



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

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

**Contribution Planning Module  
Additional Feedback Module**

**August 9, 2011**

# Intended Audience and Expected Outcomes

- Intended Audience

- Employees
- First Level Supervisors

- Expected Outcomes

Modules are being released for use as they are developed; the Contribution Planning Module and the Additional Feedback Module are ready for use by employees and supervisors; this orientation is designed to assist them to understand the following:

- Employees

- Understand how to initiate or modify entries in the contribution planning module
- Understand how to view and print current or previous contribution planning entries
- Understand how to print additional feedback reports

- First Level Supervisors

- Understand how to initiate , modify, and submit entries in the contribution planning module
- Understand how to view and print current or previous contribution planning entries
- Understand how to enter, submit, and print additional feedback reports

# Agenda

This orientation presents an overview of 4 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. Review Reports

# 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 can't access the site.)
- The Usage Policy screen is shown.
- 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:

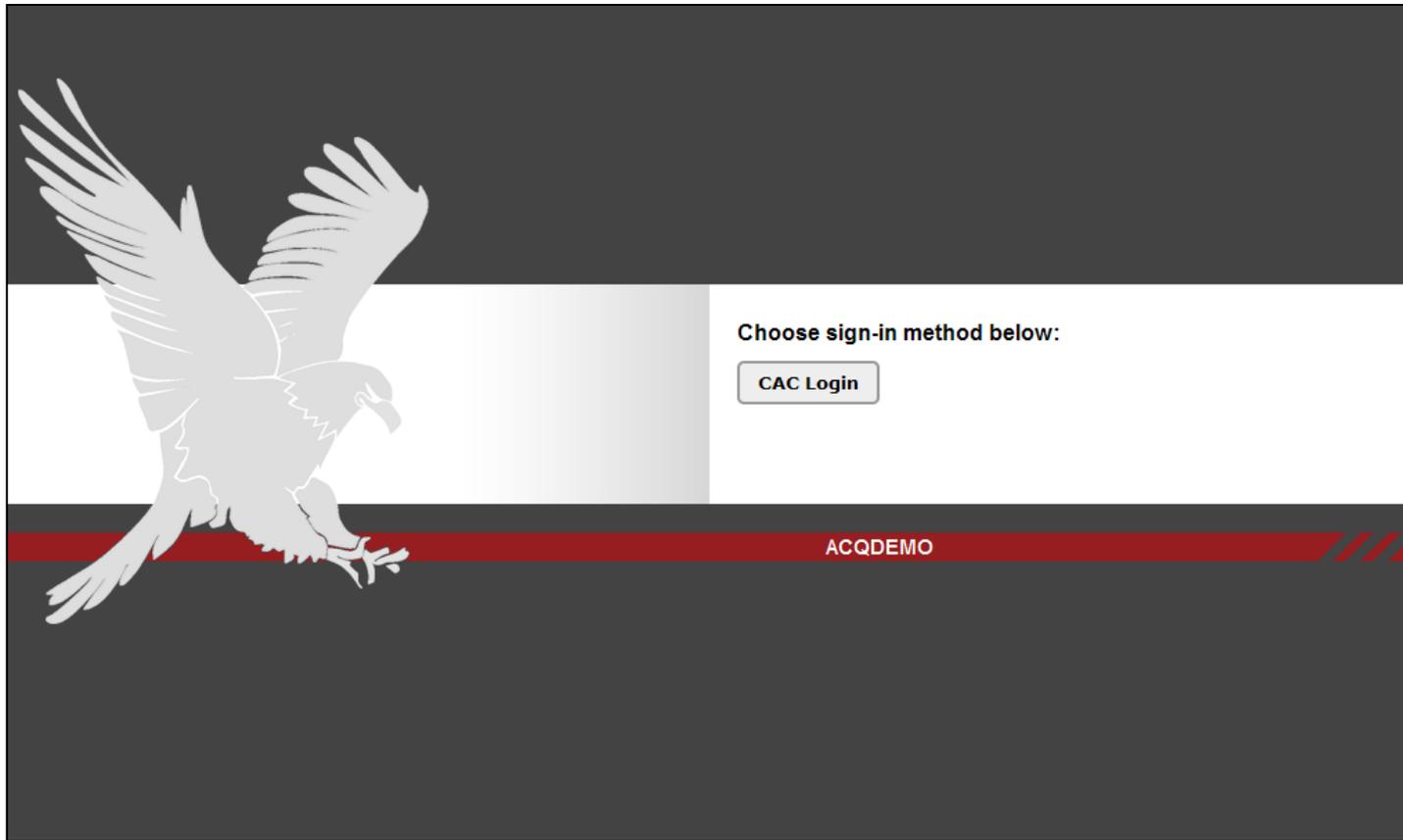


- \* The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- \* At any time,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

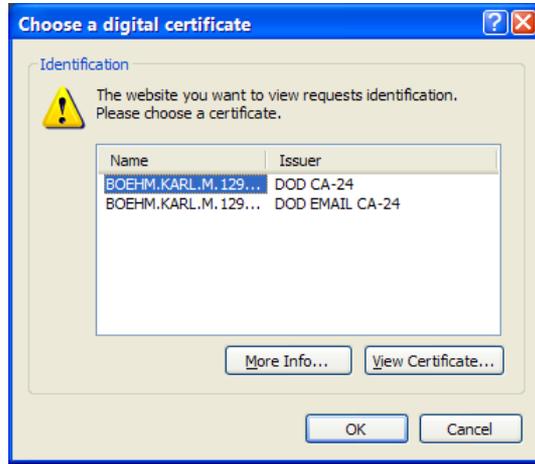
# Login

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

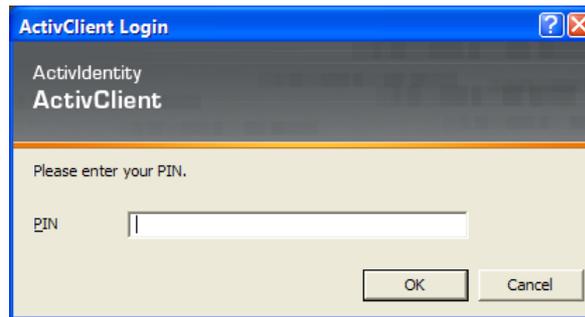


# Login

- 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 (this screen displays the “Welcome” screen for a Superuser)
- The navigation bar is on the left and the modules listed depend on 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.

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

- Acq Demo** (with a grid icon)
- Employee Menu**
  - [Contribution Planning](#)
  - [Mid-Point Review Self-Assessment](#)
  - [Annual Appraisal Self-Assessment](#)
  - [Reports](#)
- Superuser Menu**
  - [Appraisal Status and Lock](#)  
View and lock employee appraisals
  - [Reports](#)  
View or print reports in PDF format
  - [Data Maintenance](#)  
Maintain employee data
  - [Session Maintenance](#)  
Assume the role of another user
- Session Info**  
User: George Garfield  
Role: Superuser
- [Password Maintenance](#)  
Change your password
- [Offline Interface](#)  
Offline Interface
- [Paypool Notices](#)

The main content area has a dark blue background with a repeating watermark: "This information is protected by the Privacy Act of 1974". The central text reads:

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

**The information contained herein is covered by the Privacy Act of 1974. Personnel data requires safeguarding IAW AFR 37-132.**

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

# 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 can 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 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 to employee, only the supervisor can modify the plan.

**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: Amy Artis  
Role: Employee  
[Revert](#)

## Contribution Planning for Amy Artis

Year: 2011

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

Contribution Planning Input: (Characters used: 45 of 4000)

Here is the employee input to start the plan.

Release to Supervisor

# Contribution Planning – Supervisor

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

The screenshot shows the 'Contribution Planning Status' screen for the year 2011. The interface is divided into a dark sidebar on the left and a main content area on the right.

**Sidebar:**

- Logo: 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](#)

**Main Content Area:**

## 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.

# 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 logged on 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.
- “Exit” button will save changes and exit 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.

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

**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: 2011

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

Contribution Planning "In Progress": *active* (Characters used: 90 of 4000)

Here is the employee input to start the plan.

Here is the supervisors additional input.

Method of Communication:

Face to Face  
 TeleConference  
 Video Conference  
 Email  
 Other

Date Conducted:

**August 2011**

Su	Mo	Tu	We	Th	Fr	Sa
31	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	8	9	10

# Contribution Planning – Supervisor

- If later modifications to a plan are needed, click on the 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.
- 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.

## Contribution Planning for Barry Burns

Year: 2011

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

Contribution Planning as of 08/07/2011 16:16: *active*

Test plan.

**Method of Communication:**

Face to Face  
 TeleConference  
 Video Conference  
 Email  
 Other

**Date Conducted:**

# 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. The main content area has a dark blue background with the text 'CAS<sup>2</sup>Net Reports' and 'Year: 2011' at the top. Below this is a table of reports:

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

# 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.

The screenshot shows a web browser window with a dark sidebar on the left. The sidebar contains a logo with the text 'Acq Demo' and a menu titled 'Employee Menu' with links for 'Contribution Planning', 'Mid-Point Review Self-Assessment', 'Annual Appraisal Self-Assessment', 'Reports', 'Password Maintenance', 'Logout', and 'Session Maintenance'. A 'Session Info' box in the sidebar shows 'User: Amy Artis', 'Role: Employee', and a 'Revert' link. The main content area of the browser displays a PDF report titled 'Contribution Planning for Amy Artis Year: 2011'. The report includes the following information:

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

Here is the supervisors additional input.

**Method of Communication:**  
Face to Face

**Date Conducted:** 07-AUG-11

# 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 dark navigation bar with the following items:

- 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](#)
- [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](#)

The main content area has a dark background with a repeating watermark. It features the following text:

- CAS<sup>2</sup>Net Reports**
- Year: 2011**
- Supervisor I Reports**
- Contribution Planning - Single Employee
- Contribution Planning - All Employees
- Additional Feedback - Single Employee
- Additional Feedback - All Employees
- Mid-Point Review
- Appraisal Form Parts II and III

# 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 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®](#)

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.

The screenshot shows a web browser window with a sidebar menu on the left and a main content area. The sidebar menu includes links for Employee Menu, Supervisor I Menu, and Session Maintenance. The main content area displays the title "Contribution Planning for Amy Artis" and "Year: 2011". Below the title, there are four columns of information: Broadband Level (II), Occupational Series (318 - Secretary), Career Path (NH - Business Management and Technical Management Professional), and Expected OCS (48). The report also includes sections for Contribution Planning, Method of Communication (Face to Face), and Date Conducted (07-AUG-11).

**Contribution Planning for Amy Artis**  
**Year: 2011**

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

Here is the supervisors additional input.

**Method of Communication:**  
Face to Face

**Date Conducted:** 07-AUG-11

# 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 a navigation menu. The main content area has a dark blue background with a repeating watermark. A white-bordered box highlights the 'Supervisor I Reports' section, which lists several report options.

**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](#)
- [Logout](#)
- [Session Maintenance](#)

**Session Info**

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

**CAS<sup>2</sup>Net Reports**

**Year: 2011**

**Supervisor I Reports**

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

# 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. employee to “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](#)
- [Annual Appraisal](#)
- [Reports](#)

View or print reports in PDF format

- [Password Maintenance](#)
- [Logout](#)
- [Session Maintenance](#)

Assume the role of another user

**Session Info**

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

## Contribution Plan

### 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®](#)

[Return To Main Page](#)

Get ADOBE® READER®

# 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.

**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: 2011**

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

Here is the supervisors additional input.

**Method of Communication:**  
Face to Face

**Date Conducted:** 07-AUG-11

# Additional Feedback

# Additional Feedback - Supervisor

- Click “Additional Feedback” from the navigation bar. CAS2Net refreshes the screen to display the “Additional Feedback Status” screen.
- The supervisor will see a list of employees assigned to him or her. The “ Additional Feedback Status” column indicates whether the additional feedback is complete, incomplete, or none provided.
- Supervisor selects an employee name from the list provided by clicking on the name.

**Additional Feedback Status**  
Year: 2011

Employee	Additional Feedback Status
<a href="#">Amy Artis</a>	
<a href="#">Barry Burns</a>	
<a href="#">Connie Celon</a>	

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

**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

- 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 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 08/07/2011 16:00  
**DO NOT USE FOR MID-POINT REVIEW FEEDBACK**

<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
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**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.

**Method of Communication:** Date Conducted: 08/07/2011

Face to Face  
 TeleConference  
 Video Conference  
 Email  
 Other

Release to Employee

**Employee Review Date**  
Create 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..*

**Additional Feedback for Amy Artis**  
As of 08/07/2011 16:00  
**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 supervisors additional input.

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

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

Date Conducted: 8/7/2011

Release to Employee

Save    Submit    Exit

# 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 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'. The main content area has a dark background with the text 'CAS2Net Reports' and 'Year: 2011' at the top. Below this is a table titled 'Employee Reports' with four rows of report links.

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

# 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.

**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: Amy Artis  
Role: Employee  
[Revert](#)

**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
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**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>
<b>Customer Relations</b>

# 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 Reports interface. On the left is a navigation menu with the following items:

- 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](#)

The main content area is titled **CAS2Net Reports** and **Year: 2011**. It contains a table of reports:

Supervisor I Reports	
Contribution Planning - Single Employee	
Contribution Planning - All Employees	
Additional Feedback - Single Employee	
Additional Feedback - All Employees	
Mid-Point Review	
Appraisal Form Parts II and III	

# Additional Feedback Report – Supervisor

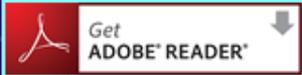
- CAS2Net refreshes the screen to display the “Additional Feedback”, “Report Generation Options”.
- Select the name of the employee from the “Employee Selection” dropdown.
- Select the “Appraisal Year”.
- Click the “Generate” button.
- All Feedback Reports for the employee will be generated in PDF format.

**Additional Feedback - Employee**

**Report Generation Options**

<b>Employee Selection</b>	Burns, Barry	08/07/2011 16:22
<b>Appraisal Year</b>	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®

# 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
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**Contribution Planning:**  
Test plan.

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

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**Problem Solving**

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**Teamwork/Cooperation**

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**Customer Relations**

# 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 for the year 2011. On the left is a dark sidebar menu with the following items:

- 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](#)
- View or print reports in PDF format
- [Password Maintenance](#)  
Change your password
- [Logout](#)  
Exit CAS2Net
- [Session Maintenance](#)  
Assume the role of another user

A **Session Info** box is visible in the bottom left of the sidebar, showing:

- 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. The top right of the main area displays:

**CAS<sup>2</sup>Net Reports**  
**Year: 2011**

A table titled **Supervisor I Reports** is highlighted with a white border. The table contains the following rows:

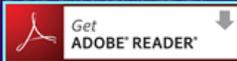
<a href="#">Contribution Planning - Single Employee</a>
<a href="#">Contribution Planning - All Employees</a>
<a href="#">Additional Feedback - Single Employee</a>
<a href="#">Additional Feedback - All Employees</a>
<a href="#">Mid-Point Review</a>
<a href="#">Appraisal Form Parts II and III</a>

# 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>	<b>Occupational Series:</b>	<b>Career Path:</b>	<b>Expected OCS:</b>
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.

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

# Questions?

Contact your local  
Pay Pool Data Maintainer/Administrator