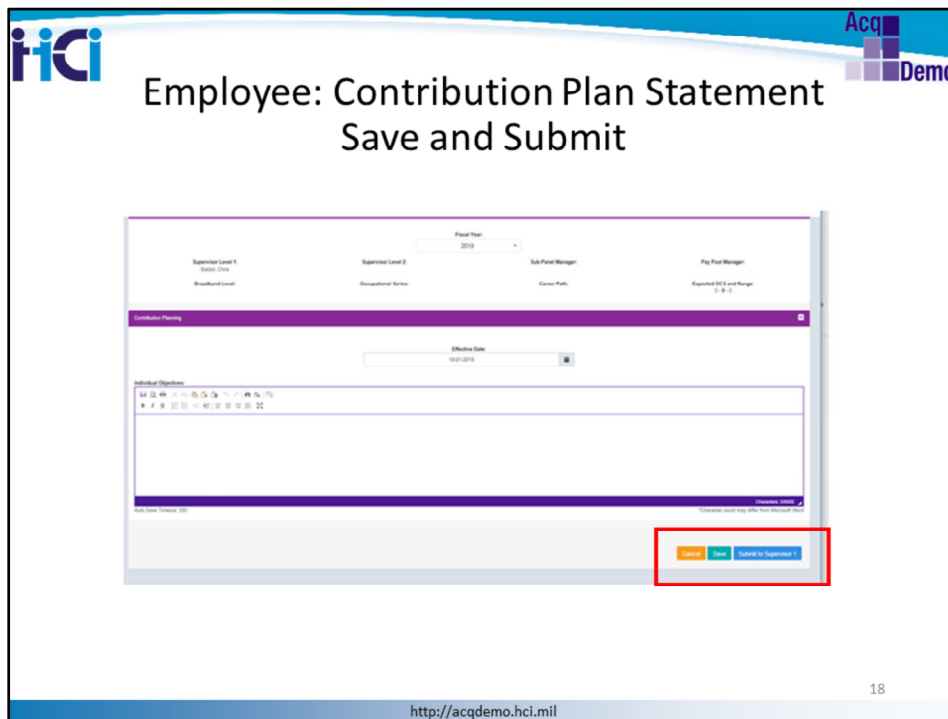
<http://acqdemo.hci.mil>

Start typing your Contribution Plan. Use the Editor to check your spelling, change fonts, and format the page.

The Individual Objective field is Rich Text enabled. This allows the following functionalities: bullet format, bold, italics, underline, and “cut and paste” from MS Word. This field also has a character limit of 6000 characters to include spaces and hidden characters in Word, such as carriage return. There is an auto save feature that activates as soon as you start typing your objectives

The screenshot displays the 'Employee: Contribution Plan Statement by Factor' interface. The page title is 'Employee: Contribution Plan Statement by Factor'. The user is logged in as Nolan Nance. The main content area shows the 'Contribution Plan for Nolan Nance (0187)'. The 'General Information' section includes a 'Fiscal Year' dropdown set to 2019, and fields for Supervisor Level 1 (18000-0001), Supervisor Level 2 (Partners, Partner), Broadband Level (01), Occupational Series (0020 - ENVIRONMENTAL PROTECTION ASSISTANT), Sub-Panel Manager, Career Path (NM - Administrative Support), and Pay Pool Manager. The 'Contribution Planning' section shows an 'Effective Date' of 10-01-2018. Below this, the 'Factor Objectives' section is highlighted with a red box, showing three tabs: 'JW Achievement and Innovation', 'Communication and Teamwork', and 'Mission Support'. The sidebar on the left contains navigation options: Home, Employees, and Contribution Plan (with sub-options: My Plan, My Assessment, My Feedback, My Reports). The URL 'http://acqdemo.hci.mil' is at the bottom.

If your pay pool has objectives by factors, make sure to enter objectives for each of the 3 factors. Click on each factor tab located above the “Individual Objective” text box. Each factor has a character limit of 4000 characters to include spaces.



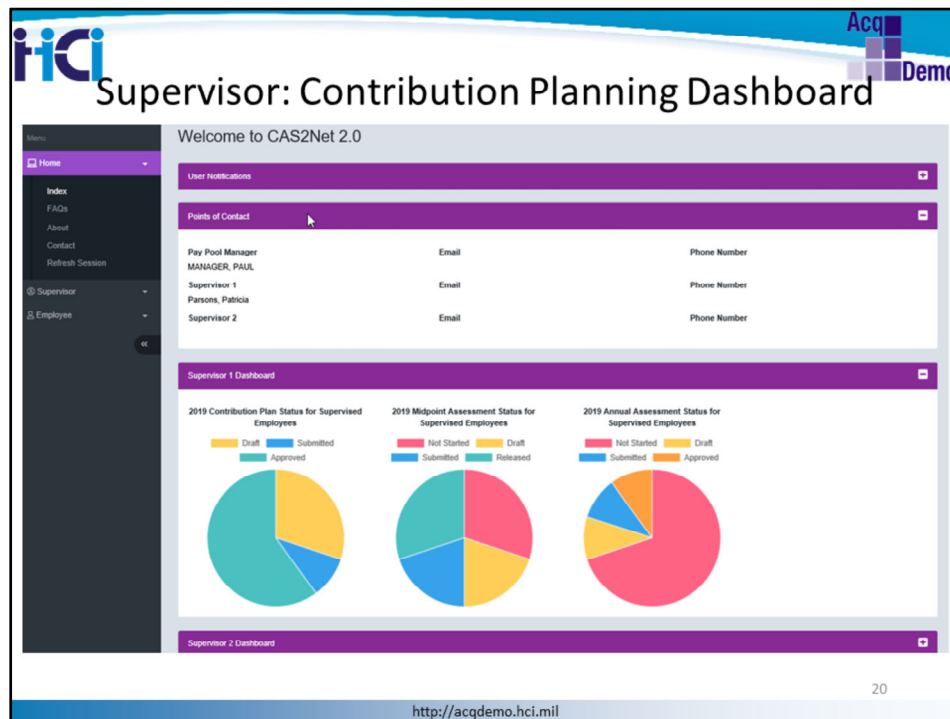
You should save your work prior to moving forward to the next factor, especially if you require more time to complete your plan. This will allow the system to keep a copy of your “draft” plan. When you have completed your plan and are ready to submit it to your supervisor, click on “Submit to Supervisor” button.

A confirmation box will appear to confirm that you are ready to submit your contribution plan for your supervisor’s approval. Click “Yes”. Once you have confirmed, your Contribution Plan screen will refresh and you will see the word (submitted) near the title of the screen.

When submitted or approved, the Contribution Plan is read-only.

The Contribution Plan will be Read Only once the Employee submits to their Supervisor, and will remain Read Only when approved.

This screen shows how the Contribution Plan will be displayed to the employee. Once submitted or approved, the employee cannot initiate any changes.



Now let's review Contribution Plan Module in the Supervisor's role.

Supervisors have access to view the contribution planning status of assigned employees in the Supervisor Dashboard.

To access the dashboard, click on the "Home" button from your menu to display the "Index" option. Click "Index" to display the "Welcome" screen which includes the Supervisor Dashboard. The screen will display a panel titled "Supervisor 1 Dashboard" and "Supervisor 2 Dashboard" (if applicable). The dashboard will display pie charts with the status of your employees through the CCAS cycle.

When you click any of the colored sections of the Contribution Plan Status pie chart, a count of employees will be displayed ;

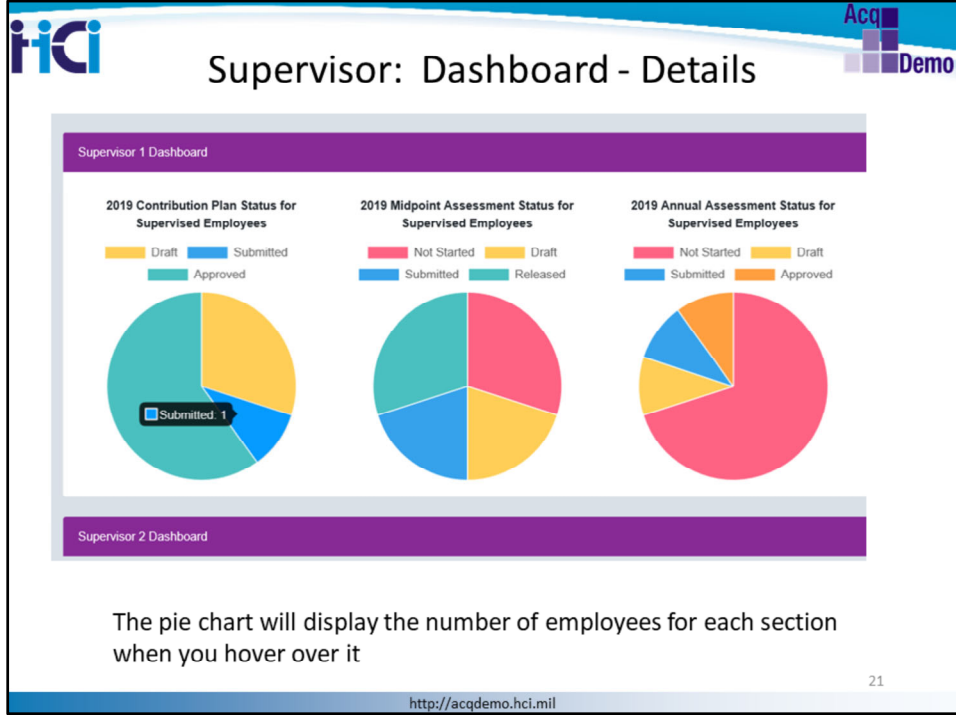
The color code is:

- Red: Not Started
- Yellow: Draft
- Green: Approved
- Blue : Submitted

The status code is:

- Not Started = (not created) {does not exist}
- Draft = (created but not submitted to supervisor/ exist but not submitted)
- Submitted = (sent to supervisor)
- Ready for Supervisor2 approval = Pending Supervisor approval

- Approved = (Contribution Plan Approved)



When you hover over the pie chart, it will display the count of employees within each colored section.
 In this case, the Submitted section (in blue) represents 1 employee whose contribution plan was submitted

Supervisor: Dashboard Status

Contribution Plans - Submitted

Search:

Name	Phone Number	Phone Ext	Phone Dsn	Email
Bowling, Mikert				mikert.bowling@mail.mil

Showing 1 to 1 of 1 entries

Previous 1 Next

Ok

2019 Contribution Plan Status for Supervised Employees

2019 Midpoint Assessment Status for Supervised Employees

2019 Annual Assessment Status for Supervised Employees

<http://acqdemo.hci.mil>

When you click on a colored section, you will see a table displayed with contact information by employee:

- Name of employee
- Phone Number
- Phone Extension
- Phone DSN
- Email Address

You can click on the email address if you need to email the employee.

You can also click on the employee's name (or row) to go directly to the contribution plan for the employee selected.

The screenshot displays the 'Supervisor: Back to Dashboard' interface. At the top left is the 'hici' logo, and at the top right is the 'Acq Demo' logo. The main title is 'Supervisor: Back to Dashboard'. Below this, the system identifies the user as 'CAS2Net 2.0' and notes 'Your Session will expire in 14:13 minutes.' A sidebar on the left contains navigation options: Home, Index (highlighted with a red box), FAQs, About, Contact, Refresh Session, Supervisor (selected), Contribution Plans, Midpoint Assessments, Annual Assessments, Additional Feedback, Closedout Assessments, ACDP Assessments, iDocuments, Reports, and Employee. The main content area is titled 'Employee Contribution Plans' and includes a 'General Information' section with a 'Fiscal Year' dropdown set to '2020'. Below this is a table titled 'Employee Contribution Plans - Supervisor 1' with columns for Status, Name, Email, and Effective Date. The table lists six employees, all with a status of 'Not Started'.

Status	Name	Email	Effective Date
Not Started	BARRY, DREW	DREW.BARRY@MAIL.MIL	
Not Started	BELVOR, BEAU	BEAU.BELVOR II@MAIL.MIL	
Not Started	Bowling, Mikert	mikert.bowling@mail.mil	
Not Started	DANCY, DANERT	DANERT.DANCY@ODIT.COM	
Not Started	DIXON, KENYATERT	KENYATERT.DIXON@MAIL.MIL	
Not Started	FROST, JAN	JAN.FROST@MIL.COM	

The URL <http://acqdemo.hci.mil> is visible at the bottom of the page, and the page number '23' is in the bottom right corner.

To view the Supervisor dashboard at any time, go to “Home” and click on “Index” to view

Supervisor: Contribution Plans List

Employee Contribution Plans

Fiscal Year: 2020

Status	Name	Email	Effective Date	Supervisor 1	Supervisor 2
Not Started	BARRY, DREW	DREW.BARRY@HCL.MIL		SABBET, CHRIS	
Not Started	BEVOR, BEAU	BEAU.BEVOR@HCL.MIL		*Iverson, John	SABBET, CHRIS
Not Started	Bowling, MIKE	mikeybowling@gmail.com		*Iverson, John	Parsons, Patricia
Not Started	DANCI, DANBERT	DANBERT.DANCI@DOT.COM		*Iverson, John	Parsons, Patricia
Not Started	DIXON, KENYATERT	KENYATERT.DIXON@HCL.MIL		*Iverson, John	Parsons, Patricia
Not Started	FROST, JAN	JAN.FROST@HCL.COM		SABBET, CHRIS	Iverson, John
Not Started	HOWNS, TONBERT	TONBERT.HOWNS@CPRA.COM		*Iverson, John	Parsons, Patricia
Not Started	Kane, Denise	dk@psd.com		*Tatiana, Supri	
Not Started	MIWASER, PAUL	MIWASER.PAUL@HCL.COM		*Iverson, John	Bowling, MIKE

The supervisor can easily visualize the progress of the Contribution Planning effort for each employee.

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Another option to view your employee's contribution plan status is by clicking on "Contribution Plans" from the Supervisor menu, the supervisor will see a list of employees assigned to him or her.


The supervisor can easily visualize the progress of the Contribution Planning effort for each employee.

The table displays a status for each employee's contribution plan; which could be: Not Started, Draft, Submitted, Ready for Supervisor Approval, or Approved

Supervisor can click on an employee's name from the list to work on their employee's Contribution Plan.

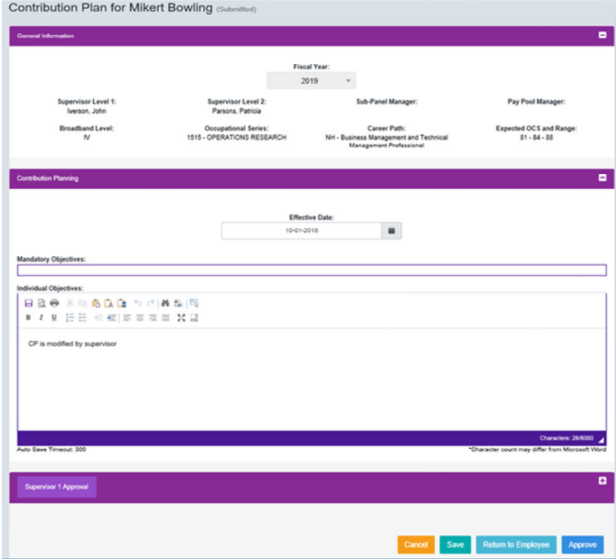
Note: Ensure you are on the current Fiscal Year listed in the General Information Section.





Supervisor: Contribution Plans Screen

Depending on the status of the Contribution Plan selected, the employees screen will have different options



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Dependent on the status of the Contribution Plan selected, the employee's screen will have different options.

Selecting a "Submitted" record, the screen will display the last saved text for the selected employee. The supervisor edits and enters text as needed for any objectives (individual or factor).

"Save" button will save changes to the "Contribution Planning" form.

Notes:

For Not Started, a confirmation box will confirm you want to initiate an employee contribution plan and save for employee to review.

For Draft, supervisor can start to type in the Rich Text field as required/needed and save changes.

Supervisor: Contribution Planning Approval

Once communication with employee has occurred and is documented in CAS2Net, the supervisor clicks “Approve” to proceed.

<http://acqdemo.hci.mil>

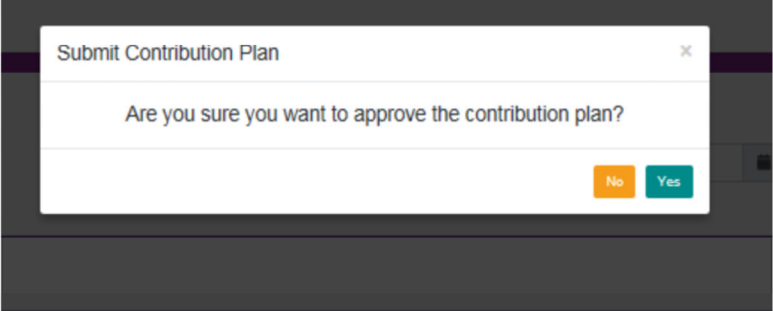
When the Contribution Plan is ready for approval, the supervisor goes over the final version with the employee and indicates the communication method and the date it was performed.

The supervisor clicks “Approve” to proceed.

However, If more changes are still needed by Employee, the supervisor clicks “Return to Employee” instead.

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Supervisor: Contribution Planning Confirmation



The supervisor is prompted to confirm approval of the contribution plan.

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The supervisor is prompted to confirm approval of the contribution plan

Click YES

Screen will then update the Screen page title with the word (Approved)

The supervisor initiates the modification of a Contribution Plan by clicking on “Modify” for the selected employee.

<http://acqdemo.hci.mil>

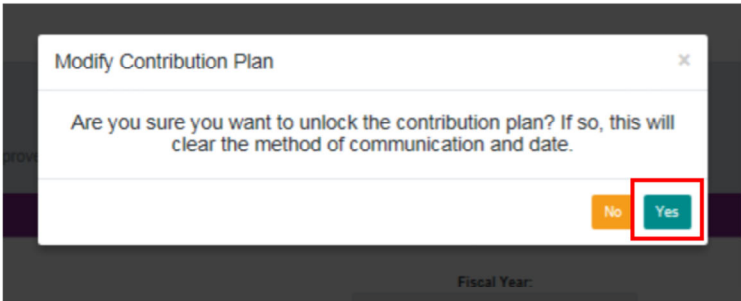
The Contribution Plan can be modified at any time after approval. Only supervisors can initiate a contribution plan modification.

A modification to a contribution plan could be due to changes to the employee’s duties or assignments. The contribution plan should reflect current assignments and can be changed up to 90 days prior to the end of the cycle. In other words no later than July 3rd.

The supervisor initiates the modification of a Contribution Plan by clicking on “Modify” for the selected employee.

hici Acq Demo

Supervisor: Confirmation of Modification



Modify Contribution Plan

Are you sure you want to unlock the contribution plan? If so, this will clear the method of communication and date.

No Yes

Fiscal Year:

Click YES to allow the Contribution Plan to be modified.

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CAS2Net will prompt the supervisor to confirm the modification process of the contribution plan

Click YES to allow the Contribution Plan to be modified.

Supervisor: Contribution Plan Editing

Effective Date: 10/01/2018

Contribution Plan(s) For This Fiscal Year:
 Contribution Plan - Effective 10/01/2018 - Submitted (active)
 Contribution Plan - Effective 10/01/2018 - Approved - Communicated on 11/09/2018

Mandatory Objectives:

Individual Objectives:

Contribution plan released by Supervisor.
 Making modifications to approved undated objectives.

Method(s) of Communication:
 Face To Face
 Face Conference
 Video Conference
 Email
 Other

Date Communicated: 11/01/2018
 Communicated By: Supervisor

Buttons: Cancel, Save, Return to Employee, Approve

When all changes are complete, the supervisor needs to communicate to the employee that the contribution plan modification is complete. Click "Approve" when done.

<http://acqdemo.hci.mil>

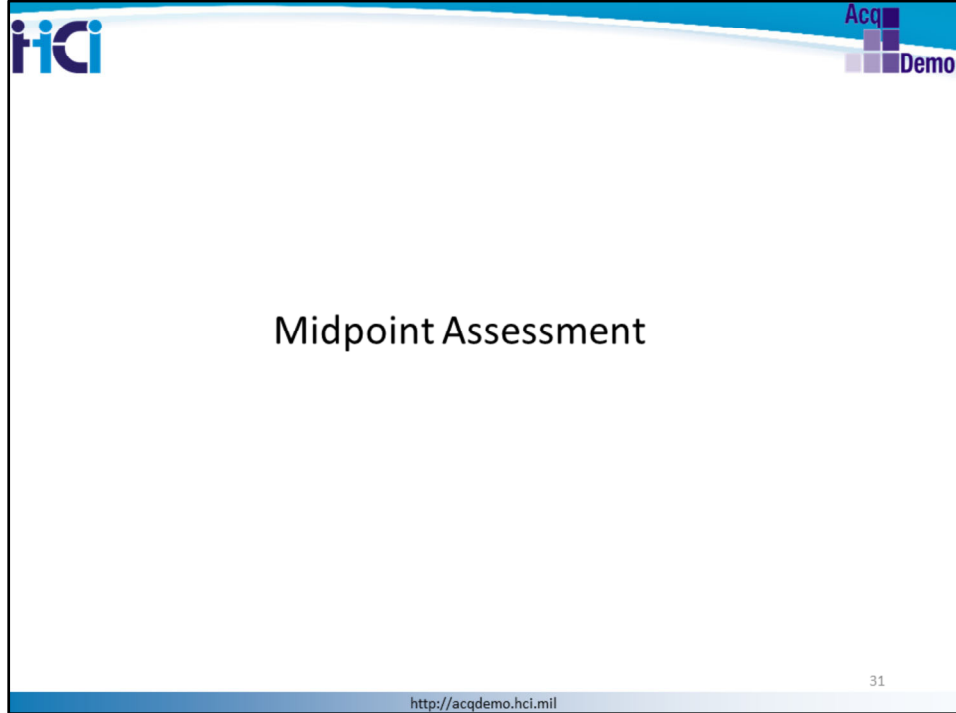
The supervisor can now make changes to the Contribution Plan.

Look at the editor text box – remember you can use the editor functionality to change fonts, color and formatting style.

Click SAVE at any time to save your work. Click "Return to Employee" if you want to allow the employee to update their objectives

When all changes are complete, the supervisor needs to communicate to the employee that the contribution plan modification is complete.

Select a method of communication and date it was performed and click "Approve".



Let's now go over the Midpoint Assessment module.

Some of the next slides are intended for AcqDemo employees and some for supervisors. We'll review the functionality of the Midpoint Assessment module and process for both the AcqDemo Employee and Supervisor.

The slide title will indicate whether the section is intended for "Employee" or "Supervisor" - check the leading words of the title.

The navigation menu is another indicator of the action owner; i.e., Employee menu or Supervisor menu

Access the module by clicking “Midpoint Assessment” from the navigation bar under the “Employee” button. CAS2Net refreshes the to display the “Midpoint Assessment” screen.

➤ **Remember: the Midpoint Assessment is a required step in AcqDemo**

<http://acqdemo.hci.mil>

The midpoint assessment is a highly encouraged step in AcqDemo. Check your local business rules on completion of the employee mid-point self-assessments. It occurs about halfway through the cycle year, around April or May. The midpoint assessment gives a chance for employees to share with their supervisor their own assessment on how they are doing on the job and to receive supervisor feedback. Employees provide a narrative for each of the 3 factors, and the supervisor enters and communicates a narrative assessment (no rating) to their employees.

Access the module by clicking “Midpoint Assessment” from the navigation bar under the “Employee” button. CAS2Net refreshes to display the “Midpoint Assessment” screen. On this screen, you can see 3 tabs where you can enter your Midpoint Self-Assessment by Factor (See “Job Achievement and/or Innovation”, “Communication and/or Team Work “ and “Mission Support” tabs.). You can also open the “Contribution Planning” panel by clicking the “+” button on the panel header to see and refer to your current Contribution Plan.

Let’s now start writing our self-assessment for each factor.

Employee: Entering a Midpoint Self-Assessment

Midpoint Assessment for DORA RAMIREZ (Draft)

General Information

Fiscal Year: 2019

Supervisor Level 1: BABBIT, CHRIS
 Supervisor Level 2: Sub-Panel Manager: MANAGER, PAUL
 Broadband Level: Occupational Series: Career Path: Pay Pool Manager: MANAGER, PAUL
 Expected OCS and Range: 9 - 9 - 9

Contribution Planning

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

Employee Assessment

my self assessment

Auto Save Timeout: 300 | Character count may differ from Microsoft Word | Characters: 194/2000

Enter a self-assessment for each of the three factors in the appropriate textbox.

<http://acqdemo.hci.mil>

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Employees enter their midpoint assessments for each factor in the “**Employee Assessment**” text box. The text box allows formatting. Employees can write into the text box directly or copy and paste from a Word document. Remember to save often and pay attention to the “*Session will expire in ... min*” countdown at the top of the page.

A countdown timer will start for each factor once you begin typing your narrative. CAS2Net will automatically save your information after 300 seconds.

Employee: Submit to Supervisor

Once you have entered your self-assessment for each factor, click on “Submit to Supervisor”.

Once you have entered your self-assessment for each factor, click on **“Submit to Supervisor”**.

You do not need to enter the entire self-assessment in just one session. Click “Save” to not lose your work and come back to it later.

When done, click “Submit to Supervisor”. Once you do, the self-assessment becomes Read-Only, so make sure you are satisfied with the self-assessment before you click Submit.

Employee: Checking Status of Midpoint Review

Welcome to CAS2Net 2.0

User Notifications

- 08-06-2019 - Additional Feedback released by the Supervisor 1
- 07-29-2019 - Additional Feedback released by the Supervisor 1
- 07-29-2019 - Additional Feedback released by the Supervisor 1
- 07-29-2019 - Midpoint Assessment returned by the Supervisor 1
- 07-29-2019 - Contribution Plan updated by an Administrator

Points of Contact

Role	Email	Phone Number
Pay Pool Manager MANAGER, PAUL	PAUL.MANAGER@MIL.COM	
Sub-Panel Manager MANAGER, PAUL	PAUL.MANAGER@MIL.COM	
Supervisor 1 BABBIT, CHRIS	CHRIS.BABBIT@MAIL.MIL	

Employees need to wait for the supervisor to write a supervisor assessment, and approve their midpoint before they can see it on their Reports page

- **Look for a User Notification informing you whether your supervisor approved or returned your midpoint self-assessment**

<http://acqdemo.hci.mil>

At this time, employees need to wait for the supervisor to write a supervisor assessment and approve the midpoint before they can see it in their Reports page. The supervisor could decide to:

- (1) return the self-assessment to the employee for further edits
- (2) write a supervisor assessment and approve the mid-point

Employees receive a User Notification informing them that the supervisor has returned the midpoint self-assessment. When employees login to CAS2Net, they can review messages by reading the “User Notifications” section at the top of the Home page. The notifications include a date stamp “07/29/2019” and the content of the message “Midpoint Assessment Returned by Supervisor 1”. The employee will also receive an email notification.

The screenshot displays the HICI Employee Self-Assessment interface. At the top, the HICI logo is on the left, and 'Acq Demo' is on the right. The main title is 'Employee: Returned Self-Assessment'. Below this, the assessment is for 'DORA RAMIREZ' with a status of '(Draft - Returned)'. The interface includes several sections: 'General Information', 'Contribution Planning', and three tabs for 'Job Achievement and/or Innovation', 'Communication and/or Teamwork', and 'Mission Support'. The 'Employee Assessment' section contains a rich text editor with the text 'my self assessment'. At the bottom right, there are three buttons: 'Cancel', 'Save', and 'Submit to Supervisor 1'. A red box highlights the 'Submit to Supervisor 1' button. Below the screenshot, a text block explains that if a supervisor returns the assessment, the text box becomes editable again. A bullet point instructs users to look for the 'Draft - Returned' status, indicating that the self-assessment has been returned and is ready for updates. The slide number '36' and the URL 'http://acqdemo.hci.mil' are also present.

Employee: Returned Self-Assessment

Midpoint Assessment for DORA RAMIREZ (Draft - Returned)

General Information

Contribution Planning

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

Employee Assessment

my self assessment

Auto Save Timeout: 300 Characters: 18/4000 *Character count may differ from Microsoft Word

Cancel Save Submit to Supervisor 1

If your supervisor returns your self-assessment, the textbox becomes editable again.

➤ Look for the “Draft – Returned” status, which indicates your self-assessment has been returned and is ready for your updates

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<http://acqdemo.hci.mil>

This slide shows the midpoint self-assessment has been returned for changes. Employees can still click on the “Save” button to save their work at any time, if they cannot complete the self-assessment in one session.

As before, once employees feel satisfied with the completed changes, they click on the “Submit to Supervisor” button to send the write up back to the supervisor for review.

Supervisor: Midpoint Assessment

Employee Midpoint Assessments

General Information

Fiscal Year: 2019

Employee Midpoint Assessments - Supervisor 1

Status	Name	Email	Supervisor 1	Supervisor 2	Date Communicated
Draft	DIXON, HENRYBERT		* Iverson, John	Parsons, Patricia	
Not Started	Rich, Richie	richie rich@mail.mil	* Iverson, John		
** Not Started	FROST, JAN		BABBIT, CHRIS	Iverson, John	
** Not Started	HOANG, TONERT		* Iverson, John	Parsons, Patricia	
** Not Started	Nance, Nolan		* Iverson, John	Parsons, Patricia	

Showing 11 to 15 of 15 entries

** In Status column: indicates an item cannot be initiated until contribution plan is approved
* In Supervisor 1 column: indicates a trusted agent relationship

➤ **Remember: Supervisors do not assign ratings at Midpoint Reviews**

<http://acqdemo.hci.mil>

The midpoint assessment by the supervisor is a required step in AcqDemo

Access the module by clicking “Midpoint Assessment” from the navigation bar under the “Supervisor” button. CAS2Net refreshes to display the “Midpoint Assessment” screen.

Click on an employee’s name – Select one that shows a “not started” status. In our example, the employee’s last name is “Rich” and first name is “Richie”. The supervisor will NOT be able to initiate an Employee assessment if the Pay Pool configures the system to require employees to initiate, or if they see a “**” beside the status indicating the employee needs an approved contribution plan.

Supervisor: Enter Midpoint Assessment

Initiate Midpoint Assessment

Are you sure you want to initiate a midpoint assessment for Rich, Richie?

Yes No

CAS2Net will confirm if the Supervisor would like to initiate the Midpoint Assessments.

Supervisors view the Employee's Contribution Plan and any Employee Assessment as they enter their assessment for each of the three factors.

Midpoint Assessment for Richie Rich (Draft)

General Information

Contribution Planning

Contribution Plan Effective Date: 10-01-2018

Contribution Plan(s) For Fiscal Year:

Contribution Plan - Effective 10-01-2018 - Approved - Communicated on 11-09-2018

Contribution Plan - Effective 10-01-2018 - Approved - Communicated on 11-01-2018

Closure Assessment(s) For Fiscal Year:

Closure Assessment - Effective 05-03-2018 - In Progress

Individual Objectives:

Contribution plan released by Supervisor:

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

Factor Description

Employee Assessment

Overall Supervisor Assessment

Auto Save Timeout: 300

Character count may differ from Microsoft Word

38

<http://acqdemo.hci.mil>

Previous slide notes said select one where self-assessment is not started. When a Supervisor selects an assessment with status “Not Started”; CAS2Net will verify if the Supervisor would like to initiate an assessment?” Selecting YES will allow the supervisor to enter their Supervisor Assessment portion.

CAS2Net displays the employee’s contribution plans, any mandatory objectives, and the current individual objectives. This helps the supervisor review the employee’s contribution planning objectives as they enter their assessment for each of the three factors in the appropriate textbox. Note that the text boxes benefit from the online formatting function.

Supervisor: Complete Midpoint Assessment

Midpoint Assessment for Richie Rich

General Information

Communication Planning

Job Assessment and/or Innovation

Communication and/or Training

Mission Support

Factor Description

Employee Assessment

Overall Supervisor Assessment

Supervisor Assessment for Communication Under Job Achievement and/or Innovation

Cancel Save Submit to Supervisor 1

Submit Midpoint Assessment

Are you sure you want to submit midpoint assessment for supervisor 1 approval?

Yes No Submit to Supervisor 1

Once you have entered your assessment for each factor, click “Save” until the Employee submits his/her self-assessment.

If the employee chooses not to submit his/her self-assessment; CAS2Net allows supervisor the ability to complete the Mid-Point process; click “Submit to Supervisor 1.”

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<http://acqdemo.hci.mil>

Comment: Still on the not started by employee process.

When the employee has not started his or her self-assessment, the options available to the supervisor are “Cancel”, “Save”, or “Submit to Supervisor 1”. The supervisor can start writing the Midpoint Assessment and “Save” it pending input from the employee. If the Employee chooses not to provide their self-assessment, from this window the supervisor has the option to Submit to Supervisor 1 to complete the Mid-Point Assessment.

Supervisor: Track Midpoint Review

Click on “Home” to display the Supervisor Dashboard.

- **Hover over any of the segments to display the list of employees who make up that segment**

<http://acqdemo.hci.mil>

Supervisors access their Dashboard from the Home button on their supervisor menu. They refer to their dashboard to visualize the status of their midpoint assessment process. In the example above, half of the supervisor’s employees have submitted their midpoint self-assessment and half have not started it. By hovering over any of the segments within the midpoint assessment status pie chart, supervisors access a list of employees whose names make up that segment, along with their phone number and email address

hici Acq Demo

Supervisor: Track Status by Employee Name

Midpoint Assessments **Not Started**

Search:

Name	Phone Number	Phone Ext	Phone Dsn	Email
Bowling, Mikert				mikert.bowling@mail.mil
DIXON, KENYATERT				KENYATERT.DIXON@MAIL.MIL
HOANG, TONERT				TONERT.HOANG@CSRA.COM
kane, mary alice				a@b.com
Nance, Nolan				nolan.nance@mail.mil
Reid, Richard				richard.reid@mail.mil
Rich, Richie				richie.rich@mail.mil

Showing 1 to 7 of 7 entries Previous 1 Next

Check the Status next to the header: "Not Started" means you need to start working on the assessment

➤ **Click on an employee's name to start the process**

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<http://acqdemo.hci.mil>

In this example, employees have **not yet started** their self-assessments. Selecting another status would match employees whose midpoint assessment is in the selected status.

hici Supervisor: Tracking Status of Midpoint Acq Demo

The screenshot displays the 'Employee Midpoint Assessments' page. A sidebar on the left contains navigation options: Home, Supervisor (selected), Contribution Plans, Midpoint Assessments (with sub-options: Annual Assessments, Additional Feedback, Closed Assessments, ACCP Assessments, eDocuments, Reports), and Employees. The main content area includes a 'General Information' section with a 'Fiscal Year' dropdown set to '2019'. Below this is a table titled 'Employee Midpoint Assessments - Supervisor 1'. The table has columns for Status, Name, Email, Supervisor 1, Supervisor 2, and Date Communicated. A single row is visible, with the status 'Submitted', name 'DREW, BARRY', email 'BARRY.DREW@MAIL.MIL', and supervisor 'Fies, George'. The row is highlighted with a red border. At the bottom of the table, it says 'Showing 1 to 1 of 1 entries' and includes 'Previous' and 'Next' navigation buttons. A footer bar contains the text 'CASNet 2.0 - Powered by ALTESS', 'The information contained herein is covered by the Privacy Act of 1974', and 'For Official Use Only (FOUO)'. The URL 'http://acqdemo.hci.mil' is at the bottom center, and the number '42' is at the bottom right.

The status now shows “Submitted”.

Click on the employee row to display the midpoint self-assessment submitted by the employee.

<http://acqdemo.hci.mil>

The status shows “Submitted”

Click on employee row to display the midpoint self-assessment submitted by the employee

Supervisor: Complete Midpoint Review

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

Employee Assessment

Employee Mid-Point Self-Assessment for Mission Support

Overall Supervisor Assessment

Supervisor Assessment on Employee Mid-Point for factor: Mission Support

Supervisor is Returning to Employee to provide additional information in his/her self-assessment section.

Auto Save Timeout: 192 | Characters: 179/4000 | *Character count may differ from Microsoft Word

Cancel | Save | Return to Employee | Approve

CAS2Net displays the employee's midpoint self-assessment.

- **If not satisfied with employee's self-assessment, return it to employee**
- **If satisfied, enter your assessment by factor and approve**

<http://acqdemo.hci.mil>

The screenshot corresponds to the step where the supervisor has clicked on the name of an employee who has submitted a midpoint self-assessment.

The supervisor reviews the employee's assessment and enters an assessment for each of the 3 factors.

Supervisors have now four choices:

"Cancel": system returns to previous page without saving updates

"Save": system saves input for future sessions when write-up cannot be completed in one session

"Return to Employee": supervisor wants employee to make changes to their midpoint self-assessment

"Approve": supervisor completes the midpoint review process by approving it. Requires communication with employee about the assessment, recording the method of communication and date it occurred.

Supervisors continue the approval of the midpoint assessment by clicking on the “Supervisor Approval” tab.

- **Supervisor need to communicate the midpoint assessment to employees and document the method of communication using the Supervisor Approval tab before clicking on “Approve”**

<http://acqdemo.hci.mil>

When satisfied with his/her midpoint assessment write up and with the employee’s midpoint self-assessment, the supervisor approves the midpoint assessment. The supervisor documents the method of communication and the date in the “Supervisor 1 Approval” tab.

Supervisor: Midpoint Review Approval

Midpoint Assessment for DREW BARRY (Subordinate)

General Information

Contribution Planning

Job Achievement and/or Innovation

Communication and/or Training

Basic Support

Supervisor Approval

Method of Communication

Face To Face

Team Conference

Voice Conference

Email

Other

Date Communicated

Communicated By: [Supervisor]

Date Communicated is required
Communicated By is required

Cancel Save Return to Employee Approve

Supervisors must fill out the Method of Communication, Date Communicated and Communicated by Supervisor information before being able to approve it.

➤ **CAS2Net will display an error message if communication information is missing**

<http://acqdemo.hci.mil>

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This slide shows the Method of Communication, Date Communicated, and Communicated by Supervisor. Supervisors must fill out the boxes with the appropriate information before clicking on the “Approve” button. Missing data will come back as error messages. When the approval is successful, the assessment is released to the employee in view-only mode. Any change after this approval step will require a modification. See next section for how to modify a midpoint review.

Supervisor: Modifying a Midpoint Assessment

Midpoint Assessment for DREW BARRY (Released)

General Information
 Certification Planning
 Self Assessment (under review) | Supervisor Assessment (under review) | Employee Assessment

Self Assessment
 Overall Supervisor Assessment
 Supervisor Assessment

This record is not only because it has been released

Cancel **Return to Employee** **Modify**

If the midpoint review has been released to the employee but needs to be updated, supervisors can initiate a modification from the Midpoint Assessment page.

- Click on **“Modify”** to change only the supervisor Midpoint Review narrative
- Click on **“Return to Employee”** if you also want your employee to change their self-assessment

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<http://acqdemo.hci.mil>

If the midpoint review has been released to the employee but needs to be updated, supervisors can initiate a modification from the Midpoint Assessment page. Only the supervisor can initiate an update.

The supervisor has 3 options:

Cancel: returns to the previous page

Return to Employee: supervisors need employee to change the self-assessment

Modify: supervisor wants to change their assessment, but does not need employee to update the self-assessment

Supervisor: Enter Modification Narrative

Midpoint Assessment for BARRY DREW (Submitted)

General Information
Contribution Planning
Job Achievement and/or Innovation | Communication and/or Teamwork | Mission Support | Supervisor 1 Approval

Employee Assessment
Employee Mid-Point Self-Assessment for Job Achievement and/or Innovation.

Overall Supervisor Assessment

Supervisor Assessment on Employee Mid-Point for factor: Job Achievement and/or Innovation.
Updating Assessment

Auto Save Timeout: 255

Cancel Save Return to Employee Approve

If you returned the midpoint self-assessment to employee, start entering your changes in the Supervisor Assessment textbox and click "Save".

- **Once your employee returns their self-assessment to you, you will be able to approve it, as you did for the initial Midpoint Assessment**

<http://acqdemo.hci.mil>

If you choose to "Return to Employee", you can start entering changes to your midpoint assessment narrative since the supervisor's midpoint assessment text box is now in edit mode; remember to "Save" as often as needed to not lose work.

However, you will need to wait for the employee to resubmit their self-assessment before you can approve it again.

Supervisor: Track Midpoint Modification

Employee Midpoint Assessments

General Information

Fiscal Year: 2019

Employee Midpoint Assessments - Supervisor 1

Show 25 entries

Status	Name	Email	Supervisor 1	Supervisor 2
Submitted	kane, mary alice	a@k.com	* Iverson, John	Bowling, Mikert
Submitted	HOANG, TONERT	CP@HCI.MIL	BABBIT, CHRIS	
Submitted	Reid, Richard	richard.reid@mail.mil	* Iverson, John	Parsons, Patricia

Once the employee has resubmitted the self-assessment, the supervisor will see the status changed to "Submitted" from the midpoint review tracking list.

<http://acqdemo.hci.mil>

Once the employee has resubmitted the self-assessment, the supervisor will see the status changed to "Submitted" from the midpoint review tracking list.

Click on the row for the appropriate employee to open their midpoint assessment

Acq Demo

Supervisor: Approve Midpoint Modification

General Information

Contribution Planning

Job Administration and/or Incentives

Communication and/or Treatment

Waiver Request

Reassignment / Approval

Employee Assessment

Updated by Employee after returned by supervisor

Issued by Employee after returned for modification by supervisor

modified modified

Supervisor Assessment

I am updating my supervisor assessment after employee returned his updated assessment and I will approve now

I am modifying the supervisor assessment after it was released - I am returning to employee for updates too

I am approving the modified Mid Point assessment - MODIFY again

Cancel Save Return to Employee Approve

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<http://acqdemo.hci.mil>

If you had returned the Midpoint Assessment to your employee, you would see the updated employee self-assessment and the option to approve.

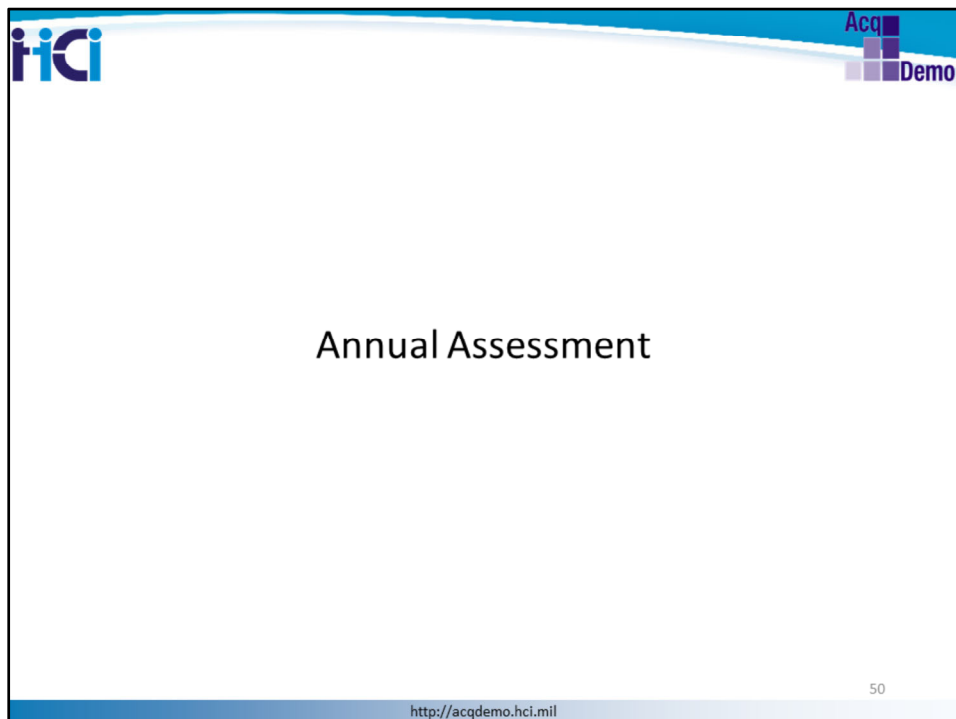
If you had chosen to only change your supervisor assessment, you would see the option to approve.

If you had returned the Midpoint Assessment to your employee, you would see the updated employee self-assessment and the option to approve.

If you had chosen to only change your supervisor assessment, you would also see the option to approve.

Either way, you need to communicate the modified midpoint assessment to your employee and enter the method of communication and date communicated. When done, click “Approve” .

This completes the modification process of the Midpoint Assessment.



Let's now go over the Annual Assessment module.

The next slides are intended for AcqDemo employees and some will be for supervisors. We will review the functionality of the Annual Assessment module and process for both the AcqDemo Employee and Supervisor.

The slide title will indicate whether the section is intended for "Employee" or "Supervisor" - check the leading words of the title.

The navigation menu is another indicator on who the action is intended for i.e., Employee menu or Supervisor menu.

The screenshot displays the CAS2Net 2.0 interface for an employee's annual assessment. The page title is "Employee: Annual Assessment" and the employee name is "Mikert Bowling". The main content area is titled "Annual Assessment for Mikert Bowling (Draft)". It includes a "General Information" section with fields for Fiscal Year (2019), Supervisor Level 1 (Iverson, John), Supervisor Level 2 (Parsons, Patricia), Sub-Panel Manager (MANAGER, PAUL), Pay Pool Manager (MANAGER, PAUL), Broadband Level (TV), Occupational Series (1515 - OPERATIONS RESEARCH), Career Path (NH - Business Management and Technical Management Professional), and Expected OCS and Range (E1 - E4 - 95). Below this is a "Current Contribution Plan Details" section with a "Copy Assessment Narrative from Midpoint" button. The section contains several rows of information: "Contribution Plan Effective Date", "Contribution Plan(s) For Fiscal Year" (with a sub-row "Contribution Plan - Effective 10-01-2019 - Submitted"), "Midpoint Assessment For Fiscal Year" (with a sub-row "Midpoint Assessment - Completed 05-13-2019"), "Closeout Assessment(s) For Fiscal Year" (with a sub-row "Closeout Assessment - Effective 05-09-2019 - Conducted 06-13-2019"), and "Additional Feedback For Fiscal Year" (with a sub-row "Additional Feedback - Effective 05-13-2019 - Generated 05-13-2019"). A sidebar menu on the left includes "Annual Assessment" highlighted in red. The page footer contains the URL "http://acqdemo.hci.mil" and the number "51".

The employee's annual self-assessment is part of the CCAS end-of-cycle process.

➤ **To enter a self-assessment into CAS2Net, click on "Annual Assessment" from the Employee Menu**

Employee's annual self-assessment is part of the CCAS end-of-cycle process. Employees have the opportunity to enter a narrative into CAS2Net that will be reviewed by their supervisor and the management team during the pay pool panel process. While it is not mandatory, it is strongly recommended that employees write an annual self-assessment.

Click on the employee menu "Annual Assessment" link to access the self-assessment page.

Annual Assessment for Mikert Bowling (DRAFT)

General Information

Current Contribution Plan Details [Copy Assessment Narratives from Midpoint](#)

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

Factor Description

Employee Assessment

Employee completes self assessment for Factor: Job Achievement and/or Innovation.

Auto Save Timeout: 500 Characters: 0/4000 *Character count may differ from Microsoft Word

Cancel Save Submit to Supervisor

Enter a narrative for each of the three factors; textboxes offer editing functionality and can hold up to 4000 characters.

- Click on “Factor Description” to view the factor descriptors and discriminators
- Click “Submit to Supervisor” when done with narrative

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<http://acqdemo.hci.mil>

Employees enter a narrative for each of the 3 factors by clicking on each tab. Click on the “Factor Description” hot link to display the factor descriptors and discriminators

Use the editing functionality to check spelling and/or add formatting details to the narrative. Each factor’s text box can hold up to 4,000 characters and employees may choose to cut and paste from a Word document. Note that the actual number of Word characters will be limited to about 3,600 to account for spaces and hidden characters generated in Word.

The employee’s Annual Assessment page offers 3 option buttons at the bottom right:

- Cancel: returns to the previous page without saving
- Save: click on “Save” often to avoid losing your work
- Submit to Supervisor: when satisfied with narrative, click to submit to supervisor for review

Employee: Status of Annual Assessment

Annual Assessment for Mikert Bowling (Submitted)

General Information

Current Contribution Plan Details

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

Factor Description

Employee Assessment

Employee completes self assessment for Factor: Job Achievement and/or Innovation.

This record is read-only because it has been submitted to the supervisor 1 for approval.



Cancel

Refer to the status notification to the right of the header, which now shows “Submitted” to track the Annual Assessment process.

<http://acqdemo.hci.mil> 53

Once employees submit their self-assessment to their supervisor, the status notification changes from “Draft” to “Submitted” and the page changes to Read Only mode.

When supervisors review the employee’s self-assessment, they may choose to send it back to the employee for updates. If that happens, the status notification changes from “Submitted” to “Draft-Submitted” and the page changes back to edit mode to allow employees to enter changes to their self-assessment.


Acq 

Employee: Released Annual Assessment

Annual Assessment for Mikert Bowling Released

General Information

Career Contribution Plan Details

Job Assessment and Records | **Communication and Feedback** | **Market Record** | **Employee's Approval**

Factor Categories

Employee Assessment

My self assessment:
I have edited my self assessment because it was returned by supervisor

Categorical Score: 40 | Numerical Score: 35 | Performance Score: 5

Supervisor's Assessment

Supervisor assessment is complete now and supervisor is satisfied with employee self assessment
 - assessment scores and submitted to pay pool
 - modified the assessment after submitting to pay pool
 - changes made after release

Average Performance Score:
 Overall Performance Score (OPR):
 Overall Contribution Score (OCS):

This record is read-only because it has been released

At the end of the pay pool process, the pay pool manager finalizes, validates and releases the results of the pay pool decisions to the supervisor.

➤ **The supervisor communicates the results and releases to the Employee. At this point the Employee can view the results.**

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<http://acqdemo.hci.mil>

At the end of the pay pool process, the pay pool manager finalizes and releases the results of the pay pool decisions to the supervisor. The supervisor will communicate the results and release the assessment to the employee. The status of the annual assessment changes to “Released”

Employees can see the final scores and narratives in the Annual Assessment page, and print a Salary Appraisal Form from their Reports page.

Employee: Generate PDF of Annual Assessment

Annual Assessment for Mikert Bowling (Released)

General Information

Current Contribution Plan Details

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

Method(s) of Communication: Face to Face

Date Communicated: 05-13-2019

Communicated By: Iverson, John

Generate PDF

Average Performance Score

Overall Performance Score (OPOR)

Overall Contribution Score (OCS)

This record is read-only because it has been released.

Cancel

http://acqdemo.hci.mil 55

They can also generate a report from the “Reports” menu.

They can generate a PDF from the blue “Generate PDF” button. This completes the Annual Assessment process for employees

Supervisor: Annual Assessment Dashboard

Annual appraisals are **mandatory** in CCAS

- Supervisors can track the Annual Assessments' completion status with the Dashboard tool from the "Index" hotlink on the Home menu

<http://acqdemo.hci.mil>

Annual appraisals done by supervisors are mandatory in CCAS. They are conducted once a year, during the end of cycle period which is between 1 October and January of the next year, before the first pay day in the new calendar year.

Accessed from the "Home" link of the supervisor's menu, the supervisor's dashboard example shows no annual assessments started. The "Annual Assessment for Supervised Employees" status shows "Not Started".

Supervisor: Track Annual Assessment

Employee Annual Assessments

Fiscal Year: 2019

Status	Name	Email	Supervisor 1	Supervisor 2	Date Commented
Submitted	Bowling, Milet	milet.bowling@gmail.com	*Nelson, John	Parsons, Patricia	
Draft	BEUVOR, BEAU	BEAU.BEUVOIR@MAIL.MIL	*Nelson, John	SABBT, CHRIS	
Approved	MANAGER, PAUL	PAUL.MANAGER@MAIL.COM	*Nelson, John	Parsons, Patricia	
** Not Started	DANCY, DANBERT	DANBERT.DANCY@DOT.COM	*Nelson, John	Parsons, Patricia	
** Not Started	DIXON, KENNATERT	KENNATERT.DIXON@MAIL.MIL	*Nelson, John	Parsons, Patricia	
** Not Started	Marx, Mary Alice	ma@com	*Nelson, John	Bowling, Milet	
** Not Started	Mark, Richard	mark.richard@gmail.com	*Nelson, John	Parsons, Patricia	
** Not Started	Mark, Robin	robin.mark@gmail.com	*Nelson, John	Parsons, Patricia	
** Not Started	HUGHES, DANBERT	DANBERT.HUGHES@MAIL.COM	*Nelson, John	Parsons, Patricia	
** Not Started	HARRIS, NATHAN	nathan.harris@gmail.com	*Nelson, John	Parsons, Patricia	

Click the "Annual Assessment" link on the Supervisor menu to display an employee table.

<http://acqdemo.hci.mil>

To initiate the Annual Assessment process, supervisors click on "Annual Assessments" button from the Supervisor menu.

- "Not Started" status indicator preceded by a double asterisk "**" indicates that a Contribution Plan must first be completed and approved.
- "Not Started" status indicator preceded by a single asterisk "*" indicates a trusted agent relationship.

Click on an employee's name with a "Not Started" status. Some Pay Pools require employees to initiate. In this case, the supervisor will not be able to initiate an Annual Assessment.

Supervisor: Annual Assessment Main Page

Annual Assessment for BEAU BELVOIR (1141)

General Information

Current Contribution Plan Details

Job Assessment and Feedback

Communication and Feedback

Worker Support

http://acqdemo.hci.mil

The Annual Assessment page comprises three main panels:

- General Information
- Current Contribution Plan Details
- Three Factors (4000 characters per factor)

CAS2Net opens the Supervisory Annual Assessment page for the employee showing General Information, Contribution Plan Details, and by Factor sections.

Supervisor can enter up to 4000 characters for each factor. Note that the actual number of Word characters will be limited to about 3,600 to account for spaces and hidden characters generated in Word.

Supervisor: Enter Annual Assessment Ratings

Annual Assessment for BEAU BELVOIR (draft)

General Information

Current Contribution Plan Details

Job Assessment and Training

Main Report

Factor Description

Employee Assessment

Categorical Score: 3

Numeric Score: 90

Performance Score: 3

Did very well

Save

Cancel

Enter your supervisor assessment by factor, as well as recommended Categorical Score, Numeric Score, and Performance Score (PAQL)

➤ **Once the supervisor enters a recommended Categorical Score, CAS2Net matches the available Numeric scores range of values for that Categorical Score**

<http://acqdemo.hci.mil>

The by Factor panel displays the employee’s self-assessment for each of the three factors. Click on each factor tab to enter the supervisor assessment by factor, as well as a recommended Categorical Score, a recommended Numeric Score (if this is part of the process for your pay pool) and a Performance Appraisal Quality Level (PAQL) score.

Click “**Save**” when done. Note that this does not release the Annual Assessment to the employee. The results of the pay pool process won’t be released until approved by the Pay Pool Manager.

Supervisor: Return Annual Assessment to Employee

Annual Assessment for Mikert Bowling **Submitted**

General Information

Current Contribution Pay Rate

Job Assessment (View Details) | Compensation (View Details) | Related Links

Annual Assessment

Employee Assessment

By self assessment 1

Categorical Score: 48 | Narrative Score: 30 | Performance Score: 5

Supervisor Assessment

Supervisor assessment

Cancel Save Return to Employee Submit to Pay Pool

Average Performance Score:
Overall Performance Score (OPS):
Overall Contribution Score (OCS)

60


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- The “Submitted” notification indicates to the supervisor that the employee has submitted his/her self-assessment.
- Supervisor reviews it, then either return it to employee or start the supervisor assessment then submit it to the pay pool.

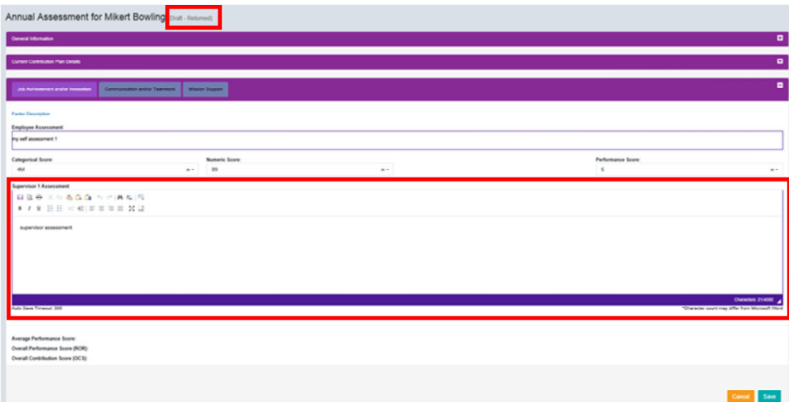
Once an employee submits their self-assessment to the supervisor, CAS2Net 2.0 offers supervisors the following options:

- **Cancel** : returns to previous screen
- **Save**: click often to avoid losing your work
- **Return to Employee**: sends the self-assessment back to employee for further changes
- **Submit to Pay Pool**: makes the annual assessment narrative, along with rating recommendations available to the sub-panel or pay pool panel members

Click “**Return to Employee**” to send the self-assessment back to the employee.


Acq
Demo

Supervisor: Edit Annual Assessment Narrative



Supervisors may continue to write their supervisor assessment while employees revise their self-assessment.

- **Always track the status of the Annual Assessment process by checking the notification (such as “Draft – Returned”)**

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When supervisors return the self-assessment to employees for revisions, supervisors may keep on completing their assessment narrative while their employee updates their self-assessment.

When the employee resubmits, the Annual Assessment status changes to “Draft-Returned”. It is the same status that the employee will see next to the Annual Assessment header from their Employee page.

Supervisor: Submit Annual Assessment to Pay Pool

The notification status changes to “Submitted” to indicate to the supervisor that the employee has submitted his/her revised self-assessment.

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Check the status of the Annual Assessment: it has now changed to “Submitted”, which indicates that the employee has submitted their changes to their self-assessment. Supervisors will review the self-assessment, complete the supervisor assessment narrative, enter scores, and submits for sub-panel or pay pool panel review. For each of the three factors, supervisors recommend the following scores:

- o Categorical Score
- o Numeric Score (if this is the process for your pay pool)
- o Performance Score

Click “Submit to Pay Pool” when satisfied with narratives and your score recommendations.

Supervisor: Modify Annual Assessment

Annual Assessment for Mikert Bowling (Approved)

General Information

Current Contribution Plan Details

Job Achievement and Evaluation | Compensation and Paymark | Welfare Support

Factor Description

Employee Assessment

Pay self assessment 1
I have edited my self assessment because I was returned by supervisor

Category/Score (R) Numeric Score (R) Performance Score (I)

Supervisor 1 Assessment
Supervisor assessment is complete (see and supervisor is satisfied with employee self assessment
Recommended scores and submitted to Pay Pool

Average Performance Score
Overall Performance Score (PCS)
Overall Contribution Score (OCS)
This record is read-only because the pay pool process has not been initiated.

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Supervisor may modify the annual assessment to align with pay pool panel decisions

- **Click “Modify”**
- **Coordinate with your Administrator to unlock the assessment if the scores and/or narratives are locked**

Supervisors may still modify the annual assessment narrative and scores recommendation after submitting to the pay pool. This could happen after pay pool deliberations result in a request for changes to the supervisors’ recommendations.

Click “Modify”

Coordinate with your Administrator to unlock the assessment if the scores and/or narratives are locked.

Supervisors enter changes to the narrative and/or recommended scores and submit back to pay pool when done.

➤ **Textboxes change to edit mode to allow modification**

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The Annual Assessment status changes to *“Submitted”* once the Supervisor has clicked on **“Modify”** assessment. Supervisors enter changes to the narrative and/or recommended scores and submit back to pay pool when done.

Click **“Return to Employee”** if changes by employee are needed as well. This will reopen the self-assessment for employee’s edits. (The employee will not see the supervisor’s recommended ratings.)

Click **“Submit to Pay Pool”** when all changes are done.

Only when the pay pool manager approves the results of the pay pool can results be released. At that time, supervisors can print the Annual Assessment report and discuss results with employees.

The screenshot shows a web interface for an annual assessment. At the top left is the 'iCi' logo. The main title is 'Supervisor: Approved Annual Assessment'. In the top right corner, there is a 'Demo' label. The central content area is titled 'Annual Assessment for Mikert Bowling' with a red box around the word 'Approved'. Below this title are three expandable sections: 'General Information', 'Current Contribution Plan Details', and 'Job Achievement and/or Innovation', 'Communication and/or Teamwork', 'Mission Support', and 'Supervisor 1 Approval'. Below these sections, there are three lines of text: 'Average Performance Score:', 'Overall Performance Score (BOR):', and 'Overall Contribution Score (OCS):'. At the bottom right of the content area are four buttons: 'Cancel', 'Save', 'Modify', and 'Release to Employee'. Below the screenshot, there is a text block explaining the status change. At the bottom of the slide, there is a URL 'http://acqdemo.hci.mil' and the number '65'.

Supervisor: Approved Annual Assessment

Annual Assessment for Mikert Bowling (Approved)

General Information

Current Contribution Plan Details

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

Average Performance Score:
Overall Performance Score (BOR):
Overall Contribution Score (OCS):

Cancel Save Modify Release to Employee

When the Pay Pool results have been approved by the Pay Pool Manager, the status notification changes to “Approved”.

<http://acqdemo.hci.mil>

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The example above shows that the Annual Assessment has been approved by the pay pool manager. Supervisors must wait for the annual appraisals to be released in order to provide the results to the employee. The Annual Assessment status shows “Approved”, so the results are now available for the supervisors to communicate with their employees.

Supervisor: Released Annual Assessment

Annual Assessment for Mikert Bowling (Released)

General Information

Current Contribution Plan Details

Job Achievement and/or Innovation | Communication and/or Teamwork | Mission Support | **Supervisor's Approval**

Factor Description

Employee Assessment

My self assessment 1
I have edited my self assessment because it was returned by supervisor

Categorical Score: 400 Numeric Score: 10 Performance Score: 5

Supervisor's Assessment

Supervisor assessment is complete now and supervisor is satisfied with employee self assessment
Recommended scores and submitted to Pay Pool
I modified the assessment after submitting to pay pool changes made after release

Average Performance Score:
Overall Performance Score (ROR):
Overall Contribution Score (OC):

This record is read-only because it has been released.

A "Released" status indicates results of pay pool decisions have been released to employees.

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Once the supervisor has released the Annual Assessment to the employee, the status changes to "Released".

A released assessment displays the final approved scores and narratives, which can be viewed by employees

Click on the "Supervisor Approval" tab to document the method of communication, the date it occurred and the name of the supervisor who conducted the communication.

Supervisor: Generate PDF of Annual Assessment

The screenshot displays the HICI system interface for generating a PDF of an Annual Assessment. The page title is "Annual Assessment for Mikert Bowling (Released)". The interface includes a sidebar menu with options like "Home", "Supervisor", "Contribution Plans", "Annual Assessments", "Performance Feedback", "Overall Assessments", "Releasees", "Reports", and "Employee". The main content area shows "General Information", "Current Contribution Plan Details", and "Job Achievement and/or Innovation". A "Generate PDF" button is highlighted with a red box. The page also displays performance scores and a note that the record is read-only because it has been released.

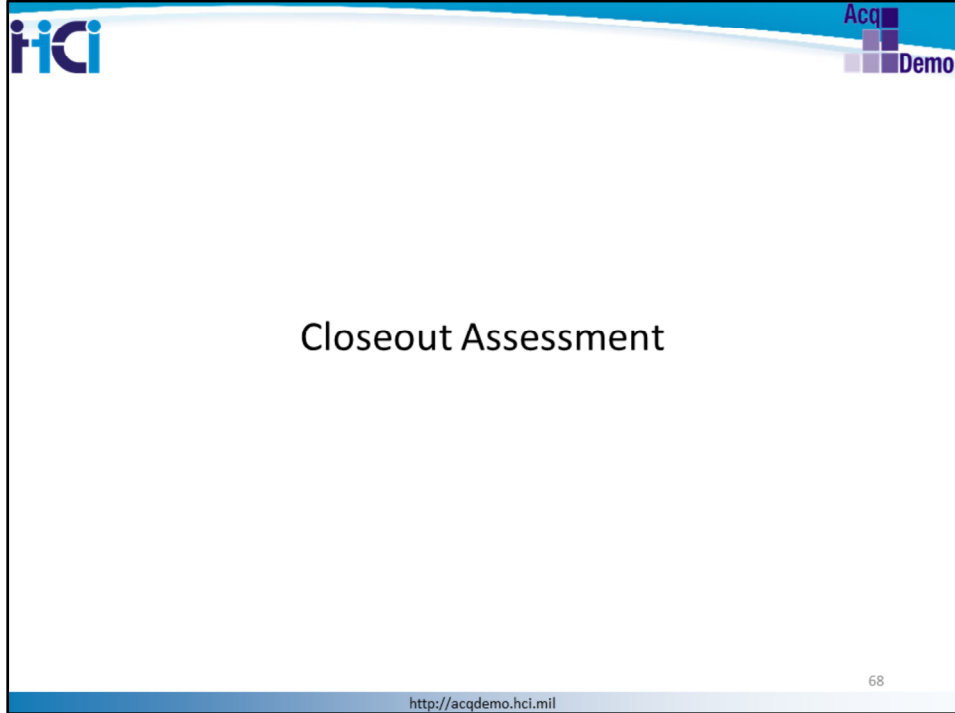
Click on **“Generate PDF”** to generate the Annual Assessment report.

<http://acqdemo.hci.mil>

Both supervisors and employees may generate an Annual Assessment report from the released Annual Assessment page.

Click on **“Generate PDF”** to generate the Annual Assessment report

Supervisors and employees may choose the “Reports” functionality from the menu to generate in a PDF format either a released Annual Assessment or the Salary Appraisal Form.



Let's now go over the Closeout Assessment module.

The next slides are intended for AcqDemo employees and some will be for supervisors. We'll review the functionality of the Closeout Assessment module for both the AcqDemo Employee and Supervisor.

The slide title will indicate whether the section is intended for "Employee" or "Supervisor" - check the leading words of the title.

Closeout Assessments are used to assess the contribution of employees who are leaving their current job during the CCAS cycle. Also, supervisors who are leaving their current job need to complete a closeout assessment for their current employees before they leave.

- **Closeouts are not the same as Annual Assessments; closeouts are only used to document a partial CCAS cycle; and closeouts do not have scores.**

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Employees do not initiate the Closeout Assessment process. Supervisors develop a closeout assessment for employees who are leaving their current job, either within the same pay pool or to another pay pool. Supervisors who are leaving the organization also must prepare a closeout assessment for their current employees to help the new supervisor determine their end of cycle ratings.

The Closeout Assessment is activated for the Employee Menu when the supervisor initiates the closeout.

Click the “Closeout Assessment” hot link from the employee’s menu to access the Closeout Assessment page.

hici Employee: Enter Closeout Self-Assessment **Acq Demo**

General information

Objectives

Effective End Date:
05-03-2018

Contribution Plan Effective Date:
10-01-2018

Individual Objectives:
Coordinate with allies on joint development effort
brief Acq Exec on plan to obtain approval.

Employee Comments

The employee can complete the closeout self-assessment either by objectives or by factors.

If by objectives, complete the Employee Comments section.

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Employees can complete the self-assessment with by objectives or by factors. To enter a closeout self-assessment against individual objectives, employees enter comments into the textbox below the “Individual Objectives”. The text box shown is ready for input and has formatting functionality.

hici Employee: Enter Closeout Self-Assessment **Acq Demo**

Factor Description

Employee Assessment

Auto Save Timeout: 300 Characters: 0/4000 *Character count may differ from Microsoft Word

Cancel Save Submit to Supervisor 1

If by factors, enter your self-assessment into the textbox below each of the three factors.

➤ **Click on each Factor Tab to display the textbox**

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Employees enter self-assessments by factors in each of the textbox.

Make sure to enter your narrative for each of the three factors

When working on your closeout self-assessment, you have 3 options:

Cancel: returns to previous page

Save: click on “Save” often to avoid losing your work

Submit to Supervisor: when satisfied with your comments, click “Submit to Supervisor”

In our example, we’ll click “**Submit to Supervisor**”

The screenshot displays the HICI Employee Self-Assessment interface. At the top, the title reads "Employee: Submit Closeout Self-Assessment". The user is identified as Nolan Nanco, and the assessment is titled "Closeout Assessment for Nolan Nanco". The status of the assessment is "Submitted", which is highlighted with a red box. The interface includes a sidebar with navigation options such as "Home", "Performance Plan", "Performance Assessment", "Performance Feedback", "Closeout Assessment", "Allocations", and "Reports". The main content area shows "Personal Information" with fields for "Final Year" (2019), "Supervisor Level 1" (Nolan Nanco), "Supervisor Level 2" (Patrick Johnson), "Sub-Panel Manager" (MARCUS P. ...), "Broadband Level" (II), "Occupational Series" (3020 - ENVIRONMENTAL PROTECTION ASSISTANT), "Career Path" (90 - Administrative Support), and "Pay Plan Manager" (MARCUS P. ...). Below this, there are tabs for "All Assessment and Reviews", "Communications and Reviews", "Review Request", and "Review Request". The "Employee Assessment" section shows a score of 0. A red box highlights a message: "This record is read-only because it has been submitted to the supervisor 1 for approval." A "Cancel" button is visible in the bottom right corner of the form area.

Once employees submit to supervisor, the closeout assessment becomes read-only and the status changes to "Submitted".

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Once employees submit to supervisor, the closeout assessment becomes read-only and shows a status of "Submitted". That means it is important to make sure you are satisfied with your write-up before submitting to your supervisor.

Employee: Track Status of Closeout Assessment

Closeout Assessment for Nolan Natic **Released**

General Information

Fiscal Year: 2019

Supervisor Level 1: Nathan John
Broadband Level: 18

Supervisor Level 2: Patricia Penne
Occupational Series: 000 - ENVIRONMENTAL PROTECTION ASSISTANT

Sub-Panel Manager: [Blank]

Pay Panel Manager: WMS026, PCL
Expertise DC 5 and Range: 01-10-01

Objectives

Job Assessment and/or Transfer: [Blank] Communication and/or Transfer: [Blank] Mutual Support: [Blank] Supervisor 1 Approval: [Blank]

Employee Assessment: [Blank]

Supervisor 1 Assessment: [Blank]

This record is ready for release because it has been released.

Closeout

Once the supervisor approves the Closeout Assessment, it is released to the employee who can review it.

➤ **Note “Released” status to the right of the main header**

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Once the supervisor approves the Closeout Assessment, it is released to the employee, who can review it by clicking on the Closeout Assessment link from the employee menu and the Closeout Assessment with a status of “Released”.

Employees can also review their closeout assessment by generating a Closeout Assessment Report
This completes the Closeout Assessment process for employees

Supervisor: Track Closeout Assessment

Employee Closeout Assessments

Final Year: 2019

Employee Closeouts - Supervisor 1

Status	Name	Email	Effective Date	Supervisor 1	Supervisor 2
Submitted	FROST, JAN	JANFROST@MIL.COM	01-08-2019	SABBT, CHRIS	WELSON, JOHN
Released	BEVOR, BEAU	BEAU.BEVOR@MIL.ML	01-03-2019	*WELSON, JOHN	SABBT, CHRIS
Released	BEVOR, BEAU	BEAU.BEVOR@MIL.ML	10-08-2019	*WELSON, JOHN	SABBT, CHRIS
Released	Boeing, MIKE	mike.boeing@mil.mil	01-03-2019	*WELSON, JOHN	PARSON, PATRICK
Released	Horne, Helen	helen.horne@mil.mil	01-03-2019	*WELSON, JOHN	PARSON, PATRICK
Not Started	BARRY, DREW	DREW.BARRY@MIL.ML		SABBT, CHRIS	
Not Started	BEVOR, BEAU	BEAU.BEVOR@MIL.ML		*WELSON, JOHN	SABBT, CHRIS
Not Started	Boeing, MIKE	mike.boeing@mil.mil		*WELSON, JOHN	PARSON, PATRICK
Not Started	Kane, Denise	dk@mil.com		*Trotter, Steve	

- Supervisors develop a closeout assessment for employees who are leaving their current job, either within the same pay pool or to another pay pool.
- Supervisors who are leaving the organization must prepare a closeout assessment for their current employees.

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Closeout assessments are initiated by supervisors. Closeouts are used to assess contribution for a partial CCAS cycle. The Closeout assessment is different from the Annual Assessment and they cannot be used interchangeably. Closeout assessments do not include with contribution ratings or performance ratings. The closeout assessments will help the incoming supervisor to complete the annual appraisal at the end of the rating cycle.

The reasons to develop a closeout assessment are:

- an employee is leaving his/her current job
- a supervisor is leaving the organization.

To initiate a Closeout Assessment, click on the “Closeout Assessments” hot link from the supervisor menu.

View Status from Employee Closeout – Supervisor list. Options are:

Not Started: Supervisor has not yet initiated the Closeout process for that employee

Draft: Supervisor has created a draft closeout for the employee and supervisor to start writing their assessments

Submitted: Employee has submitted draft for supervisor’s review, or the Supervisor submits on behalf of the Employee

Draft – Returned: after submitting, Supervisor has returned to employee for updates

Released: Supervisor has completed and approved the assessment. Supervisor recorded the Method of Communication, the Date Occurred, and their name in the “Approval”

section of the closeout assessment.

**Once a Closeout is released, the Closeout Assessment process is completed.
Click on employee name "Mikert Bowling"**

Supervisor: Select Employee Name for a Closeout Assessment

CAS2Net prompts the supervisor to select the name of the employee who needs a closeout assessment and to select the reason and date for the closeout.

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CAS2Net prompts the supervisor to select the reason and date for the closeout for the selected employee. Select from options below:

- Employee is transferring**
- Other**
- Supervisor is transferring**

Click "Add"

Supervisor: Enter Closeout Assessment

Supervisors can complete the closeout self-assessment either by objectives or by factors.
If by objectives, complete the Supervisor 1 Comments section.

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The Objectives section of the Closeout Assessment page displays:

- Effective End Date
- Contribution Plan Effective Date
- Individual Objectives
- Any Mandatory Objectives
- Employee’s Comments (read-only)
- Supervisor’s Comments (editable)

Review the displayed information. Supervisors can complete the closeout self-assessment either by objectives or by factors. if the closeout is by objectives, complete the Supervisor 1 Comments section.

Click “Save” at the bottom of the page as often as possible to avoid losing your work.

Supervisor: Enter Closeout Assessment by Factor

If by factors, enter your narrative in the text box labeled “Supervisor 1 Assessment” for each of the three factors.

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If by factors, use the text box in the Factor section to enter your supervisor assessment.

Supervisors must enter a narrative for each of the 3 Factors:

If supervisors enter a narrative by Objective, they do not need to also enter a narrative by factor

If supervisors enter a narrative for one factor, they must enter a narrative for all 3 factors

Check your organization’s business rules for more guidance on these options.

Click **“Submit”**

To finalize the Closeout Assessment process, click on the “Supervisor 1 Approval” tab.

Supervisors have the options to

Cancel: returns to the previous page without saving

Save: click “Save” as often as possible to avoid losing your work

Return to Employee: this option sends the Closeout to employee for updates; choose this option to enable employee to update their closeout self-assessment. It changes the status to “Draft- Returned”.

Approve: this option finalizes the Closeout Assessment process

Supervisors choose this option when they are satisfied with the content and format of the Closeout Assessment

Supervisors click on “Supervisor Approval” tab to enter a Method of Communication, Date Communicated and Communicated by Supervisor’s name

Supervisor: Complete Closeout Assessment

CAS2NET 2.0 Your session will expire in 12:39 minutes. CHRIS SMBST

Closeout Assessment for JAN FROST (Submitted)

General Information

Objectives

Job Assessment and/or Innovation Communication and/or Teamwork Mission Support Supervisor Approval

Methods of Communication

Face To Face

Team Conference

Video Conference

Email

Other

Date Communicated 08-04-2019

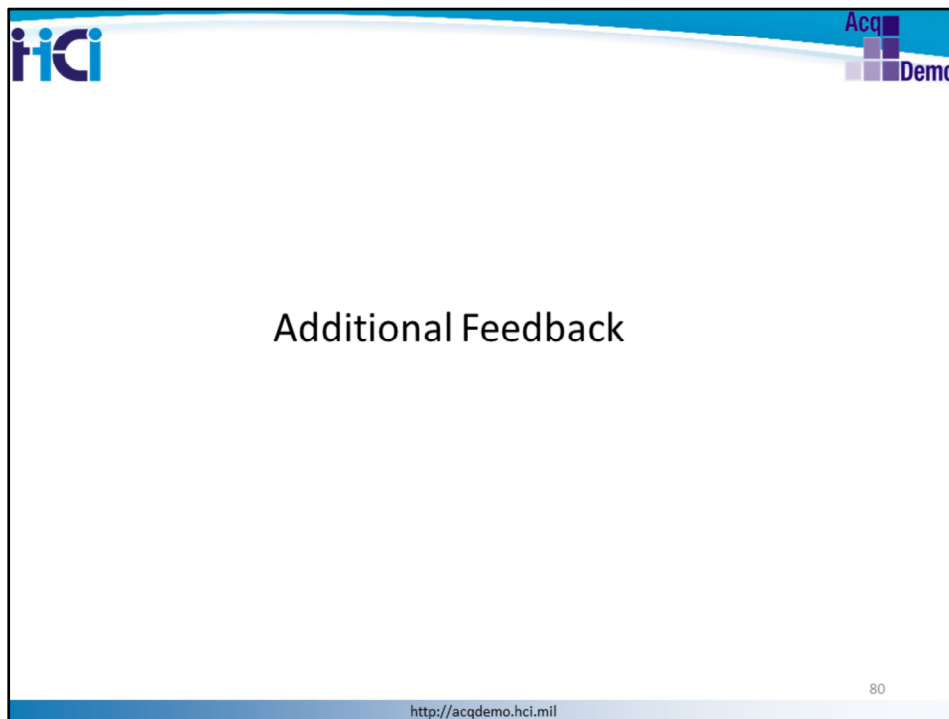
Communicated By SMBST, CHRIS

Cancel Save Return to Employee Approve

Communicate the closeout assessment with employee then click **“Approve”** to complete the Closeout Assessment process.

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Communicate the closeout assessment with employee then click **“Approve”** to complete the Closeout Assessment process



Let's now go over the Additional Feedback module.

Only supervisors can initiate the Additional Feedback and employees do not enter any Additional Feedback narrative. Additional Feedback allows the supervisor to provide additional guidance throughout the contribution rating period, to document declining contribution, or to recognize good contribution.

The next slides are intended for AcqDemo employees and some will be for supervisors. We'll review the functionality of the Additional Feedback module for both the supervisor and employee.

The slide title will indicate whether the section is intended for "Supervisor" or "Employee" - check the leading words of the title.

The navigation menu is another indicator on who the action is intended for i.e., Supervisor menu or Employee menu.

Employee: Additional Feedback

Additional Feedback is an optional activity in CCAS.

- **At any time during the performance cycle, a supervisor may initiate an Additional Feedback communication with an employee**

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Additional Feedback is an optional activity in CCAS.

At any time during the performance cycle, a supervisor may initiate an Additional Feedback communication with an employee. There are no limits to the number of Additional Feedback communications per employee per cycle.

Additional Feedback allows the supervisor to provide additional guidance throughout the contribution rating period, to document declining contribution, or to recognize good contribution.

A User Notification and email will alert the employee when an additional feedback is available.

Employees access the Additional Feedback write up by clicking the **“Additional Feedback”** hot link from the employee menu.

hci Employee: Access Additional Feedback Acq Demo

Employee Additional Feedback

General Information

Fiscal Year: 2019

Additional Feedback

Show: 25 Write

Effective Date	Date Communicated	Supervisor 1	Supervisor 2
2016-07-08	2016-07-08	Subject: Control	

Showing 1 of 1 of 1 entries

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Once the employee clicks on the Additional Feedback link, the page displays the “**Additional Feedback**” interface.

To open the write-up and read it, employees click anywhere on the **additional feedback** row that shows the dates and the supervisor’s name. Because multiple Additional Feedback narratives are possible, employees need to make sure they open the correct one by referring to the “Effective Date” and “Date Communicated” fields.

hci **Acq Demo**

Employee: View Additional Feedback

Additional Feedback for DORA RAMIREZ (Released)

General Information

Board Level	Fiscal Year: 2019	Supervisor Level 1: BABB, CWRS	Supervisor Level 2:	Expected DCI and Range: 2-8-2
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Options

Job Assessment Factor Categories | Communications and Teamwork | Mission Support | Customer Experience

Supervisor 1 Assessment

Feedback

Cancel

Click on each factor tab to display the additional feedback narrative.

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Once employees click on each factor tab, to view the narratives. Additional feedback can be developed for one, two or all three factors. Note that the same Additional Feedback can be seen from the Reports function of CAS2Net, where employees can generate a PDF file to view and/or print the Additional Feedback narrative.

hici Supervisor: Initiate Additional Feedback **Acq Demo**

The supervisor initiates the Additional feedback by clicking “Additional Feedback” from the supervisor menu.

➤ Click on the “Add Feedback” button as shown above

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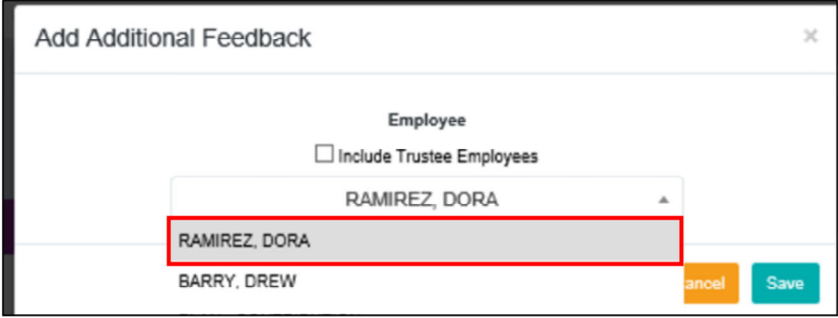
At any time during the performance cycle, a supervisor may initiate an Additional Feedback communication with an employee. There are no limits to the number of Additional Feedback reports per employee per cycle.

Additional Feedback allows the supervisor to provide additional guidance throughout the contribution rating period.

The supervisor initiates the Additional feedback by clicking on the blue “Add Feedback” button. Because employees do not enter any Additional Feedback narrative, they access CAS2Net to read the Additional Feedback once informed by the supervisor or being alerted through a system notification.

hici Acq Demo

Supervisor: Select Employee Name for Additional Feedback



Add Additional Feedback

Employee

Include Trustee Employees

RAMIREZ, DORA

RAMIREZ, DORA

BARRY, DREW

Cancel Save

Supervisors select the employee name from the drop down list.

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After clicking on the blue **“Add Feedback”** button, supervisors see the page above where they select the employee for whom they have feedback. CAS2Net also lets the supervisor see a list of Trustee Employees (employees for whom they are the supervisor’s trusted agent).

Select the employee’s name and click **“Save”**

hici **Supervisor: Enter Additional Feedback** **Acq Demo**

Additional Feedback for DORA RAMIREZ (2/4)

General Information

Objectives

Feedback Effective Date: 07-03-2016

Contribution Plan Effective Date: 10-01-2016

Individual Objectives

By Objectives

Supervisor 1 Feedback

Rich text editor with toolbar (bold, italic, underline, link, unlink, list, indent, outdent, undo, redo, help) and a large text area. A red box highlights this section.

Additional Feedback

Buttons: Add Achievement and/or Innovation, Communication and/or Training, Mentor Support, Supervisor 1 Approval

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The supervisor will either enter Additional Feedback in the Supervisor 1 Feedback textbox, or for one or more factors.

Additional Feedback for DORA RAMIREZ (out)

Method of Communication

- Face-to-Face
- Face Conference
- Video Conference
- Email
- Other

Date Communicated

Communicated By

Generate PDF

Cancel Save Release to Employee

Date Communicated is required
Communicated By is required

Click **“Release to Employee”** when the Additional Feedback narrative is complete and has been communicated to the employee.

Click **“Generate PDF”** to produce a PDF file for the Additional Feedback

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When the feedback is complete, click on the “supervisor approval” tab to document the method of communication and the date it was communicated to the employee.

Note the error messages in red below the textbox if the supervisor tries to release to employee without a communication method and date of occurrence

Click “Release to Employee” when the Additional Feedback narrative is complete and has been communicated to the employee.

Click “Generate PDF” to produce a PDF file for the Additional Feedback

Supervisors have the option to modify the Additional Feedback narrative once released to the employee.

Click **“Modify”**

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Even if the additional feedback has been released, the supervisor has the option to modify the narrative.
Click **“Modify”**.

Supervisor: Release Additional Feedback

Additional Feedback for DORA RAMIREZ (Draft)

General Information

Objectives

Job Advancement and/or Innovation Communication and/or Teamwork Mission Support Supervisor's Approval

Method(s) of Communication

Face To Face

Tele-Conference

Video-Conference

Other

Date Communicated: 07-07-2010

Communicated By:

Supervisor: SABBIT, CHRIS

Generate PDF

Submit Additional Feedback

Are you sure you want to release additional feedback to the employee?

Cancel Save Release to Employee

When done, supervisors must enter a method of communication, date communicated and supervisor's name before releasing to the employee.

- There is no limit as to how many times an Additional Feedback can be modified
- There is no limit to the count of Additional Feedback narratives for each employee

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The Supervisor may update existing narratives and/or add narrative(s) against objectives and/or one or more factors.

When the feedback is complete, supervisors must enter a method of communication, date communicated and supervisor's name before releasing to the employee.

Supervisors also have the option to generate a printable/savable version of the Additional Feedback. Click "**Generate PDF**".

Click "**Release to Employee**" to complete the modification process.

CAS2Net will confirm, "Are you sure you want to release additional feedback to the employee? Click "**YES**"



Let's review the reporting functionality in CAS2Net

The screenshot displays the 'Supervisor: Reports' page in the CAS2Net 2.0 system. The interface includes a top navigation bar with the 'hici' logo and 'Acq Demo' branding. A sidebar menu on the left lists various functions, with 'Reports' highlighted in red. The main content area is titled 'Supervisor Reports' and features a 'Fiscal Year Based Reports' section. A dropdown menu for 'Fiscal Year' is set to '2019'. Below this, there are six blue buttons: 'Contribution Plan', 'Midpoint Assessment', 'Annual Assessment', 'Closeout Assessment', 'Released Additional Feedback', and 'Salary Appraisal Form'. At the bottom of the page, there is a footer with the URL 'http://acqdemo.hci.mil' and the page number '91'.

Supervisors access the Reports function from their supervisor menu under “Reports”.

Supervisors access the Reports function from their supervisor menu under “REPORTS”

Click “REPORTS” and see the “Contribution Plan” button in blue

Click on “Contribution Plan”

Supervisor Reports: Employee Selection

Select Employees

Select Employees for Report Generation

Select	Name	Pay Pool	Sub Panel	Pay Pool Manager	Sub Panel Manager	Supervisor 1	Supervisor 2	Functional Reviewer
<input type="checkbox"/>	BARRY, DREW	GDIT Pay Pool	GDIT Pay Pool	MANAGER, PAUL	MANAGER, PAUL	SABBIT, CHRIS		
<input type="checkbox"/>	BELVOIR, BEAU	GDIT Pay Pool	GDIT Pay Pool	MANAGER, PAUL	MANAGER, PAUL	*Iverson, John	SABBIT, CHRIS	
<input type="checkbox"/>	Bowling, Mikael	GDIT Pay Pool	GDIT Pay Pool	MANAGER, PAUL	MANAGER, PAUL	*Iverson, John	Parsons, Patricia	
<input type="checkbox"/>	DANCY, DANBERT	GDIT Pay Pool	GDIT Pay Pool	MANAGER, PAUL	MANAGER, PAUL	*Iverson, John	Parsons, Patricia	
<input type="checkbox"/>	DIXON, KENVATERT	GDIT Pay Pool	GDIT Pay Pool	MANAGER, PAUL	MANAGER, PAUL	*Iverson, John	Parsons, Patricia	
<input type="checkbox"/>	FROST, JAN	GDIT Pay Pool	GDIT Pay Pool	MANAGER, PAUL	MANAGER, PAUL	SABBIT, CHRIS	*Iverson, John	
<input type="checkbox"/>	HOANG, TONBERT	GDIT Pay Pool	GDIT Pay Pool	MANAGER, PAUL	MANAGER, PAUL	*Iverson, John	Parsons, Patricia	
<input type="checkbox"/>	Iverson, John	GDIT Pay Pool	GDIT-DUB1	MANAGER, PAUL		Parsons, Patricia	SABBIT, CHRIS	
<input type="checkbox"/>	Kane, Denise	GDIT2	GDIT2			*Tatiana, Supv		
<input type="checkbox"/>	kane, mary alice	GDIT Pay Pool	GDIT Pay Pool	MANAGER, PAUL	MANAGER, PAUL	*Iverson, John	Bowling, Mikael	

Showing 1 to 10 of 10 entries

*Indicates a trusted agent relationship

Cancel Continue

Check the "Select" box to identify the name(s) of the employee for whom a report is needed.

➤ You can select one or more names in a single transaction

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Once the supervisor clicks on the blue "Contribution Plan" button, this screen displays the names of their employees

The supervisor can select one or several employees for whom to generate a contribution report.

Look at the left side of the slide: there is a "Select" box that you need to check in order to indicate that you want to generate a contribution report for that employee. Check the "Select" checkbox in the header row to select all employees.

Check "Select" to identify the Contribution Plans you want to print. Then select "Continue" button.

hici Supervisor Reports: View or Save Options Acq Demo

Supervisor Reports

Final Year: 2018

Contribution Plan

Annual Assessment

Salary Approval Form

Do you want to open or save SupervisorContributionPlan_2018.pdf (4.57 KB) from cas2net-test.army.mil?

Open Save Cancel

Choose to “Open” and view the report or you can choose to “Save” or “Save as” to your computer.

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The system generates the report: look at the bottom of your screen for the yellow prompt: you can choose to “open” and view the report or you can choose to “Save” or “Save as” to your computer.

We’ll click “Open” to generate the report

Supervisor Reports: View PDF

2019 Contribution Planning for BEAU BELVOIR
Effective 10-01-2018

Broadband Level: IV Occupational Series: 1023 - OUTDOOR RECREATION PLANNING Career Path: 104 - Business Management and Technical Management Professional Expected OCS: 04

Supervisor Level I: Ianson, John

Method of Communication: Face to Face Date Conducted: 10-16-2018

Contribution Planning:

Job Achievement and/or Innovation
test

Communication and/or Teamwork
test

Mission Support
test

- View Reports as PDF files.
- Enable all Features.

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This is an example of what a Contribution Plan looks like when generated from CAS2Net.

Your Employee Contribution Plan Report will display as a PDF, therefore you can view, save, or use save as if you want to select a folder and filename.

Supervisor Reports: View Contribution Planning Report

2019 Contribution Planning for BEAU BELVOIR
Effective 10-01-2018

Broadband Level: IV	Occupational Series: 0023 - OUTDOOR RECREATION PLANNING	Career Path: NH - Business Management and Technical Management Professional	Expected OCS: 84
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Supervisor Level 1: Iverson, John

Method of Communication:
Face to Face

Date Conducted:
10-16-2018

Contribution Planning:

Job Achievement and/or Innovation
test

Communication and/or Teamwork
test

Mission Support
test

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Supervisor and Employee Reports have the same look.

However, supervisors have the option to pull and view several of their employees' in one report.

Our example is a 2-page report, page 1 is for one employee and page 2 is the Contribution Plan for another employee. We are displaying the first page of the report to illustrate the standard report view.

Employees generate their own reports from the “Reports” option of the Employee Menu

Employees can only generate their own reports

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Employees generate their own reports from the “Reports” link in the Employee Menu

In this example, select the Contribution Plan to generate as a PDF report

Employees can only generate their own reports.

2019 Contribution Planning for BEAU BELVOIR
Effective 10-01-2018

Broadband Level: IV	Occupational Series: 0023 - OUTDOOR RECREATION PLANNING	Career Path: NH - Business Management and Technical Management Professional	Expected OCS: 84
-------------------------------	--	---	----------------------------

Supervisor Level 1: Iverson, John

Method of Communication: Face to Face	Date Conducted: 10-16-2018
---	--------------------------------------

Contribution Planning:

Job Achievement and/or Innovation	<input type="text" value="test"/>
Communication and/or Teamwork	<input type="text" value="test"/>
Mission Support	<input type="text" value="test"/>

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The PDF **Contribution Plan Report** displays:

- Effective Date of Contribution Planning
- Employee's Broadband Level, Occupational Series, Career Path and Expected OCS
- Supervisor's Name
- Method of Communication and Date Conducted
- Contribution Planning by Objectives or for each Factor

2019 Mid-Point Review Assessment for BEAU BELVOIR
Year: 2019

Broadband Level: IV
Occupational Series: 0223 - OUTDOOR RECREATION PLANNING
Career Path: NM - Business Management and Technical Management Professionals
Expected OCS: 100

Supervisor Level 1: Iverson, John
Method of Communication: Face to Face
Date Conducted: 04-24-2019

Contribution Planning:

Individual Objectives
Coordinate with allies on joint development effort
Brief AOC Exec on plan to obtain approval.

Job Achievement and/or Innovation
Emp: 1

Communication and/or Teamwork
Emp: 2

Mission Support
Emp: 3

Overall Supervisor Assessment:

Job Achievement and/or Innovation
1

Communication and/or Teamwork
2

Mission Support
3

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The PDF **Midpoint Assessment Report** displays:

- Year of Midpoint Assessment
- Employee's Broadband Level, Occupational Series, Career Path and Expected OCS
- Supervisor's Name
- Method of Communication and Date Conducted
- Contribution Planning by Objectives or for each Factor
- Supervisor's Midpoint Assessment for each Factor

Reports: Annual Assessment

CCAS SALARY APPRAISAL DOCUMENT FOR 2019

Name: GRIFFITH, ANDY M Rater: WHARF, EXP Org: PP2250-SP1
 Broadband Level: III Occupational Series: 001 - GENERAL ENGINEERING Career Path: N1 - Business Management and Technical Management Professional OCS:

Part II: Supervisor Assessment *Employee is Presumptive Status '1 - Due to time'*

Method of Communication: _____ Date Conducted: _____

Instruction: Provide comments regarding employee's contribution against each factor during the current year and a score of each factor.

Factor	Categorical Score	Numeric Score	P.A.Q.L.
Job Achievement and/or Innovation			
EMPLOYEE ASSESSMENT:			
None			
SUPERVISOR ASSESSMENT:			
None			
Communication and/or Teamwork			
EMPLOYEE ASSESSMENT:			
None			
SUPERVISOR ASSESSMENT:			
None			
Mission Support			
EMPLOYEE ASSESSMENT:			
None			
SUPERVISOR ASSESSMENT:			
None			

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The PDF **Annual Assessment Report** displays:

- Year of Annual Assessment'
- Employee's Broadband Level, Occupational Series, Career Path and Expected OCS
- Supervisor's Name
- Method of Communication and Date Conducted
- Contribution Planning by Objectives or for each Factor
- Employee's self-assessment
- Supervisor's Assessment for each Factor

The scores, compensation, and rating of record are documented on the Contribution-based Compensation and Appraisal System Salary (Basic Pay) Appraisal Form, Part I, and on the supervisor assessment in Part II. The CCAS Annual Appraisal (Parts I and II) will serve as the basis for individual discussions with the employees.

Reports: Closeout Assessment

Closeout Assessment for BEAU BELVOIR
Year: 2019

Broadband Level: IV Occupational Series: 0023 - OUTDOOR RECREATION PLANNING Career Path: NH - Business Management and Technical Management Professional Expected OCS: 84

Start Date: 10-08-2018 End Date: 10-08-2018

Reason for Closeout Assessment: Employee is Transferring

Supervisor Level 1: Iverson, John

Method of Communication: Face to Face Date Conducted: 05-01-2019

Contribution Planning:

Overall Supervisor Assessment:
Bubba is doing well, but we need him on another job.

Job Achievement and/or Innovation
moving on

Communication and/or Teamwork
moving on

Mission Support
moving on

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The PDF **Closeout Assessment Report** displays:

- Year of Midpoint Assessment
- Employee's Broadband Level, Occupational Series, Career Path and Expected OCS
- Supervisor's Name
- Method of Communication and Date Conducted
- Contribution Planning by Objectives or for each Factor
- Supervisor's Assessment for each Factor

Additional Feedback for BEAU BELVOIR
As of: 04-11-2019

Broadband Level: Occupational Series: Career Path: Expected OCS:
0

Supervisor Level 1: BABBIT, CHRIS

Method of Communication: Date Conducted:
Other: other 04-11-2019

Contribution Planning:

Overall Supervisor Assessment:
this is additional feedback for employee overall - this was modified

Job Achievement and/or Innovation
Additional feedback for Job Achievement and /or innovation - was modified


Communication and/or Teamwork
was modified

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The PDF **Additional Feedback Report** displays:

- Year of Midpoint Assessment
- Employee's Broadband Level, Occupational Series, Career Path and Expected OCS
- Supervisor's Name
- Method of Communication and Date Conducted
- Contribution Planning by Objectives or for each Factor
- Supervisor's Assessment Overall and for each Factor



Reports: Salary Appraisal Form



Once the pay pool results have been approved by the Pay Pool Manager, the Salary Appraisal Form is available to the Supervisor, and then the Employee once it is released by the Supervisor.

Part I: CCAS Salary Appraisal Form																																																	
Name: Barry Batts		Series: 1515	Appraisal Period:																																														
CAS2Net ID: 1543	Organization: ABC/CHACA	Broadband Level: II	From: 1-Oct-18																																														
Career Path: J44	Retention Pay: No	Presumptive: None	To: 30-Sep-19																																														
Approved By: SCS ANMAG, Pay Pool Manager		Effective Date of Appraisal: January 1, 2020																																															
Discuss evaluation with employee and obtain signature confirming discussion. Signature of employee does not constitute agreement with CCAS appraisal.																																																	
Chris Babbitt		Date																																															
Supervisor Print / Sign		Date																																															
Employee Print / Sign		Date																																															
2018 Performance Details <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Factor</th> <th>Rating</th> <th>Weight</th> </tr> </thead> <tbody> <tr> <td>Job Achievement and/or Innovation</td> <td>3</td> <td>30%</td> </tr> <tr> <td>Communication and/or Teamwork</td> <td>3</td> <td>30%</td> </tr> <tr> <td>Mission Support</td> <td>3</td> <td>40%</td> </tr> <tr> <td>Average Raw Score</td> <td>3.0</td> <td></td> </tr> <tr> <td>Performance Rating of Record</td> <td>3</td> <td></td> </tr> </tbody> </table>		Factor	Rating	Weight	Job Achievement and/or Innovation	3	30%	Communication and/or Teamwork	3	30%	Mission Support	3	40%	Average Raw Score	3.0		Performance Rating of Record	3		2018 Contribution Detail <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Factor</th> <th>Score</th> <th>Weight</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>Job Achievement and/or Innovation</td> <td>24</td> <td>30%</td> <td>7.2</td> </tr> <tr> <td>Communication and/or Teamwork</td> <td>24</td> <td>30%</td> <td>7.2</td> </tr> <tr> <td>Mission Support</td> <td>24</td> <td>40%</td> <td>9.6</td> </tr> <tr> <td>Overall Contribution Score</td> <td></td> <td></td> <td>64</td> </tr> <tr> <td>Expected Contribution Score</td> <td></td> <td></td> <td>60</td> </tr> <tr> <td>Expected Contribution Range</td> <td></td> <td></td> <td>47-64</td> </tr> </tbody> </table>		Factor	Score	Weight	Score	Job Achievement and/or Innovation	24	30%	7.2	Communication and/or Teamwork	24	30%	7.2	Mission Support	24	40%	9.6	Overall Contribution Score			64	Expected Contribution Score			60	Expected Contribution Range			47-64
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Compensation Detail \$50,568 Current Rate of Basic Pay + \$ 708 General Pay Increase 1.41% CR (Salary Increase) 0.00% = \$51,276 New Rate of Basic Pay + \$15,824 Locality Pay @ 30.88% = \$67,100 New Total Salary + \$ 3,844 Contribution Award (of which \$2,432 is Carryover from CR)		Employee Compensation Region Chart <p>The graph plots the employee's current basic pay, versus the final score based on the employee's appraisal results. The graph shows the upper and lower rates, respectively. The middle line is the SPL. Above the upper rate is the Overcompensation Zone (OZ). Below the lower rate is the Undercompensation Zone (UCZ). An employee's appraisal results should fall within the SPL. Compensation regions represent the ability for an employee to receive pay increases and awards. The point on the graph below is the employee's appraisal results.</p>																																															
2019 Expected Contribution Level Expected Overall Contribution Score 51 Expected Contribution Range 47-64																																																	
<small> Notes: (1) Minimum: 50% of 1-5. (2) 1-5/2019: Factor 15, Factor 16, Factor 17, Factor 18, Factor 19, Factor 20, Factor 21, Factor 22, Factor 23, Factor 24, Factor 25, Factor 26, Factor 27, Factor 28, Factor 29, Factor 30, Factor 31, Factor 32, Factor 33, Factor 34, Factor 35, Factor 36, Factor 37, Factor 38, Factor 39, Factor 40, Factor 41, Factor 42, Factor 43, Factor 44, Factor 45, Factor 46, Factor 47, Factor 48, Factor 49, Factor 50, Factor 51, Factor 52, Factor 53, Factor 54, Factor 55, Factor 56, Factor 57, Factor 58, Factor 59, Factor 60, Factor 61, Factor 62, Factor 63, Factor 64, Factor 65, Factor 66, Factor 67, Factor 68, Factor 69, Factor 70, Factor 71, Factor 72, Factor 73, Factor 74, Factor 75, Factor 76, Factor 77, Factor 78, Factor 79, Factor 80, Factor 81, Factor 82, Factor 83, Factor 84, Factor 85, Factor 86, Factor 87, Factor 88, Factor 89, Factor 90, Factor 91, Factor 92, Factor 93, Factor 94, Factor 95, Factor 96, Factor 97, Factor 98, Factor 99, Factor 100. </small>																																																	
Remarks																																																	

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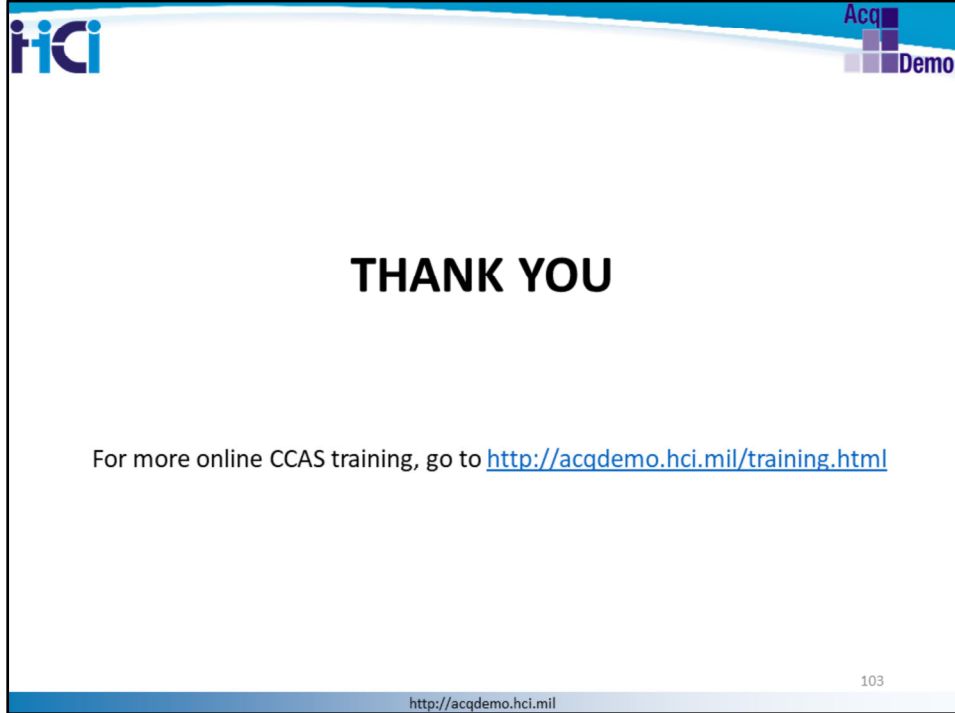
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When the pay pool panel meets, they use the Compensation Management Spreadsheet (CMS) to assign payouts for each employee based on the employee's contribution relative to their current basic pay.

Results from the CMS are uploaded to CAS2Net to save the payouts for producing this form, the Part I: CCAS Salary Appraisal Form and for sending results to the Defense Civilian Personnel Data System to update basic pay and payout awards at the start of the new pay year.

Once the pay pool results have been approved and released by the Pay Pool Manager, the Salary Appraisal Form is available to the Supervisor.

The supervisor will then communicate the assessment and pay pool results to the Employee, and release to the Employee allowing them to view the Salary Appraisal Form.



This completes the CAS2Net for Employee and Supervisor course.

For more online CCAS training, go to <http://acqdemo.hci.mil/training.html>.

Thank You!