

# **DoD Civilian Acquisition Workforce Personnel Demonstration Project (AcqDemo)**

## **CAS2Net Orientation for Employees and Supervisors**

**Spring 2012**

# Table of Contents

<i>Lesson #:</i>	<b>CAS2Net Module</b>	<i>Slide #</i>
1:	<a href="#"><u>Login</u></a> .....	5
2:	<a href="#"><u>Contribution Planning</u></a> .....	11
3:	<a href="#"><u>Additional Feedback</u></a> .....	26
4:	<a href="#"><u>Mid-Point Review Self-Assessment</u></a> .....	39
5:	<a href="#"><u>Supervisor Mid-Point Review</u></a> .....	43
6:	<a href="#"><u>Annual Appraisal Self-Assessment</u></a> .....	56
7:	<a href="#"><u>Supervisor Annual Appraisal</u></a> .....	60

# Intended Audience and Expected Outcomes

- Intended Audience is Employees and First Level Supervisors
- Expected Outcomes
  - Employees should understand how to:
    - Initiate or modify entries in the Contribution Planning module
    - View and print current or previous contribution planning entries
    - Print Additional Feedback reports
    - Initiate or modify entries in the Mid-Point Review Self-assessment module
    - Release their mid-point self-assessment to their supervisor
    - View and print their mid-point self-assessment
    - Initiate or modify entries in the Annual Appraisal Self-assessment module
    - Release their annual self-assessment to their supervisor
    - View and print their annual self-assessment
  - Supervisors should understand how to:
    - Initiate, modify, and submit entries in the Contribution Planning module
    - View and print current or previous contribution planning entries
    - Enter, submit, and print Additional Feedback reports
    - Initiate, modify, and submit a Mid-Point Review
    - View and print a mid-point assessment and employee self-assessments
    - Initiate, modify, and submit an Annual Appraisal
    - View and print an annual assessment and employee self-assessments

# Agenda

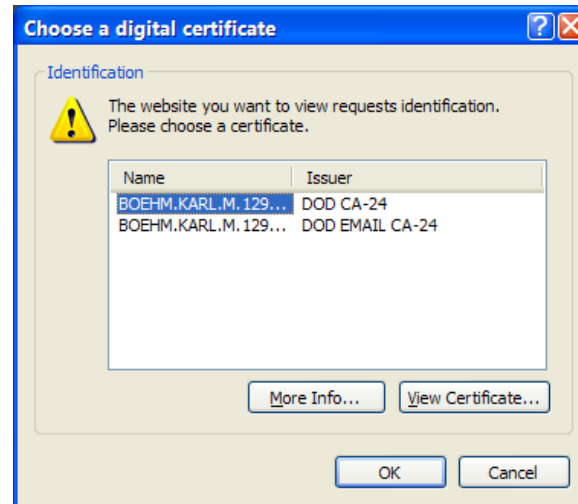
This orientation presents an overview of 8 user functions within CAS2Net, as an Employee or Supervisor:

1. Access the CAS2Net website and Login to the system
2. Use the Contribution Planning module
3. Enter Additional Feedback
4. Use the Mid-Point Review Self-Assessment module
5. Use the Mid-Point Review module
6. Use the Annual Appraisal Self-Assessment module
7. Use the Annual Appraisal module
8. Review Reports

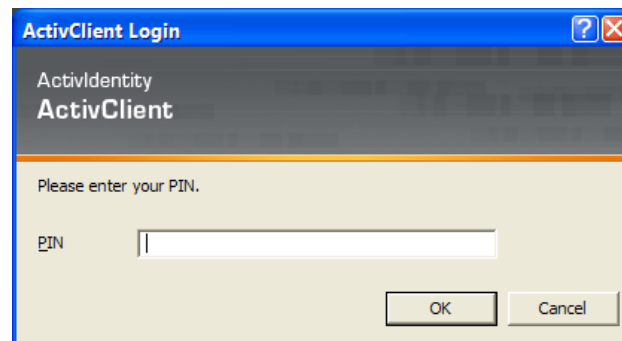
# Lesson 1: Login

# Login

- Access the CAS2Net site by going to the following URL: <https://acqdemoii.army.mil> (Note: CAS2Net is hosted on an Army server but services all DoD AcqDemo participants)
- Contact your Pay Pool Data Maintainer if you cannot access the site.
- You may have to select one of your installed CAC digital certificates at this point. Either one will work. Click the OK button.



- If prompted, enter your CAC PIN.




# Login

- If you already have accessed the CAS2Net site, you will most likely be directed straight to the Usage Policy screen, shown below.
- Click “I Agree” button to continue.

## 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:

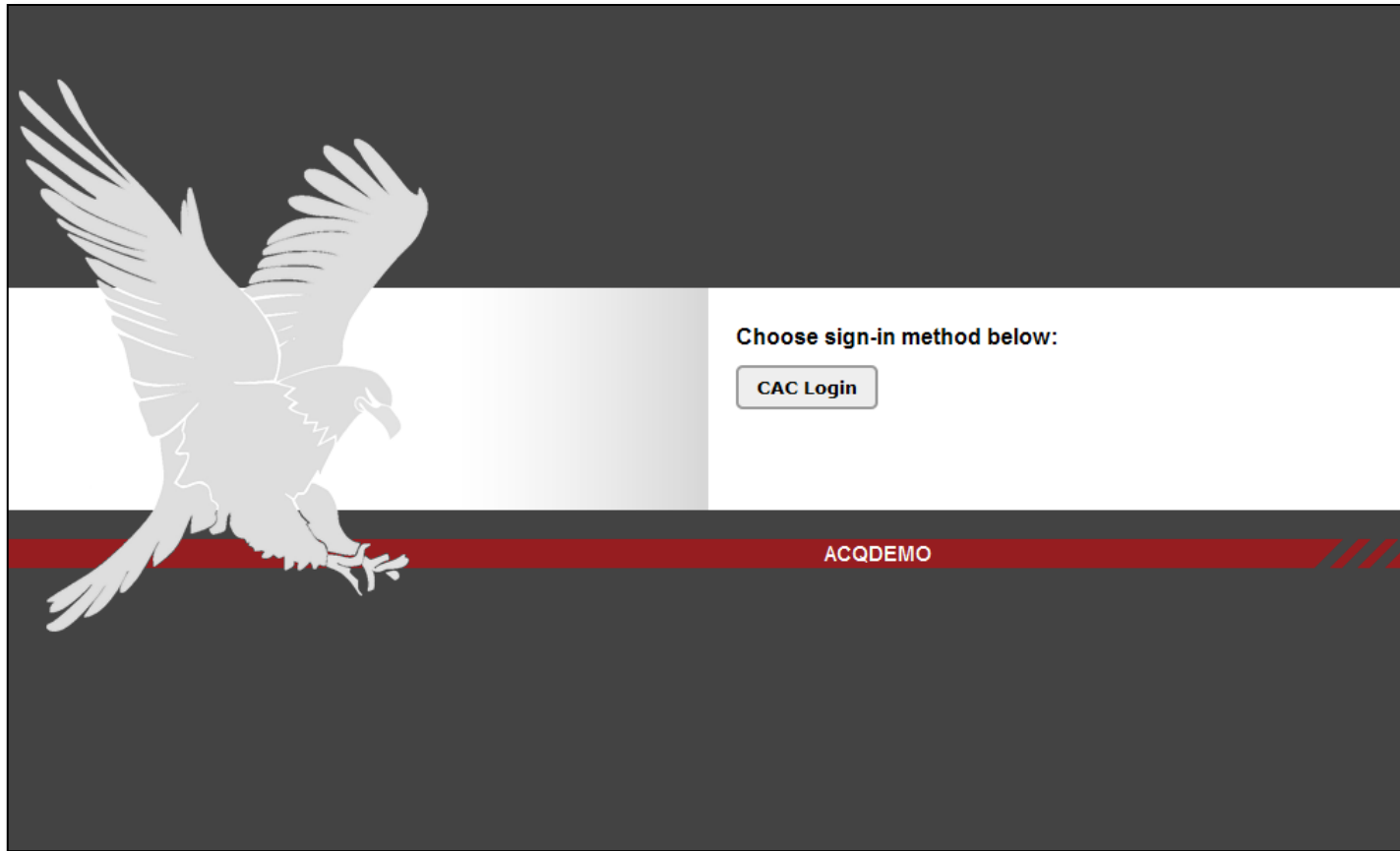


- \* The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- \* At any time, 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 interests—not for your personal benefit or privacy.
- \* Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. 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.

# Login

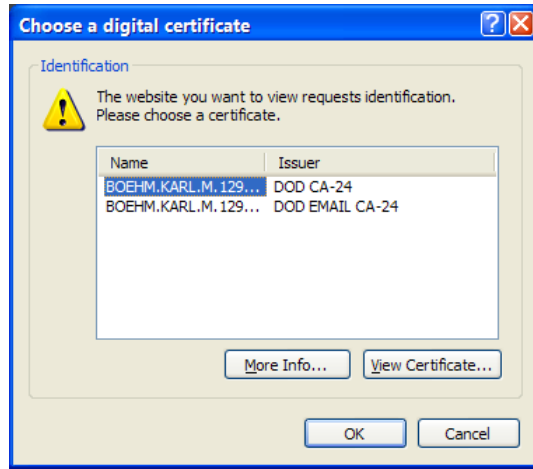
- Click the “CAC Login” button to sign-in.



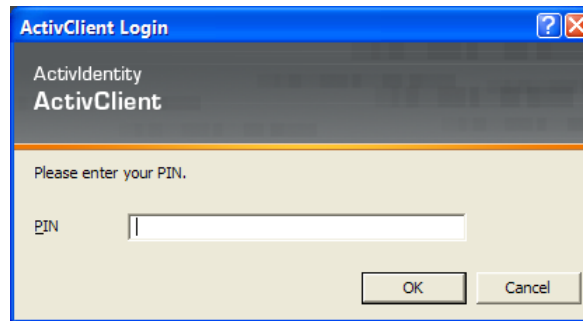


# Login

- As before, select one of your installed CAC digital certificates and click the OK button.



- If prompted, enter your CAC PIN.



# Successful Login Screen

- CAS2Net successfully logs the user in and displays the “Welcome” screen (the picture below depicts the “Welcome” screen for a Superuser)
- The navigation bar is on the left; it lists the available modules for your user role.
- If you are an employee, you will see the “Welcome” screen with only the “Employee Menu” displayed on the navigation bar to the left.

**Acq Demo**

**Employee Menu**

- [Contribution Planning](#)
- [Mid-Point Review Self-Assessment](#)
- [Annual Appraisal Self-Assessment](#)
- [Reports](#)

**Superuser Menu**

- [Reports](#)  
View or print reports in PDF format
- [Data Maintenance](#)  
Maintain employee and user data
- [Session Maintenance](#)  
Assume the role of another user

**Session Info**

- User:** George Garfield
- Role:** Superuser
- [Revert](#)

**Paypool Notices**  
Important information for your payroll

**Logout**  
Exit CAS2Net

3/22/2012

**Welcome to CAS<sup>2</sup>Net, George Garfield!**

**The information contained herein is covered by the Privacy Act of 1974.**

**Please choose a module from the navigation bar at the left.**

# Lesson 2: Contribution Planning

# Contribution Planning – Employee

- Click “Contribution Planning” from the navigation bar. CAS2Net refreshes the screen to display the “Contribution Planning” screen.
- After discussion with their supervisor, employees initiate the Contribution Planning process (if there is no current plan) by entering text and clicking on the Save button. This creates a draft plan that both employee and supervisor can view and edit.
- Once an employee is ready to submit the draft plan to their supervisor, the employee checks the “Release to Supervisor” box and clicks on Save to release the plan to the supervisor. Once released, modifications to existing plans must be initiated by the Supervisor.
- As long as status remains “In Progress”, the employee may later clear the “Release to Supervisor” checkbox and “Save” to let the supervisor know that employee input is incomplete. Once the supervisor finalizes the plan and submits it (covered later), only the supervisor can modify the plan.

**Acq Demo**

**Employee Menu**

- [Contribution Planning](#)
- [Mid-Point Review Self-Assessment](#)
- [Annual Appraisal Self-Assessment Reports](#)

**Data Maintainer Menu**

- [Reports](#)  
View or print reports in PDF format
- [Data Maintenance](#)  
Maintain employee and user data
- [Paypool Notices](#)  
Important information for your paypool
- [Logout](#)  
Exit CAS2Net
- [Session Maintenance](#)  
Assume the role of another user

**Session Info**

User: Amy Artis  
Role: Data Maintainer  
[Revert](#)

## Contribution Planning for Amy Artis

Year: 2012

Broadband Level: II      Occupational Series: 318 - Secretary      Career Path: NK - Administrative Support      Expected OCS: 41  
(Characters used: 50 of 4000)

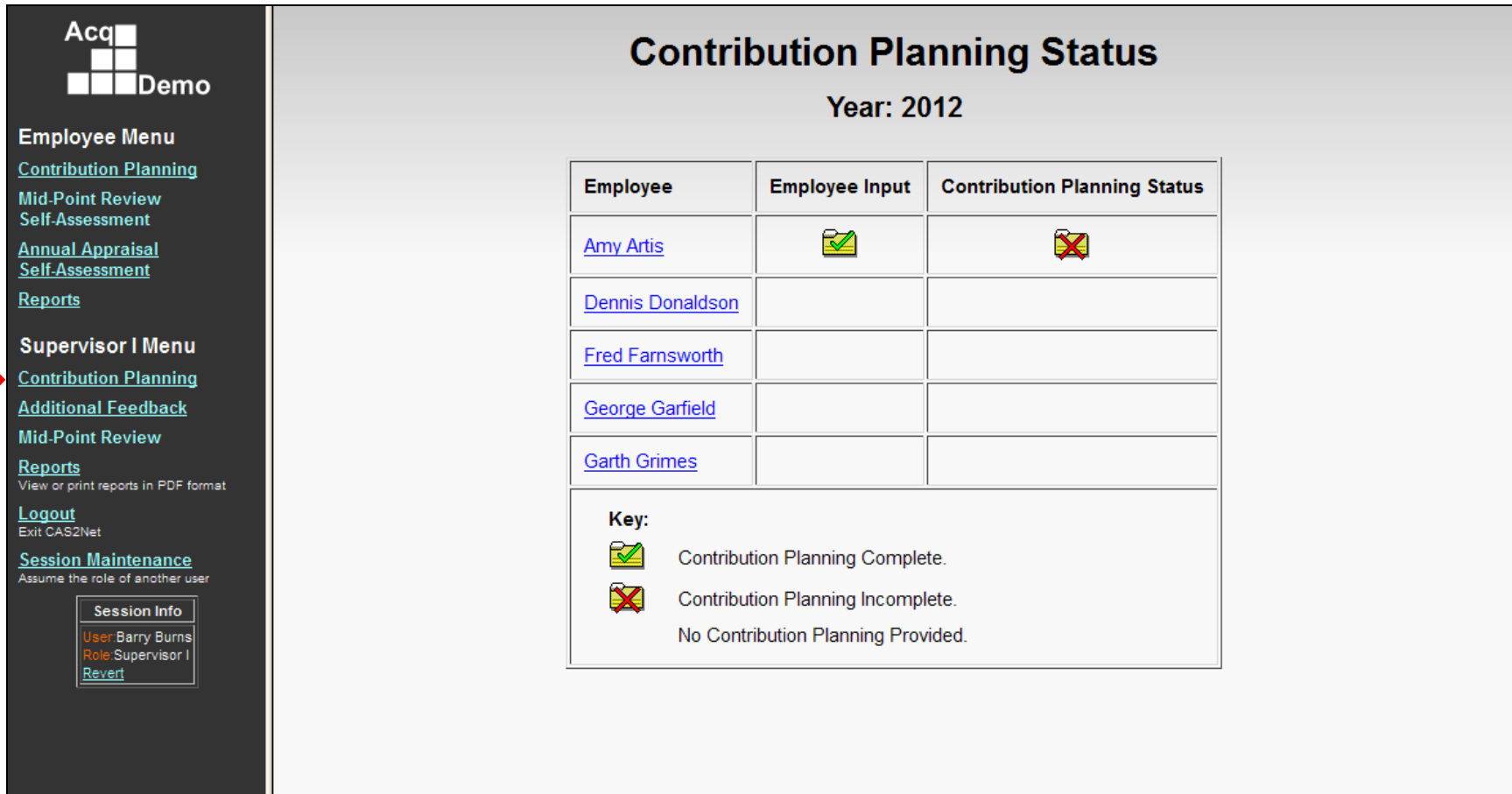
**Contribution Planning Input:**

Here is the employee input to start the plan.

Release to Supervisor

# Contribution Planning – Supervisor

- Click “Contribution Planning” from the Supervisor Menu on the navigation bar; CAS2Net refreshes the screen to display the “Contribution Planning Status” screen.



**Acq Demo**

**Employee Menu**

- [Contribution Planning](#)
- Mid-Point Review
- Self-Assessment

**Annual Appraisal Self-Assessment**

[Reports](#)

**Supervisor I Menu**



- [Contribution Planning](#)
- [Additional Feedback](#)
- Mid-Point Review
- [Reports](#)  
View or print reports in PDF format
- [Logout](#)  
Exit CAS2Net
- [Session Maintenance](#)  
Assume the role of another user

**Session Info**



User: Barry Burns  
Role: Supervisor I  
[Revert](#)

## Contribution Planning Status

Year: 2012



Employee	Employee Input	Contribution Planning Status
<a href="#">Amy Artis</a>		
<a href="#">Dennis Donaldson</a>		
<a href="#">Fred Farnsworth</a>		
<a href="#">George Garfield</a>		
<a href="#">Garth Grimes</a>		

**Key:**



-  Contribution Planning Complete.
-  Contribution Planning Incomplete.
- No Contribution Planning Provided.

# Contribution Planning – Supervisor

- The supervisor will see a list of employees assigned to him or her. The “Contribution Planning Status” column indicates whether the contribution plan is complete, incomplete, or no plan provided.
- Supervisor selects an employee name from the list provided.

Contribution Planning Status		
Year: 2011		
Employee	Employee Input	Contribution Planning Status
<a href="#">Amy Artis</a>		
<a href="#">Barry Burns</a>		
<a href="#">Connie Celon</a>		

**Key:**

-  Contribution Planning Complete.
-  Contribution Planning Incomplete.
- No Contribution Planning Provided.

CAS2Net lists employees assigned to the supervisor, along with Contribution Planning status information:

- Employee Name
- Employee Input Status
- Contribution Planning Status

Status values for each column include:

Green ‘checkmark’ = ‘Complete’

Red ‘X’ = ‘Incomplete’ (In Progress)

(blank) = Not Provided

*Note: In this example, Amy Artis has completed her input to her supervisor and the supervisor needs to finalize her plan to complete the process.*

# Contribution Planning – Supervisor

- CAS2Net refreshes screen with last saved text for selected employee.
- The supervisor edits and enters text as needed.
- Clicking the “Exit” button saves changes and exits the selected employee’s “Contribution Planning” form.
- After the supervisor meets with the employee to review the “Contribution Planning” content, the supervisor selects the date and method of communication and clicks “Submit” indicating the “Contribution Planning” process is complete. The “Clear” button blanks out current values.

*Note: The “Submit” button is disabled until the date conducted is selected. Once the date is selected, the “Submit” button becomes active.*

**Acc Demo**

**Employee Menu**

- [Contribution Planning](#)
- [Mid-Point Review Self-Assessment](#)
- [Annual Appraisal Self-Assessment](#)
- [Reports](#)

**Supervisor I Menu**

- [Contribution Planning](#)
- [Additional Feedback](#)
- [Mid-Point Review](#)
- [Annual Appraisal](#)
- [Reports](#)

View or print reports in PDF format

[Password Maintenance](#)  
Change your password

[Logout](#)  
Exit CAS2Net

[Session Maintenance](#)  
Assume the role of another user

**Session Info**

User: Peter Olson  
Role: Supervisor I  
[Revert](#)

## Contribution Planning for Amy Artis

Year: 2012

Broadband Level: II      Occupational Series: 318 - Secretary      Career Path: NK - Administrative Support      Expected OCS: 41

Contribution Planning "In Progress": *active* (Characters used: 98 of 4000)

Here is the employee input to start the plan.

Here is the supervisor's additional input.

Method of Communication:

- Face to Face
- TeleConference
- Video Conference
- Email
- Other:

Date Conducted:

**March 2012**

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

# Contribution Planning – Supervisor

- If later modifications to a plan are needed, click on “Contribution Planning” from the Supervisor Menu and select affected employee and CAS2Net refreshes the screen to display the “Contribution Planning” screen for selected employee.
- “Contribution Planning” input text box is pre-filled with the most recently saved content—if available.
- Hot links provide read-only access to previously submitted “Contribution Planning” content.
- The “Clear” button enables the supervisor to “Re-Submit” method of communication and date conducted.
- Supervisor may elect to modify the active plan by clicking on the Modify button and edit text box and click on Save button to allow employee to see modification prior to submitting it or select Method of Communication and Date Conducted when modification is communicated to employee.

**Acq Demo**

**Employee Menu**

- [Contribution Planning](#)
- [Mid-Point Review Self-Assessment](#)
- [Annual Appraisal Self-Assessment](#)
- [Reports](#)

**Supervisor I Menu**

- [Contribution Planning](#)
- [Additional Feedback](#)
- [Mid-Point Review](#)
- [Annual Appraisal](#)
- [Reports](#)

View or print reports in PDF format

- [Password Maintenance](#)

Change your password

- [Logout](#)

Exit CAS2Net

- [Session Maintenance](#)

Assume the role of another user

**Session Info**

User: Peter Olson  
Role: Supervisor I  
[Revert](#)

## Contribution Planning for Amy Artis

Year: 2012

Broadband Level: II      Occupational Series: 318 - Secretary      Career Path: NH - Business Management And Technical Management Professional      Expected OCS: 48

Contribution Planning as of 02/03/2012 10:46: *active*

Here is the employee input to start the plan.

Here is the supervisor's additional input.

**Method of Communication:**

Face to Face  
 TeleConference  
 Video Conference  
 Email  
 Other

Date Conducted: 02/02/2012

[Clear](#)      [Modify](#)      [Exit](#)



Lesson 2a:  
Reports for Contribution Planning

# Contribution Planning Report – Employee

- Click “Reports” from the navigation bar. CAS2Net refreshes the screen to display the “Employee Reports” list.
- Click “Contribution Planning” from the reports list (first item on the list).

*Note: If a report is not provided as a hotlink, it means the desired report is not accessible to you at that point in time.*

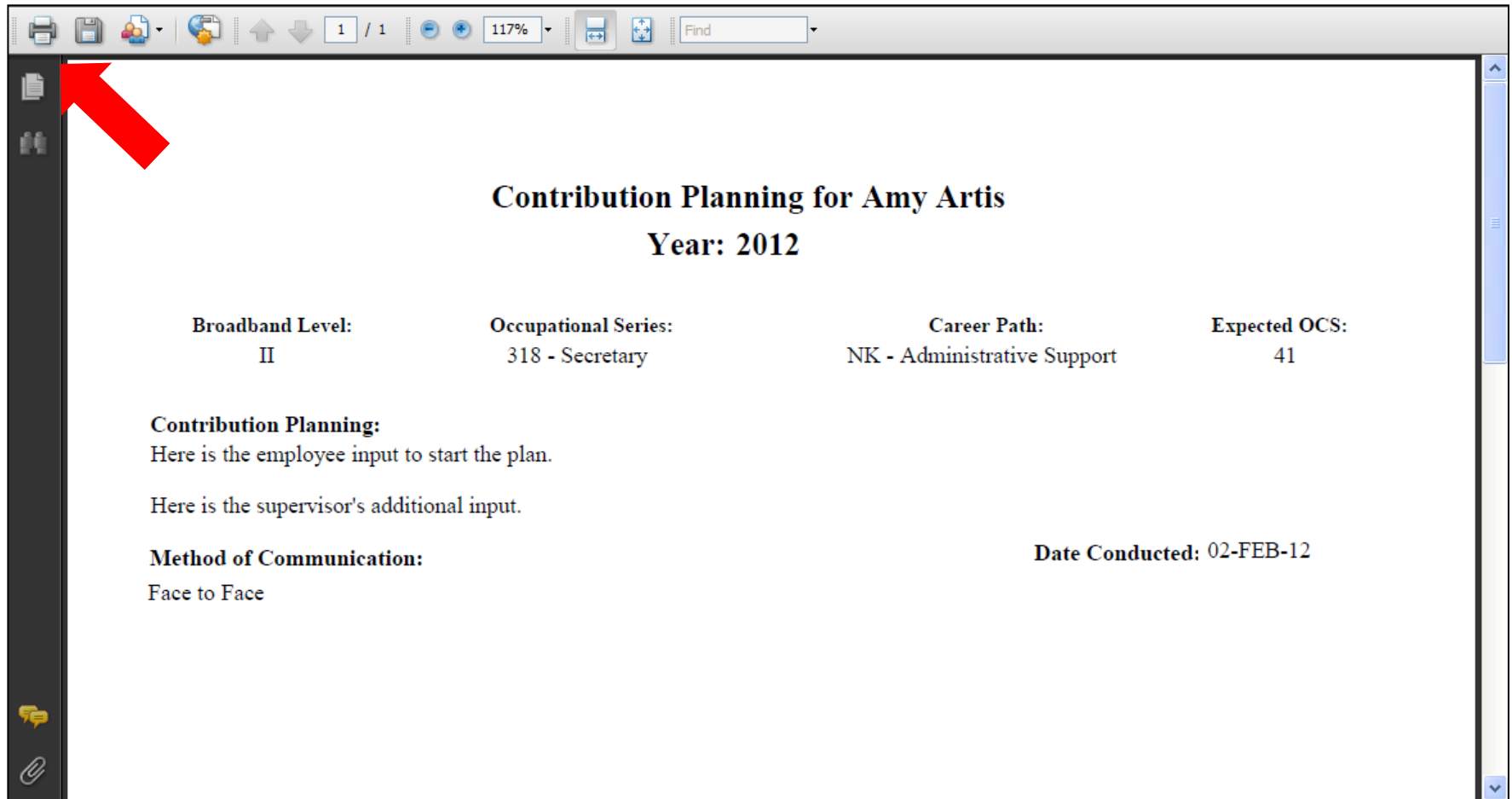
The screenshot displays the CAS2Net interface. On the left is a dark sidebar with the 'Acq Demo' logo and an 'Employee Menu' containing links for 'Contribution Planning', 'Mid-Point Review Self-Assessment', 'Annual Appraisal Self-Assessment', 'Reports', 'Password Maintenance', 'Logout', and 'Session Maintenance'. A red arrow points to the 'Reports' link. The main content area has a dark blue background with the text 'CAS2Net Reports' and 'Year: 2012'. Below this is a table titled 'Employee Reports' with the following items:

Employee Reports
<a href="#">Contribution Planning</a>
<a href="#">Additional Feedback</a>
Annual Appraisal Self-Assessment (Not Provided)
<a href="#">Annual Appraisal Parts II and III for Employee</a>
<a href="#">Mid-Point Self-Assessment</a>
<a href="#">Mid-Point Review</a>

A red arrow points from the 'Reports' link in the sidebar to the 'Employee Reports' table.

# Contribution Planning Report – Employee

- CAS2Net refreshes the screen to display the Contribution Planning report in PDF format.
- The report may be printed using the Acrobat menu bar at the top of the report.



**Contribution Planning for Amy Artis**  
**Year: 2012**

<b>Broadband Level:</b> II	<b>Occupational Series:</b> 318 - Secretary	<b>Career Path:</b> NK - Administrative Support	<b>Expected OCS:</b> 41
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**Contribution Planning:**  
Here is the employee input to start the plan.  
  
Here is the supervisor's additional input.

**Method of Communication:**  
Face to Face

**Date Conducted:** 02-FEB-12

# Contribution Planning Report – Supervisor

- Click “Reports” from the Navigation Bar under the supervisor menu. CAS2Net refreshes the screen to display the “Supervisor Reports” list.
- To view the Contribution Planning report for a single employee, click the “Contribution Planning – Single Employee” report link.

The screenshot displays the CAS2Net interface. On the left is a navigation menu with the following items: **Accq Demo**, **Employee Menu** (with sub-items: [Contribution Planning](#), [Mid-Point Review Self-Assessment](#), [Annual Appraisal Self-Assessment](#), [Reports](#)), **Supervisor I Menu** (with sub-items: [Contribution Planning](#), [Additional Feedback](#), [Mid-Point Review](#), [Annual Appraisal](#), [Reports](#)), [Password Maintenance](#) (Change your password), [Logout](#) (Exit CAS2Net), and [Session Maintenance](#) (Assume the role of another user). At the bottom of the menu is a **Session Info** box showing **User: Peter Olson**, **Role: Supervisor I**, and a [Revert](#) link. A red arrow points from the **Reports** link in the Supervisor I Menu to the right-hand side of the screen.

The main content area is titled **CAS2Net Reports** and shows **Year: 2012**. Below this is a **Supervisor I Reports** table with the following links:

<a href="#">Contribution Planning - Single Employee</a>
<a href="#">Contribution Planning - All Employees</a>
<a href="#">Additional Feedback - Single Employee</a>
<a href="#">Additional Feedback - All Employees</a>
<a href="#">Appraisal Form Parts II and III - Single Employee</a>
<a href="#">Appraisal Form Parts II and III - All Employees</a>
<a href="#">Mid-Point Review - Single Employee</a>
<a href="#">Mid-Point Review - All Employees</a>
<a href="#">Appraisal Form Part II By Employee</a>
<a href="#">Appraisal Form Part II By Supervisor</a>

A red arrow points to the [Contribution Planning - Single Employee](#) link in the table.



# Contribution Planning Report – Supervisor

- CAS2Net refreshes the screen to display the “Contribution Plan”, “Report Generation Options.”
- Select the name of the employee from the “Employee Selection” dropdown.
- Select the “Appraisal Year”.
- Click the “Generate” button.

**Contribution Plan - Employee**

**Report Generation Options**

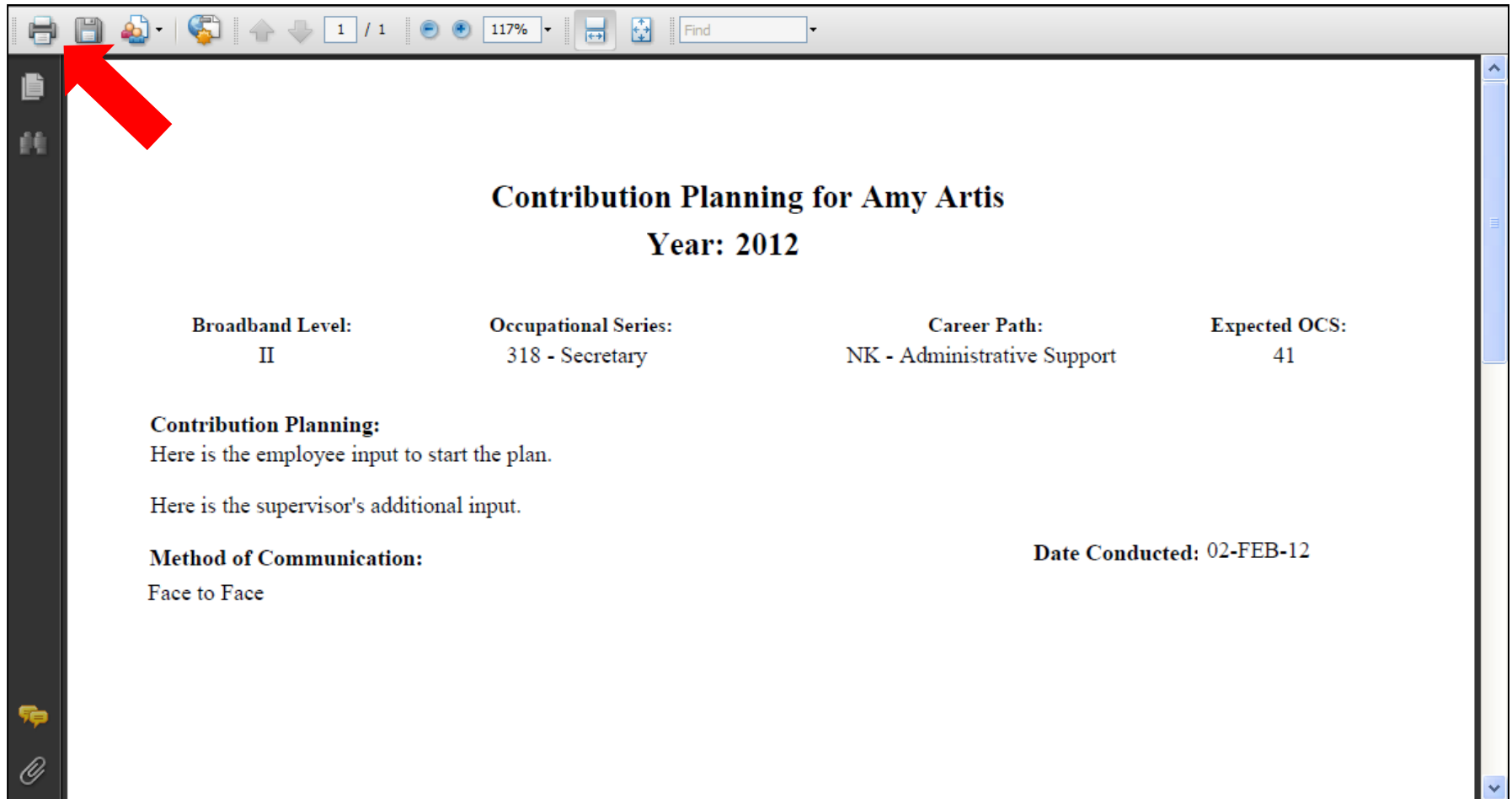
<b>Employee Selection</b>	Artis, Amy <input type="button" value="v"/> (Contribution Planning 'In Progress' or 'Complete')
<b>Appraisal Year</b>	<input type="radio"/> 2013 <input checked="" type="radio"/> 2012 <input type="radio"/> 2011
<b>Report Format</b>	PDF format* is standard for all reports
<b>Command</b>	<input type="button" value="Generate"/>

\* Requires [Adobe® Reader®](#)  [Get ADOBE® READER®](#) 

Only employees with Contribution Planning entries are included in dropdown list.

# Contribution Planning Report – Supervisor

- CAS2Net refreshes the screen to display the Contribution Plan for the selected employee.
- The report may be printed using the Acrobat menu bar at the top of the report.



**Contribution Planning for Amy Artis**  
**Year: 2012**

<b>Broadband Level:</b> II	<b>Occupational Series:</b> 318 - Secretary	<b>Career Path:</b> NK - Administrative Support	<b>Expected OCS:</b> 41
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**Contribution Planning:**  
Here is the employee input to start the plan.  
Here is the supervisor's additional input.

**Method of Communication:**  
Face to Face

**Date Conducted:** 02-FEB-12

# Contribution Planning Report – Supervisor

- To view the Contribution Planning report for all employees reporting to the supervisor, click the “Contribution Planning – All Employees” report link.

The screenshot displays the CAS2Net Reports interface. On the left is a dark sidebar with navigation links. The main content area has a dark blue background with a white box titled 'Supervisor I Reports' containing a list of report links. A red arrow points from the 'Reports' link in the sidebar to the 'Contribution Planning - All Employees' link in the dropdown menu.

**Acq Demo**

**Employee Menu**

- [Contribution Planning](#)
- [Mid-Point Review Self-Assessment](#)
- [Annual Appraisal Self-Assessment](#)
- Reports**

**Supervisor I Menu**

- [Contribution Planning](#)
- [Additional Feedback](#)
- [Mid-Point Review](#)
- [Annual Appraisal](#)
- Reports**  
View or print reports in PDF format
- [Password Maintenance](#)  
Change your password
- [Logout](#)  
Exit CAS2Net
- [Session Maintenance](#)  
Assume the role of another user

**Session Info**

User: Peter Olson  
Role: Supervisor I  
[Revert](#)

**CAS<sup>2</sup>Net Reports**  
Year: 2012

**Supervisor I Reports**

- [Contribution Planning - Single Employee](#)
- [Contribution Planning - All Employees](#)
- [Additional Feedback - Single Employee](#)
- [Additional Feedback - All Employees](#)
- [Appraisal Form Parts II and III - Single Employee](#)
- [Appraisal Form Parts II and III - All Employees](#)
- [Mid-Point Review - Single Employee](#)
- [Mid-Point Review - All Employees](#)
- [Appraisal Form Part II By Employee](#)
- [Appraisal Form Part II By Supervisor](#)

# Contribution Planning Report – Supervisor

- CAS2Net refreshes the screen to display the “Contribution Plan”, “Report Generation Options”.
- The “Supervisor Selection” dropdown is defaulted to the supervisor’s name.
- Select “Supervisor Type” radio button to select subordinate employees by reporting relationship—e.g. All employees reporting to the “First Level Supervisor”
- Select the “Assessment Year”.
- Click the “Generate” button.

**Acq Demo**

**Employee Menu**

- [Contribution Planning](#)
- [Mid-Point Review Self-Assessment](#)
- [Annual Appraisal Self-Assessment](#)
- [Reports](#)

**Supervisor I Menu**

- [Contribution Planning](#)
- [Additional Feedback](#)
- [Mid-Point Review](#)
- [Reports](#)  
View or print reports in PDF format
- [Logout](#)  
Exit CAS2Net
- [Session Maintenance](#)  
Assume the role of another user

**Session Info**

User: Barry Burns  
Role: Supervisor I  
[Revert](#)

### Contribution Plan

#### Report Generation Options

Selection Type	Self as supervisor
Supervisor Selection	Burns, Barry
Supervisor Type	<input checked="" type="radio"/> First Level Supervisor <input type="radio"/> Sub-Panel Meeting <input type="radio"/> Paypool Manager
Assessment Year	<input type="radio"/> 2013 <input checked="" type="radio"/> 2012 <input type="radio"/> 2011
Report Format	PDF format* is standard for all reports
Command	<input type="button" value="Generate"/>

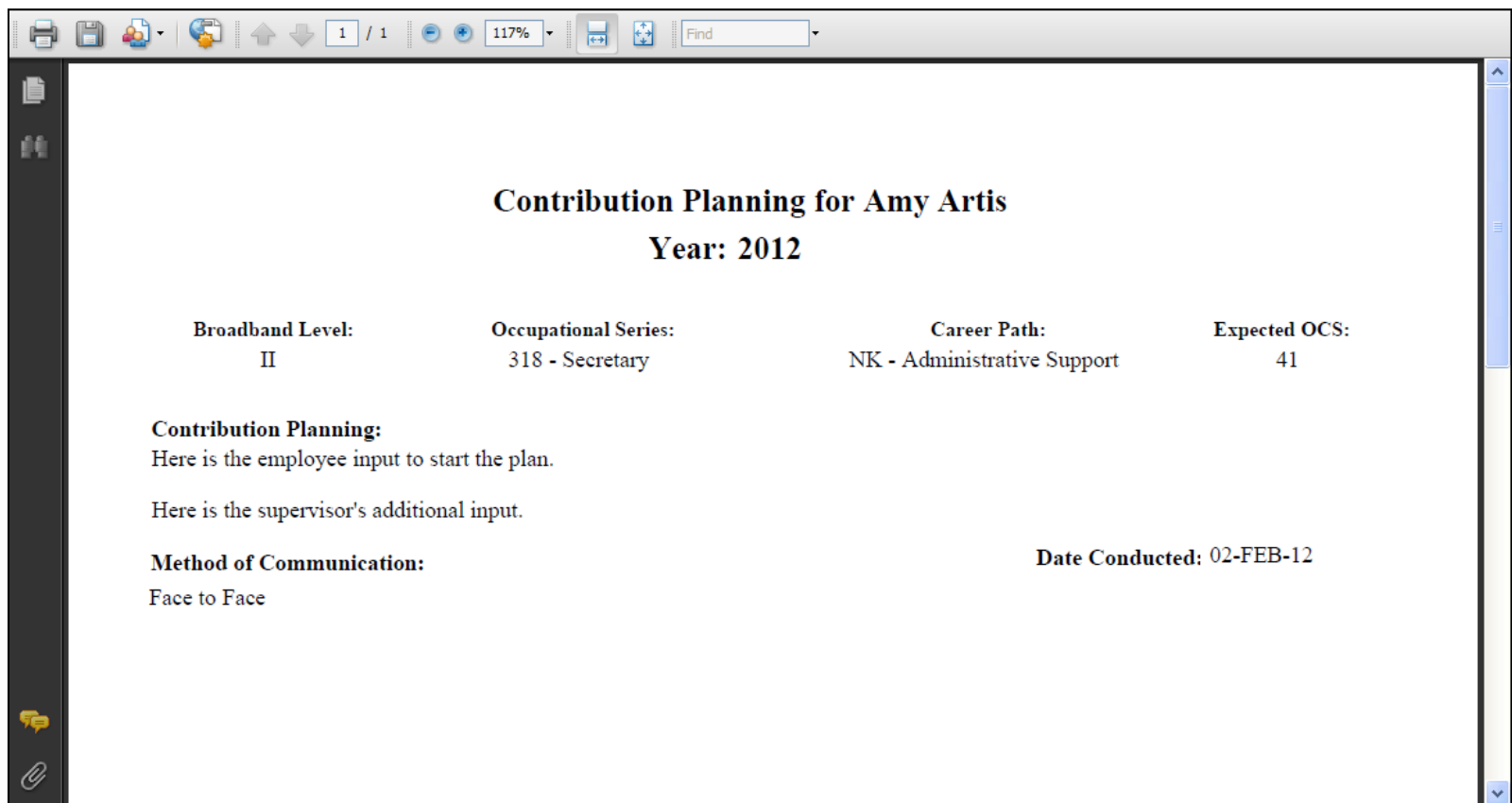
\* Requires [Adobe® Reader®](#)

[Return To Main Page](#)



# Contribution Planning Report – Supervisor

- CAS2Net refreshes the screen to display the contribution plan for each reporting employee.  
*Note: Use the scroll bar to view the rest of the employees' contribution plans. Each employee starts on a new page.*
- Here there are two reports and two pages.
- The report may be printed using the Acrobat menu bar at the top of the report.



**Contribution Planning for Amy Artis**  
**Year: 2012**

<b>Broadband Level:</b> II	<b>Occupational Series:</b> 318 - Secretary	<b>Career Path:</b> NK - Administrative Support	<b>Expected OCS:</b> 41
-------------------------------	--	--	----------------------------

**Contribution Planning:**  
Here is the employee input to start the plan.  
  
Here is the supervisor's additional input.

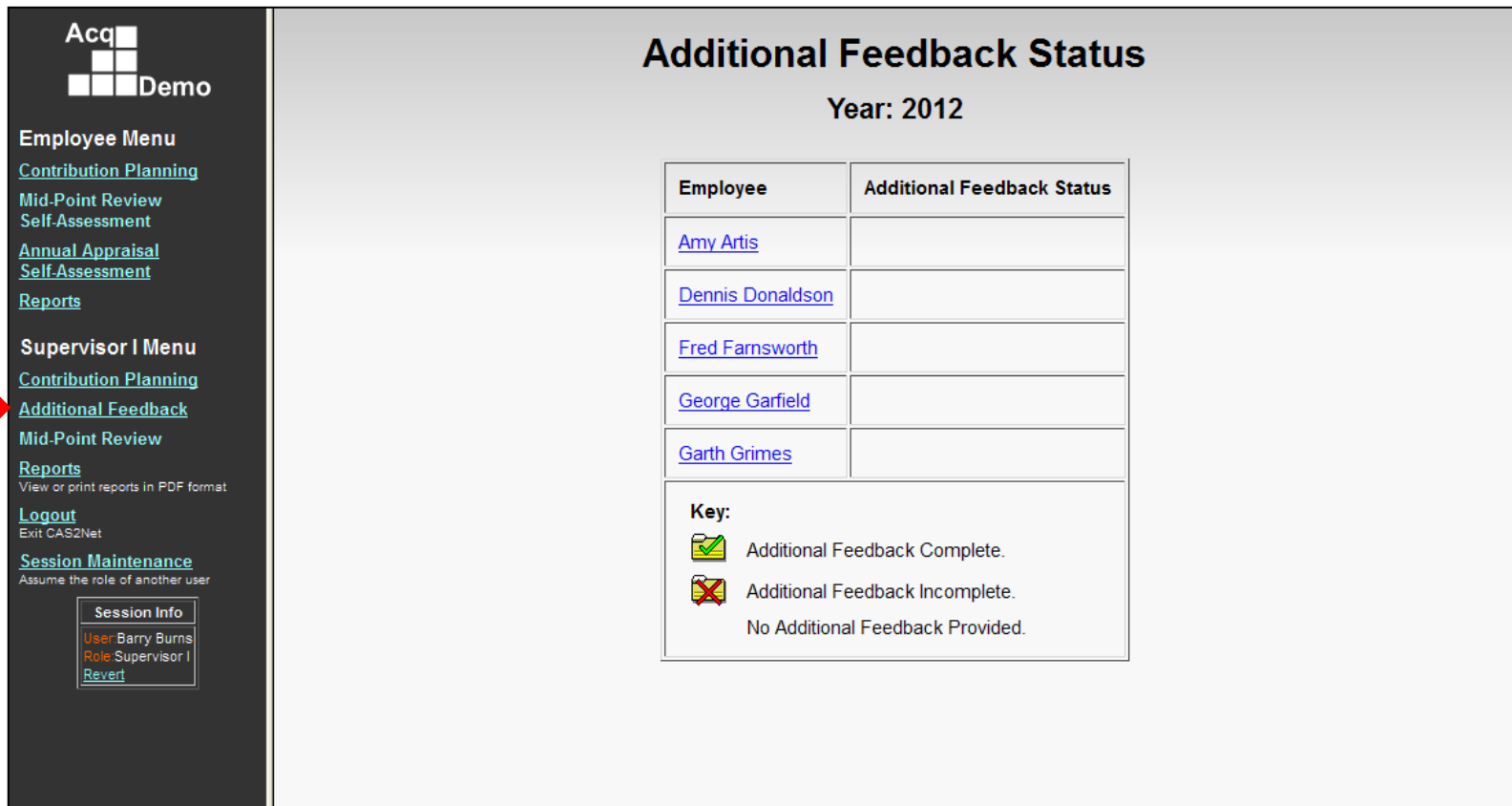
**Method of Communication:**  
Face to Face

**Date Conducted:** 02-FEB-12

# Lesson 3: Additional Feedback

# Additional Feedback - Supervisor

- Click “Additional Feedback” from the Supervisor Menu on the Navigation Bar. CAS2Net refreshes the screen to display the “Additional Feedback Status” screen.
- The supervisor sees a list of employees assigned to him or her. The “Additional Feedback Status” column indicates whether the additional feedback is complete, incomplete, or has not been provided.
- Select an employee name from the list provided by clicking on the name.



**Acq**  
**Demo**

**Employee Menu**  
[Contribution Planning](#)  
Mid-Point Review  
Self-Assessment  
[Annual Appraisal](#)  
[Self-Assessment](#)  
[Reports](#)



**Supervisor I Menu**  
[Contribution Planning](#)  
[Additional Feedback](#)  
Mid-Point Review  
[Reports](#)  
View or print reports in PDF format  
[Logout](#)  
Exit CAS2Net  
[Session Maintenance](#)  
Assume the role of another user

**Session Info**  
User: Barry Burns  
Role: Supervisor I  
[Revert](#)

## Additional Feedback Status

Year: 2012

Employee	Additional Feedback Status
<a href="#">Amy Artis</a>	
<a href="#">Dennis Donaldson</a>	
<a href="#">Fred Farnsworth</a>	
<a href="#">George Garfield</a>	
<a href="#">Garth Grimes</a>	

**Key:**  
 Additional Feedback Complete.  
 Additional Feedback Incomplete.  
No Additional Feedback Provided.

# Additional Feedback

- After clicking on the name, CAS2Net refreshes the screen to display the “Additional Feedback” screen for selected employee with an incomplete status.
- “Contribution Planning” is automatically pre-filled with the latest submitted content.
- Hot links provide read-only access to any previously submitted Additional Feedback.
- Supervisor clicks on Create button to begin a new Additional Feedback session.
- Supervisor has option to input text boxes for Overall Supervisor Assessment or separately for Each Factor’s text box
- Each Factor tab contains hot link to “Descriptions and Discriminators” for reference in providing feedback
- Supervisor enters the supervisor assessment portions (overall or by factor) of the Additional Feedback .

**Additional Feedback for Amy Artis**  
As of 03/15/2012 11:15  
**DO NOT USE FOR MID-POINT REVIEW FEEDBACK**

Broadband Level: II Occupational Series: 318 - Secretary Career Path: NH - Business Management And Technical Management Professional Expected OCS: 48

Contribution Planning:  
Here is the employee input to start the plan.  
Here is the supervisor's additional input.

Overall Supervisor Feedback: (Characters used: 0 of 4000)

Problem Solving Teamwork / Cooperation Customer Relations Leadership / Supervision Communication Resource Management **Employee Review Date**

Method of Communication:  
 Face to Face  
 TeleConference  
 Video Conference  
 Email  
 Other

Date Conducted: 

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

Release to Employee

Clear Save Submit Exit

# Additional Feedback

- Supervisor assessment input text boxes are pre-filled with the most recently saved content—if available.
- Supervisor clicks “Release to Employee” button to allow the employee to print the “Additional Feedback Report” while the entry is “In Progress”.
- *Note: “Release to Employee” is disabled before text is typed into any assessment textbox.*
- When the overall or factor feedback text box(es) is(are) complete, supervisor meets with employee.
- After meeting with the employee to review the Additional Feedback, the supervisor updates the date and method of communication and clicks “Submit”--indicating the Additional Feedback process is complete.

*Note 1: The “Submit” button is disabled until the date is selected. Once the date is selected, the “Submit” button becomes active and the “Release to Employee” button is disabled.*

*Note 2: “Release to Employee” checkbox is automatically set when the Additional Feedback is submitted.*

*Note 3: “Clear” enables the supervisor to reenter method of communication & date conducted.*

*Note 4: “Create” opens new Additional Feedback.*

**Additional Feedback for Amy Artis**  
As of 02/02/2012 15:45  
**DO NOT USE FOR MID-POINT REVIEW FEEDBACK**

Broadband Level: II      Occupational Series: 318 - Secretary      Career Path: NK - Administrative Support      Expected OCS: 41

Contribution Planning:  
Here is the employee input to start the plan.  
Here is the supervisor's additional input.

Overall Supervisor Feedback:  
Supervisor enters feedback.

Method of Communication:  
 Face to Face  
 TeleConference  
 Video Conference  
 Email  
 Other

Date Conducted: 02/27/2012

Release to Employee

Buttons: Problem Solving, Teamwork/Cooperation, Customer Relations, Leadership/Supervision, Communication, Resource Management, Employee Review Date, Clear, Create, Exit

# Lesson 3a: Reports for Additional Feedback

# Additional Feedback Report – Employee

- Click “Reports” from the navigation bar; CAS2Net refreshes the screen to display the “Employee Reports” list.
- Click “Additional Feedback” from the reports list.

*Note: If a report is not provided as a hotlink, it means the desired report is not accessible to you at that time.*

The screenshot displays the CAS2Net interface. On the left is a dark sidebar with the 'Acq Demo' logo and an 'Employee Menu' containing links for Contribution Planning, Mid-Point Review Self-Assessment, Annual Appraisal Self-Assessment, Reports, Password Maintenance, Logout, and Session Maintenance. A red arrow points from the 'Reports' link to a central window titled 'CAS2Net Reports' for the year 2012. This window shows a list of reports: Contribution Planning, Additional Feedback, Annual Appraisal Self-Assessment (Not Provided), Annual Appraisal Parts II and III for Employee, Mid-Point Self-Assessment, and Mid-Point Review. Another red arrow points from the 'Additional Feedback' link in the list to the right.

CAS <sup>2</sup> Net Reports	
Year: 2012	
<b>Employee Reports</b>	
<a href="#">Contribution Planning</a>	
<a href="#">Additional Feedback</a>	
<a href="#">Annual Appraisal Self-Assessment (Not Provided)</a>	
<a href="#">Annual Appraisal Parts II and III for Employee</a>	
<a href="#">Mid-Point Self-Assessment</a>	
<a href="#">Mid-Point Review</a>	

**Session Info**  
User: Barry Burns  
Role: Employee  
[Revert](#)

# Additional Feedback Report – Employee

- CAS2Net refreshes the screen to display the Additional Feedback report in PDF format.
- If the employee has more than one report, all reports will be generated.
- The reports may be printed using the Acrobat menu bar at the top of the report.

The screenshot shows a web browser window displaying a report. On the left is a dark sidebar with the 'Acq Demo' logo and an 'Employee Menu' containing links for Contribution Planning, Mid-Point Review Self-Assessment, Annual Appraisal Self-Assessment, Reports, Password Maintenance, Logout, and Session Maintenance. The main content area is titled 'Additional Feedback for Amy Artis' and 'As of 08/07/11 16:00'. Below the title are four columns of data: Broadband Level (II), Occupational Series (318 - Secretary), Career Path (NH - Business Management and Technical Management Professional), and Expected OCS (48). The 'Contribution Planning' section contains text for employee and supervisor input. The 'Overall Supervisor Feedback' section includes a table with three rows: 'Problem Solving', 'Teamwork/Cooperation', and 'Customer Relations'.

Broadband Level:	Occupational Series:	Career Path:	Expected OCS:
II	318 - Secretary	NH - Business Management and Technical Management Professional	48

**Contribution Planning:**  
Here is the employee input to start the plan.  
  
Here is the supervisors additional input.

**Overall Supervisor Feedback:**  
Supervisor enters feedback to employee.

Problem Solving
Teamwork/Cooperation
Customer Relations



# Additional Feedback Report – Supervisor

- Click “Reports” from the Navigation Bar under the supervisor menu. CAS2Net refreshes the screen to display the Supervisor Reports list.
- To view the Additional Feedback report for a single employee, click the “Additional Feedback – Single Employee” report link.

The screenshot displays the CAS2Net interface. On the left is a dark navigation sidebar with the following sections:

- Acq Demo** (with a grid icon)
- Employee Menu**
  - [Contribution Planning](#)
  - [Mid-Point Review Self-Assessment](#)
  - [Annual Appraisal Self-Assessment](#)
  - [Reports](#)
- Supervisor I Menu**
  - [Contribution Planning](#)
  - [Additional Feedback](#)
  - [Mid-Point Review](#)
  - [Annual Appraisal](#)
  - [Reports](#)
- [Password Maintenance](#) (Change your password)
- [Logout](#) (Exit CAS2Net)
- [Session Maintenance](#) (Assume the role of another user)
- Session Info**
  - User: Peter Olson
  - Role: Supervisor I
  - [Revert](#)

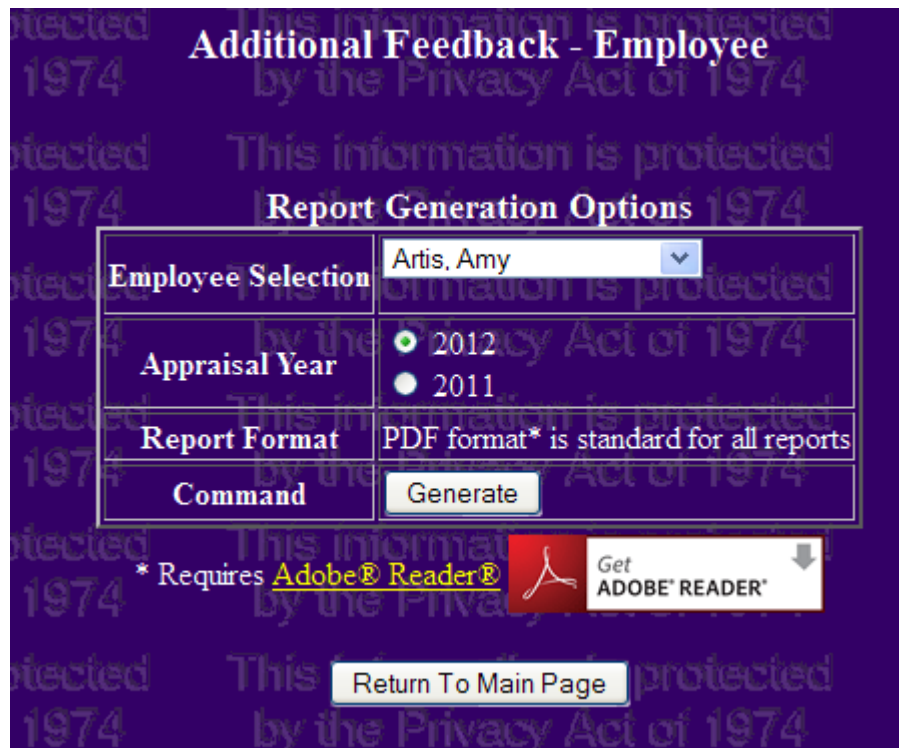
A red arrow points from the "Reports" link in the Supervisor I Menu to the main content area. The main content area has a dark blue background and contains:

- CAS2Net Reports**
- Year: 2012**
- Supervisor I Reports** (highlighted with a red box)
  - [Contribution Planning - Single Employee](#)
  - [Contribution Planning - All Employees](#)
  - [Additional Feedback - Single Employee](#)
  - [Additional Feedback - All Employees](#)
  - [Appraisal Form Parts II and III - Single Employee](#)
  - [Appraisal Form Parts II and III - All Employees](#)
  - [Mid-Point Review - Single Employee](#)
  - [Mid-Point Review - All Employees](#)
  - [Appraisal Form Part II By Employee](#)
  - [Appraisal Form Part II By Supervisor](#)

A second red arrow points from the "Additional Feedback - Single Employee" link in the Supervisor I Reports list to the right.


# Additional Feedback Report – Supervisor

- CAS2Net refreshes the screen to display the “Additional Feedback”, “Report Generation Options”.
- Select the name of the employee from the “Employee Selection” dropdown.
- Select the “Appraisal Year”.
- Click the “Generate” button.
- All Feedback Reports for the employee will be generated in PDF format.



The screenshot shows a web form titled "Additional Feedback - Employee" with a sub-section "Report Generation Options". The form is set against a dark purple background with a repeating watermark of "This information is protected by the Privacy Act of 1974".

Employee Selection	Artis, Amy
Appraisal Year	<input checked="" type="radio"/> 2012 <input type="radio"/> 2011
Report Format	PDF format* is standard for all reports
Command	<input type="button" value="Generate"/>

\* Requires [Adobe® Reader®](#)  [Get ADOBE® READER®](#)

# Additional Feedback Report – Supervisor

- CAS2Net refreshes the screen to display the Additional Feedback reports for the selected employee.
- The reports may be printed using the Acrobat menu bar at the top of the report.

**Acq Demo**

**Employee Menu**  
[Contribution Planning](#)  
[Mid-Point Review Self-Assessment](#)  
[Annual Appraisal Self-Assessment](#)  
[Reports](#)

**Supervisor I Menu**  
[Contribution Planning](#)  
[Additional Feedback](#)  
[Mid-Point Review](#)  
[Annual Appraisal](#)  
[Reports](#)  
View or print reports in PDF format

[Password Maintenance](#)  
Change your password

[Logout](#)  
Exit CAS2Net

[Session Maintenance](#)  
Assume the role of another user

**Session Info**  
User: Peter Olson  
Role: Supervisor I  
[Revert](#)

**Additional Feedback for Barry Burns**  
As of 08/07/11 16:22

<b>Broadband Level:</b> II	<b>Occupational Series:</b> 1515 - Operations Research	<b>Career Path:</b> NH - Business Management and Technical Management Professional	<b>Expected OCS:</b> 48
-------------------------------	---	--	----------------------------

**Contribution Planning:**  
Test plan.

**Overall Supervisor Feedback:**  
Feedback for Barry Burns.

<b>Problem Solving</b>
<b>Teamwork/Cooperation</b>
<b>Customer Relations</b>

# Additional Feedback Report –Supervisor

- To view the Additional Feedback report for all reporting employees, click the “Additional Feedback – All Employees” report link.

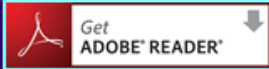
The screenshot displays the CAS2Net Reports interface. On the left is a dark sidebar with a white logo consisting of a 3x3 grid of squares, with the text 'Acq' above it and 'Demo' to its right. Below the logo is the 'Employee Menu' with links for 'Contribution Planning', 'Mid-Point Review Self-Assessment', 'Annual Appraisal Self-Assessment', and 'Reports'. Below that is the 'Supervisor I Menu' with links for 'Contribution Planning', 'Additional Feedback', 'Mid-Point Review', 'Annual Appraisal', 'Reports', 'Password Maintenance', 'Logout', and 'Session Maintenance'. A red arrow points from the 'Reports' link in the Supervisor I Menu to a dropdown menu. The dropdown menu is titled 'Supervisor I Reports' and contains the following links: 'Contribution Planning - Single Employee', 'Contribution Planning - All Employees', 'Additional Feedback - Single Employee', 'Additional Feedback - All Employees', 'Appraisal Form Parts II and III - Single Employee', 'Appraisal Form Parts II and III - All Employees', 'Mid-Point Review - Single Employee', 'Mid-Point Review - All Employees', 'Appraisal Form Part II By Employee', and 'Appraisal Form Part II By Supervisor'. The main content area of the page is dark blue with a repeating watermark text: 'This information is protected by the Privacy Act of 1974'. At the top of the main area, the text 'CAS2Net Reports' and 'Year: 2012' is displayed.

# Additional Feedback Report – Supervisor

- CAS2Net refreshes the screen to display the “Additional Feedback”, “Report Generation Options”.
- The “Supervisor Selection” dropdown is defaulted to supervisor name.
- Select “Supervisor Type” radio button to select all reporting employees under the selected supervisor type. E.g. All employees reporting to the “First Level Supervisor”.
- Select the “Assessment Year”.
- Click the “Generate” button.

**Additional Feedback**  
**Report Generation Options**

<b>Selection Type</b>	Self as supervisor
<b>Supervisor Selection</b>	Olson, Peter ▾
<b>Supervisor Type</b>	<input checked="" type="radio"/> First Level Supervisor <input type="radio"/> Sub-Panel Meeting <input type="radio"/> Paypool Manager
<b>Assessment Year</b>	<input checked="" type="radio"/> 2011
<b>Report Format</b>	PDF format* is standard for all reports
<b>Command</b>	<input type="button" value="Generate"/>

\* Requires [Adobe® Reader®](#) 

# Additional Feedback Report – Supervisor

- CAS2Net refreshes the screen to display the Additional Feedback reports for all of the employees reporting to the previously selected supervisor. *Note:* Use the scroll bar to view the rest of the employee feedback report and the Acrobat up and down arrows to view other reports. Each report for each employee starts on a new page. Note there is feedback for two employees here.
- The report may be printed using the Acrobat menu bar at the top of the report.

**Additional Feedback for Amy Artis**  
**As of 08/07/11 16:00**

<b>Broadband Level:</b> II	<b>Occupational Series:</b> 318 - Secretary	<b>Career Path:</b> NH - Business Management and Technical Management Professional	<b>Expected OCS:</b> 48
-------------------------------	--	--	----------------------------

**Contribution Planning:**  
Here is the employee input to start the plan.

Here is the supervisors additional input.

**Overall Supervisor Feedback:**  
Supervisor enters feedback to employee.

<b>Problem Solving</b>
<b>Teamwork/Cooperation</b>

Lesson 4:  
Mid-Point Review Self-Assessment

# Employee Mid-Point Review Self-Assessment

- TWO OPTIONS ARE AVAILABLE TO EMPLOYEES AND SUPERVISORS BASED ON LOCAL ORGANIZATION PAY POOL POLICY. **CONSULT WITH YOUR LOCAL ACQDEMO POC BEFORE COMPLETING YOUR ASSESSMENT.**

**Option 1:** Employees may use the “Overall Employee Self Assessment” block to provide an overall summary of their contributions to date.

- Supervisors may use the similar “Overall Supervisor Assessment” block for their assessment also, or

**Option 2:** Employees and Supervisors may use the individual factor tabs to complete their self and supervisory assessment respectively.

**Mid-Point Review Self-Assessment  
for Barry Burns  
Year: 2012**

Broadband Level: II	Occupational Series: 1515 - Operations Research	Career Path: NH - Business Management And Technical Management Professional	Expected OCS: 48
------------------------	--	---	---------------------

Contribution Planning:  
Contribution Planning for cycle year 2012 - Barry Burns  
My contribution planning is employing techniques from other mathematical sciences, such as mathematical modeling, statistical analysis, and mathematical optimization, operations research arrives at optimal or near-optimal solutions to complex decision-making problems.

Overall Employee Self-Assessment (Characters used: 74 of 4000)  
I successfully completed work on project xyz which resulted in ...

Problem Solving | Teamwork / Cooperation | Customer Relations | Leadership / Supervision | Communication | Resource Management

Employee Self-Assessment (Characters used: 58 of 4000)  
For project xyz, I resolved problems relating to ...]

Release to Supervisor

Save Exit



# Employee Mid-Point Review Self-Assessment

- The Mid-Point Review Self-Assessment screen displays information about the employee in the header and the current contribution plan (if any) in a box below the header. The Contribution Planning box is grayed out to indicate it cannot be changed using this screen.
- There is a tab for each factor for the employee to enter their self-assessment. The employee can enter up to 4000 characters for each factor (counting non-printable characters such as line returns).
- The hot link for the factor brings up a separate screen with descriptors and discriminators for the factor.
- “Release to Supervisor” is a status indicator informing the supervisor that employee input is complete.
- The self-assessment will be locked when the supervisor has saved his assessment—even if “Release to Supervisor” is unchecked.

**Mid-Point Review Self-Assessment  
for Barry Burns  
Year: 2012**

Broadband Level: II	Occupational Series: 1515 - Operations Research	Career Path: NH - Business Management And Technical Management Professional	Expected OCS: 48
------------------------	--	---	---------------------

Contribution Planning:  
Contribution Planning for cycle year 2012 - Barry Burns  
My contribution planning is employing techniques from other mathematical sciences, such as mathematical modeling, statistical analysis, and mathematical optimization, operations research arrives at optimal or near-optimal solutions to complex decision-making problems.

Overall Employee Self-Assessment (Characters used: 74 of 4000)  
I successfully completed work on project xyz which resulted in ...

Problem Solving | Teamwork / Cooperation | Customer Relations | Leadership / Supervision | Communication | Resource Management

Employee Self-Assessment (Characters used: 58 of 4000)  
For project xyz, I resolved problems relating to ...]

Release to Supervisor

Save Exit

# Mid-Point Self-Assessment Report

- The report shows the text for all six factors
- There can be up to 4000 characters per factor, including non-printable characters such as line feeds.

## Mid-Point Review Self-Assessment for Barry Burns Year: 2012

**Broadband Level:**  
II

**Occupational Series:**  
1515 - Operations Research

**Career Path:**  
NH - Business Management and  
Technical Management Professional

**Expected OCS:**  
48

### Contribution Planning:

Contribution Planning for cycle year 2012 - Barry Burns

My contribution planning is employing techniques from other mathematical sciences, such as mathematical modeling, statistical analysis, and mathematical optimization, operations research arrives at optimal or near-optimal solutions to complex decision-making problems.

### Overall Employee Self-Assessment:

I successfully completed work on project xyz which resulted in ....

#### Problem Solving

For project xyz, I resolved problems relating to ....

#### Teamwork/Cooperation

Lesson 5:  
Supervisor Mid-Point Review

# Mid-Point Review - Supervisor

- Click “Mid-Point Review” from the Supervisor Menu on the Navigation Bar. CAS2Net refreshes the screen to display the “Mid-Point Review Status” screen.
- The supervisor sees a list of employees assigned to him or her. The “Self-Assessment” column indicates whether the employee input has been completed. The “Mid-Point Review Status” column shows whether the Mid-Point Review is complete, incomplete, or has not been provided.
- Select an employee name from the list provided by clicking on the name.

**Acq Demo**

**Employee Menu**

- [Contribution Planning](#)
- [Mid-Point Review Self-Assessment](#)
- [Annual Appraisal Self-Assessment Reports](#)

**Supervisor I Menu**

- [Contribution Planning](#)
- [Additional Feedback](#)
- [Mid-Point Review](#)
- [Annual Appraisal Reports](#)
- View or print reports in PDF format
- [Password Maintenance](#)
- Change your password
- [Logout](#)
- Exit CAS2Net
- [Session Maintenance](#)
- Assume the role of another user

**Session Info**

User: Peter Olson  
Role: Supervisor I  
[Revert](#)

## Mid-Point Review Status

Year: 2012

Employee	Self-Assessment	Mid-Point Review Status
<a href="#">Amy Artis</a>		
<a href="#">Barry Burns</a>		
<a href="#">Connie Celon</a>		
<a href="#">Hershel Hummer</a>		
<a href="#">Mark Mucker</a>		

**Key:**

- Mid-Point Review Complete.
- Mid-Point Review Incomplete.
- No Mid-Point Review Provided.

# Mid-Point Review

- After clicking on the name, CAS2Net refreshes the screen to display the “Mid-Point Review” screen for selected employee with an incomplete status.
- “Contribution Planning” is automatically pre-filled with the latest submitted content.
- Hot links provide read-only access to any submitted Additional Feedback.
- Supervisor has option to input text boxes for Overall Supervisor Assessment or separately for Each Factor’s text box
- Each Factor tab contains hot link to “Descriptions and Discriminators” for reference in providing feedback
- Supervisor enters the supervisor assessment portions (overall or by factor) of the Additional Feedback .

## Mid-Point Review for Barry Burns

Year: 2012

Broadband Level: II	Occupational Series: 1515 - Operations Research	Career Path: NH - Business Management And Technical Management Professional	Expected OCS: 48
------------------------	--	--	---------------------

**Contribution Planning:**

Contribution Planning for cycle year 2012 - Barry Burns  
My contribution planning is employing techniques from other mathematical sciences, such as mathematical modeling, statistical analysis, and mathematical optimization, operations research arrives at optimal or near-optimal solutions to complex decision-making problems.

[Additional Feedback as of 03/06/2012 16:05](#) (Conducted 02/27/2012)

**Overall Employee Self-Assessment**

Successfully completed work on project xyz which resulted in....

**Overall Supervisor Assessment** (Characters used: 0 of 4000)

Problem Solving
Teamwork / Cooperation
Customer Relations
Leadership / Supervision
Communication
Resource Management
Employee Review Date

**Method of Communication:**

Face to Face

TeleConference

Video Conference

Email

Other:

**Date Conducted:**

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

Release to Employee

# Mid-Point Review

- Supervisor assessment input text boxes are pre-filled with the most recently saved content—if available.
- Supervisor clicks “Release to Employee” button to allow the employee to print the “Mid-Point Review Report” while the entry is “In Progress”.
- *Note: “Release to Employee” is disabled before text is typed into any assessment textbox.*
- When the overall or factor feedback text box(es) is(are) complete, supervisor meets with employee.
- After meeting with the employee to review the Additional Feedback, the supervisor updates the date and method of communication and clicks “Submit”--indicating the Mid-Point Review process is complete.

*Note 1: The “Submit” button is disabled until the date is selected. Once the date is selected, the “Submit” button becomes active and the “Release to Employee” button is disabled.*

*Note 2: “Release to Employee” checkbox is automatically set when the Mid-Point Review is submitted.*

*Note 3: “Clear” enables the supervisor to reenter method of communication & date conducted.*

The screenshot displays the 'Mid-Point Review for Barry Burns' web application interface for the year 2012. At the top, it shows the employee's details: Broadband Level (II), Occupational Series (1515 - Operations Research), Career Path (NH - Business Management And Technical Management Professional), and Expected OGS (48). Below this, there are three main assessment sections, each with a text area and a scroll bar: 'Contribution Planning' (containing text about mathematical sciences), 'Overall Employee Self-Assessment' (containing text about project xyz), and 'Overall Supervisor Assessment' (containing the text 'Supervisor enters feedback...'). A link for 'Additional Feedback as of 03/06/2012 16:05' is visible. At the bottom, there is a navigation bar with buttons for 'Problem Solving', 'Teamwork / Cooperation', 'Customer Relations', 'Leadership / Supervision', 'Communication', 'Resource Management', and 'Employee Review Date'. Below the navigation bar, there is a 'Method of Communication' section with checkboxes for 'Face to Face', 'TeleConference', 'Video Conference', 'Email', and 'Other'. A 'Date Conducted' field is set to '03/09/2012' with a 'Clear' button. At the very bottom, there is a 'Release to Employee' checkbox (which is checked) and an 'Exit' button.

Lesson 5a:  
Reports for Mid-Point Review

# Mid-Point Review Report – Employee

- Click “Reports” from the navigation bar; CAS2Net refreshes the screen to display the “Employee Reports” list.
- Click “Mid-Point Review” from the reports list.

*Note: If a report is not provided as a hotlink, it means the desired report is not accessible to you at that time.*

The screenshot displays the CAS2Net interface. On the left is a dark sidebar with the 'Acq Demo' logo and an 'Employee Menu' containing links for Contribution Planning, Mid-Point Review Self-Assessment, Annual Appraisal Self-Assessment, Reports, Password Maintenance, Logout, and Session Maintenance. A red arrow points to the 'Reports' link. The main content area has a purple background with the text 'CAS2Net Reports' and 'Year: 2012'. Below this is a table titled 'Employee Reports' with the following items: Contribution Planning, Additional Feedback, Annual Appraisal Self-Assessment (Not Provided), Annual Appraisal Parts II and III for Employee, Mid-Point Self-Assessment, and Mid-Point Review. A red arrow points to the 'Mid-Point Review' link in the table.

Employee Reports	
<a href="#">Contribution Planning</a>	
<a href="#">Additional Feedback</a>	
<a href="#">Annual Appraisal Self-Assessment (Not Provided)</a>	
<a href="#">Annual Appraisal Parts II and III for Employee</a>	
<a href="#">Mid-Point Self-Assessment</a>	
<a href="#">Mid-Point Review</a>	



# Mid-Point Review Report – Employee

- CAS2Net refreshes the screen to display the Mid-Point Review report in PDF format.
- Presence of a “DRAFT” background watermark indicates the Mid-Point Review is “Incomplete”.
- The report may be printed using the Acrobat menu bar at the top of the report.

**Acq Demo**

**Employee Menu**

- [Contribution Planning](#)
- [Mid-Point Review Self-Assessment](#)
- [Annual Appraisal Self-Assessment](#)
- [Reports](#)
- [Password Maintenance](#)  
Change your password
- [Logout](#)  
Exit CAS2Net
- [Session Maintenance](#)  
Assume the role of another user

**Session Info**

User: Barry Burns  
Role: Employee  
[Revert](#)

1 / 2 | 87.3% | Find

## Mid-Point Review for Barry Burns

As of 03/14/12 15:03

Broadband Level:	Occupational Series:	Career Path:	Expected OCS:
II	1515 - Operations Research	NH - Business Management and Technical Management Professional	48

**Contribution Planning:**  
Contribution Planning for cycle year 2012 - Barry Burns  
My contribution planning is employing techniques from other mathematical sciences, such as mathematical modeling, statistical analysis, and mathematical optimization, operations research arrives at optimal or near-optimal solutions to complex decision-making problems.

**Overall Employee Self-Assessment:**  
I successfully completed work on project xyz which resulted in ....

<b>Problem Solving</b>
For project xyz, I resolved problems relating to ....
<b>Teamwork/Cooperation</b>
<b>Customer Relations</b>
<b>Leadership/Supervision</b>
<b>Communication</b>
<b>Resource Management</b>

**Overall Supervisor Assessment:**  
Supervisor enters feedback ....

<b>Problem Solving</b>
------------------------

# Mid-Point Review Report – Supervisor

- Click “Reports” from the Navigation Bar under the supervisor menu. CAS2Net refreshes the screen to display the Supervisor Reports list.
- To view the Mid-Point Review report for a single employee, click the “Mid-Point Review – Single Employee” report link.

The screenshot displays the CAS2Net interface. On the left is a dark navigation sidebar with the following sections:

- Acq Demo** (with a grid icon)
- Employee Menu**
  - [Contribution Planning](#)
  - [Mid-Point Review Self-Assessment](#)
  - [Annual Appraisal Self-Assessment](#)
  - [Reports](#)
- Supervisor I Menu**
  - [Contribution Planning](#)
  - [Additional Feedback](#)
  - [Mid-Point Review](#)
  - [Annual Appraisal](#)
  - [Reports](#) (highlighted with a red arrow)
  - [Password Maintenance](#) (with subtext: Change your password)
  - [Logout](#) (with subtext: Exit CAS2Net)
  - [Session Maintenance](#) (with subtext: Assume the role of another user)
- Session Info**
  - User: Peter Olson
  - Role: Supervisor I
  - [Revert](#)

The main content area has a dark blue background with the text "This information is protected by the Privacy Act of 1974" repeated. It features the following elements:

- CAS<sup>2</sup>Net Reports**
- Year: 2012**
- Supervisor I Reports** (highlighted with a red arrow)
- A list of report links:
  - [Contribution Planning - Single Employee](#)
  - [Contribution Planning - All Employees](#)
  - [Additional Feedback - Single Employee](#)
  - [Additional Feedback - All Employees](#)
  - [Appraisal Form Parts II and III - Single Employee](#)
  - [Appraisal Form Parts II and III - All Employees](#)
  - [Mid-Point Review - Single Employee](#) (highlighted with a red arrow)
  - [Mid-Point Review - All Employees](#)
  - [Appraisal Form Part II By Employee](#)
  - [Appraisal Form Part II By Supervisor](#)

# Mid-Point Review Report – Supervisor

- CAS2Net refreshes the screen to display the “Mid-Point Review”, “Report Generation Options”.
- Select the name of the employee from the “Employee Selection” dropdown.
- Select the “Appraisal Year”.
- Click the “Generate” button.
- The Mid-Point Review report for the employee will be generated in PDF format.

**Mid-Point Review - Employee**

**Report Generation Options**

<b>Employee Selection</b>	Hoang, Danielle
<b>Appraisal Year</b>	<input checked="" type="radio"/> 2012 <input type="radio"/> 2011
<b>Report Format</b>	PDF format* is standard for all reports
<b>Command</b>	<input type="button" value="Generate"/>

\* Requires [Adobe® Reader®](#)

 Get ADOBE® READER®

# Mid-Point Review Report – Supervisor

- CAS2Net refreshes the screen to display the Mid-Point Review report for the selected employee.
- The presence of a “DRAFT” background watermark indicates the Mid-Point Review is “Incomplete”.
- The report may be printed using the Acrobat menu bar at the top of the report.

Mid-Point Review for Danielle Hoang			
As of 03/14/12 10:14			
Broadband Level:	Occupational Series:	Career Path:	Expected OCS:
I	25 - Park Ranger	NH - Business Management and Technical Management Professional	17
<b>Contribution Planning:</b> Danielle Hoang: Contribution Planning 2012. Expect to contribute more to the project....			
Supervisor's comment on Danielle Hoang's 2012 Contribution Planning. Modify Contribution Planning by Chris Babbitt, Supervisor Level 1			
<b>Overall Employee Self-Assessment:</b> I've reached my goals.			
<b>Problem Solving</b> My problem Solving skill...			
<b>Teamwork/Cooperation</b> My Teamwork / Cooperation			
<b>Customer Relations</b> My Customer Relations			
<b>Leadership/Supervision</b> My job requirements do not include Leadership or Supervision			
<b>Communication</b> My Communication			
<b>Resource Management</b> My Resource Management skill...			
<b>Overall Supervisor Assessment:</b> This is Mid-Point Overall Supervisor Assessment			
<b>Problem Solving</b>			
<b>Teamwork/Cooperation</b>			
<b>Customer Relations</b>			
<b>Leadership/Supervision</b>			
<b>Communication</b>			
<b>Resource Management</b>			

# Mid-Point Review Report –Supervisor

- To view the Mid-Point Review report for all reporting employees, click the “Mid-Point Review – All Employees” report link.

The screenshot displays the CAS2Net Reports interface. On the left is a dark sidebar with a white logo consisting of a 3x3 grid of squares, with the text 'Acq' to its left and 'Demo' to its right. Below the logo are several menu sections: 'Employee Menu' with links for 'Contribution Planning', 'Mid-Point Review Self-Assessment', 'Annual Appraisal Self-Assessment', and 'Reports'; 'Supervisor I Menu' with links for 'Contribution Planning', 'Additional Feedback', 'Mid-Point Review', 'Annual Appraisal', and 'Reports'; 'Password Maintenance' with a link to 'Change your password'; 'Logout' with the text 'Exit CAS2Net'; and 'Session Maintenance' with the text 'Assume the role of another user'. At the bottom of the sidebar is a 'Session Info' box containing 'User: Peter Olson', 'Role: Supervisor I', and a 'Revert' link. A large red arrow points from the left towards the 'Mid-Point Review' link in the Supervisor I Menu. The main content area has a dark blue background with the text 'CAS2Net Reports' and 'Year: 2012' at the top. Below this is a dropdown menu titled 'Supervisor I Reports' with the following options: 'Contribution Planning - Single Employee', 'Contribution Planning - All Employees', 'Additional Feedback - Single Employee', 'Additional Feedback - All Employees', 'Appraisal Form Parts II and III - Single Employee', 'Appraisal Form Parts II and III - All Employees', 'Mid-Point Review - Single Employee', 'Mid-Point Review - All Employees', 'Appraisal Form Part II By Employee', and 'Appraisal Form Part II By Supervisor'. A red arrow points from the 'Mid-Point Review - All Employees' option in the dropdown menu towards the right.

# Mid-Point Review Report – Supervisor

- CAS2Net refreshes the screen to display the “Mid-Point Review”, “Report Generation Options”.
- The “Supervisor Selection” dropdown is defaulted to supervisor name.
- Select “Supervisor Type” radio button to select all reporting employees under the selected supervisor type. E.g. All employees reporting to the “First Level Supervisor”.
- Select the “Assessment Year”.
- Click the “Generate” button.

The screenshot shows a web form titled "Mid-Point Review" with a sub-section "Report Generation Options". The form contains several fields and a button:

<b>Selection Type</b>	Self as supervisor
<b>Supervisor Selection</b>	Olson, Peter ▾
<b>Supervisor Type</b>	<input checked="" type="radio"/> First Level Supervisor <input type="radio"/> Sub-Panel Meeting <input type="radio"/> Paypool Manager
<b>Assessment Year</b>	<input checked="" type="radio"/> 2012 <input type="radio"/> 2011
<b>Report Format</b>	PDF format* is standard for all reports
<b>Command</b>	Generate

\* Requires [Adobe® Reader®](#)

Get ADOBE® READER

Return To Main Page

# Mid-Point Review Report – Supervisor

- CAS2Net refreshes the screen to display the Mid-Point Review report for all of the employees reporting to the previously selected supervisor. *Note:* Use the scroll bar to view the rest of the employee report and the Acrobat up and down arrows to view other reports. Each report for each employee starts on a new page.
- Presence of a “DRAFT” background watermark indicates the Mid-Point Review is “Incomplete”.
- The report may be printed using the Acrobat menu bar at the top of the report.

**Acq Demo**

**Employee Menu**

- [Contribution Planning](#)
- [Mid-Point Review Self-Assessment](#)
- [Annual Appraisal Self-Assessment Reports](#)

**Supervisor I Menu**

- [Contribution Planning](#)
- [Additional Feedback](#)
- [Mid-Point Review](#)
- [Annual Appraisal Reports](#)
- View or print reports in PDF format
- [Password Maintenance](#)
- Change your password
- [Logout](#)
- Exit CAS2Net
- [Session Maintenance](#)
- Assume the role of another user

**Session Info**

User: Peter Olson  
Role: Supervisor I  
[Revert](#)

**Mid-Point Review for Barry Burns**  
As of 03/14/12 15:03

<b>Broadband Level:</b> II	<b>Occupational Series:</b> 1515 - Operations Research	<b>Career Path:</b> NH - Business Management and Technical Management Professional	<b>Expected OCS:</b> 48
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**Contribution Planning:**  
Contribution Planning for cycle year 2012 - Barry Burns  
My contribution planning is employing techniques from other mathematical sciences, such as mathematical modeling, statistical analysis, and mathematical optimization, operations research arrives at optimal or near-optimal solutions to complex decision-making problems.

**Overall Employee Self-Assessment:**  
I successfully completed work on project xyz which resulted in ....

<b>Problem Solving</b> For project xyz, I resolved problems relating to ....
<b>Teamwork/Cooperation</b>
<b>Customer Relations</b>
<b>Leadership/Supervision</b>
<b>Communication</b>

# Lesson 6: Annual Appraisal Self-Assessment



# Employee Annual Self-Assessment

- The annual self-assessment screen displays information about the employee in the header and the current contribution plan (if any) in a box below the header. The Contribution Planning box is grayed out to indicate it cannot be changed using this screen.
- There is a tab for each factor for the employee to enter their self-assessment. The employee can enter up to 4000 characters for each factor (counting non-printable characters such as line returns).
- The hot link for the factor brings up a separate screen with the descriptors and discriminators for the factor.
- “Release to Supervisor” is a status indicator informing the supervisor that employee input is complete.
- The self-assessment will be “read only” when the supervisor has saved his assessment—even if “Release to Supervisor” is unchecked.

**Annual Appraisal Self-Assessment  
for Amy Artis**  
Year: 2012

Broadband Level:	Occupational Series:	Career Path:	Expected OCS:
II	318 - Secretary	NH - Business Management And Technical Management Professional	48

Contribution Planning:  
Here is the employee input to start the plan.  
Here is the supervisor's additional input.

Problem Solving | Teamwork / Cooperation | Customer Relations | Leadership / Supervision | Communication | Resource Management

**Employee Self-Assessment:** (Characters used: 57 of 4000)

I completed work on project xyz which resulted in...

Release to Supervisor Save Exit

# Factor Descriptors and Discriminators Example: Problem Solving

Clicking the “*factor name*” hyperlink on any assessment screen opens the “Descriptors and Discriminators” pop-up window with the name of the selected factor prominently displayed in the title bar.

Clicking a different “*factor name*” link refreshes the content so that the pop-up window is always relevant for the current assessment factor.

Level	Descriptor	Discriminators
I	Performs activities on a task; assists supervisor or other appropriate personnel.	Scope/Impact
	Resolves routine problems within established guidelines.	Complexity/Difficulty
	Independently performs assigned tasks within area of responsibility; refers situations to supervisor or other appropriate personnel when existing guidelines do not apply.	Independence
	Takes initiative in determining and implementing appropriate procedures.	Creativity
II	Plans and conducts functional technical activities for projects/programs.	Scope/Impact
	Identifies, analyzes, and resolves complex/difficult problems.	Complexity/Difficulty
	Independently identifies and resolves conventional problems which may require deviations from accepted	Independence

# Self-Assessment Report

- The report shows the text for all six factors
- There can be up to 4000 characters per factor, including non-printable characters such as line feeds.

<b>Annual Appraisal Self-Assessment for Amy Artis</b> <b>Year: 2012</b>			
<b>Broadband Level:</b> II	<b>Occupational Series:</b> 318 - Secretary	<b>Career Path:</b> NH - Business Management and Technical Management Professional	<b>Expected OCS:</b> 48
<b>Contribution Planning:</b> Here is the employee input to start the plan.  Here is the supervisor's additional input.			
<b>Problem Solving</b> I completed work on project xyz which resulted in...			
<b>Teamwork/Cooperation</b>			

# Lesson 7: Supervisor Annual Appraisal

# Supervisor Welcome Screen

- Here is the Welcome Screen for a supervisor.
- Click on the Annual Appraisal link to start the appraisal process.

Acq Demo

**Employee Menu**

- [Contribution Planning](#)
- [Mid-Point Review](#)
- [Self-Assessment](#)
- [Annual Appraisal](#)
- [Self-Assessment](#)
- [Reports](#)

**Supervisor I Menu**

- [Contribution Planning](#)
- [Additional Feedback](#)
- [Mid-Point Review](#)
- [Annual Appraisal](#)
- [Reports](#)
- [View or print reports in PDF format](#)
- [Password Maintenance](#)  
Change your password
- [Logout](#)  
Exit CAS2Net
- [Session Maintenance](#)  
Assume the role of another user

**Session Info**

- User: Peter Olson
- Role: Supervisor
- [Revert](#)

Welcome to CAS<sup>2</sup>Net , Peter Olson !

The information contained herein is covered by the Privacy Act of 1974.

Please choose a module from the navigation bar at the left.

# List of Employees Rated by Supervisor: No Self-Assessments Are Complete

- Two employees are not rated because they have not been in AcqDemo 90 days.

**Acq**  
Demo

**Employee Menu**

[Contribution Planning](#)

[Mid-Point Review](#)

[Self-Assessment](#)

[Annual Appraisal](#)

[Self-Assessment](#)

[Reports](#)

**Supervisor I Menu**

[Contribution Planning](#)

[Additional Feedback](#)

[Mid-Point Review](#)

[Annual Appraisal](#)

[Reports](#)

View or print reports in PDF format

[Password Maintenance](#)

Change your password

[Logout](#)

EXIT CAS2Net

[Session Maintenance](#)

Assume the role of another user

**Session Info**

User: Peter Olson

Role: Supervisor I

[Revert](#)

## Annual Appraisal Status

Year: 2012

Employee	Self-Assessment	Categorical Status	Numerical Status	Presumptive Status
<a href="#">Amy Artis</a>				None
<a href="#">Barry Burns</a>				None
<a href="#">Connie Celon</a>				Due To Time
<a href="#">Hershel Hummer</a>				None
<a href="#">Mark Mucker</a>				Due To Time

**Key:**

Annual Appraisal Complete.

Annual Appraisal Incomplete.

No Annual Appraisal Provided.

# List of Employees Rated by Supervisor: One Self-Assessment Is Complete

**Acq**  
Demo












**Employee Menu**  
[Contribution Planning](#)  
[Mid-Point Review](#)  
[Self-Assessment](#)  
[Annual Appraisal](#)  
[Self-Assessment](#)  
[Reports](#)

**Supervisor I Menu**  
[Contribution Planning](#)  
[Additional Feedback](#)  
[Mid-Point Review](#)  
[Annual Appraisal](#)  
[Reports](#)  
View or print reports in PDF format  
[Password Maintenance](#)  
Change your password  
[Logout](#)  
Exit CAS2Net  
[Session Maintenance](#)  
Assume the role of another user


**Session Info**  
User: Peter Olson  
Role: Supervisor I  
[Revert](#)


## Annual Appraisal Status

Year: 2012

Employee	Self-Assessment	Categorical Status	Numerical Status	Presumptive Status
<a href="#">Amy Artis</a>				None
<a href="#">Barry Burns</a>				None
<a href="#">Connie Celon</a>				Due To Time
<a href="#">Hershel Hummer</a>				None
<a href="#">Mark Mucker</a>				Due To Time

**Key:**

 Annual Appraisal Complete.

 Annual Appraisal Incomplete.

    No Annual Appraisal Provided.

# Supervisor Annual Assessment Screen

Note header information and Contribution Plan at the top.

Contribution Plan and Employee Self-Assessment are grayed out to indicate that they cannot be changed in this module.

Note one tab for each of the six factors. Note that Categorical and Numerical Scores have been entered.

**Annual Appraisal for Amy Artis**  
Year: 2012

Broadband Level: II      Occupational Series: 318 - Secretary      Career Path: NH - Business Management And Technical Management Professional      Expected OCS: 48

**Contribution Planning:**  
Here is the employee input to start the plan.  
Here is the supervisor's additional input.

**Assessment Factors:**  
Problem Solving (Active) | Teamwork / Cooperation | Customer Relations | Leadership / Supervision | Communication | Resource Management

**Employee Self-Assessment:**  
I completed work on project xyz which resulted in...

**Supervisor Assessment:** Factor Weight: 1.0      Categorical: Unrated      Numerical: Unrated

None

(Characters used: 4 of 4000)

Save    Exit

Once the supervisor has entered categorical or numerical scores for any factor, the employee cannot modify his or her self-assessment.

Supervisor can restore rating to "unrated" to allow employee to modify self-assessment.



# Supervisor List of Employees Showing the Annual Appraisal as Complete for One Employee

**Acq**  
Demo












**Employee Menu**  
[Contribution Planning](#)  
[Mid-Point Review](#)  
[Self-Assessment](#)  
[Annual Appraisal](#)  
[Self-Assessment](#)  
[Reports](#)

**Supervisor I Menu**  
[Contribution Planning](#)  
[Additional Feedback](#)  
[Mid-Point Review](#)  
[Annual Appraisal](#)  
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**Session Info**  
User: Peter Olson  
Role: Supervisor I  
[Revert](#)


## Annual Appraisal Status

Year: 2012

Employee	Self-Assessment	Categorical Status	Numerical Status	Presumptive Status
<a href="#">Amy Artis</a>				None
<a href="#">Barry Burns</a>				None
<a href="#">Connie Celon</a>				Due To Time
<a href="#">Hershel Hummer</a>				None
<a href="#">Mark Mucker</a>				Due To Time

**Key:**

 Annual Appraisal Complete.

 Annual Appraisal Incomplete.

    No Annual Appraisal Provided.

# Annual Appraisal: Part II Form

- Supervisor appraisal input.

<b>CCAS SALARY APPRAISAL DOCUMENT</b>			
NAME: Amy Artis	RATER: Peter Olson	ORG: AMC/LH	
Broadband Level: II	Occupational Series: 318 - Secretary	Career Path: NH - Business Management and Technical Management Professional	OCS: 54
<b>PART II Supervisor Assessment</b>			
<b>DRAFT Assessment - not complete until finalized by Pay Pool Panel</b>			
Instruction: Provide comments regarding employee's contribution against each factor during the current year and a score of each factor.		<b>Categorical Score:</b>	<b>Numeric Score:</b>
<b>Problem Solving</b>		2MH	54
Amy did...			
<b>Teamwork/Cooperation</b>		2MH	54

# Annual Appraisal: Part III Form

- Employee self-assessment

## CCAS SALARY APPRAISAL DOCUMENT

**NAME:** Amy Artis

**RATER:** Peter Olson

**ORG:** AMC/LH

**Broadband Level:**

II

**Occupational Series:**

318 - Secretary

**Career Path:**

NH - Business Management and Technical  
Management Professional

**OCS:**

54

### **PART III Employee Self-Assessment**

#### **Problem Solving**

I completed work on project xyz which resulted in...

#### **Teamwork/Cooperation**

# Questions?

Contact your local  
Pay Pool Data Maintainer/Administrator