



DoD Civilian Acquisition Workforce Personnel Demonstration Project (AcqDemo)

CAS2Net Overview for Employees and Supervisors

September 9, 2011

Intended Audience and Expected Outcomes

- Intended Audience

- Employees
- First Level Supervisors

- Expected Outcomes

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
- Understand how to initiate or modify entries in the self-assessment module
- How to release their self-assessment to their supervisor
- Understand how to view and print their self-assessment

- 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
- Understand how to initiate, modify, and submit an annual assessment
- Understand how to view and print an annual assessment and employee self-assessments

Agenda

This orientation presents an overview of 6 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. Use the Additional Feedback module
4. Use the Self Assessment module
5. Use the Annual Assessment module
6. 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:

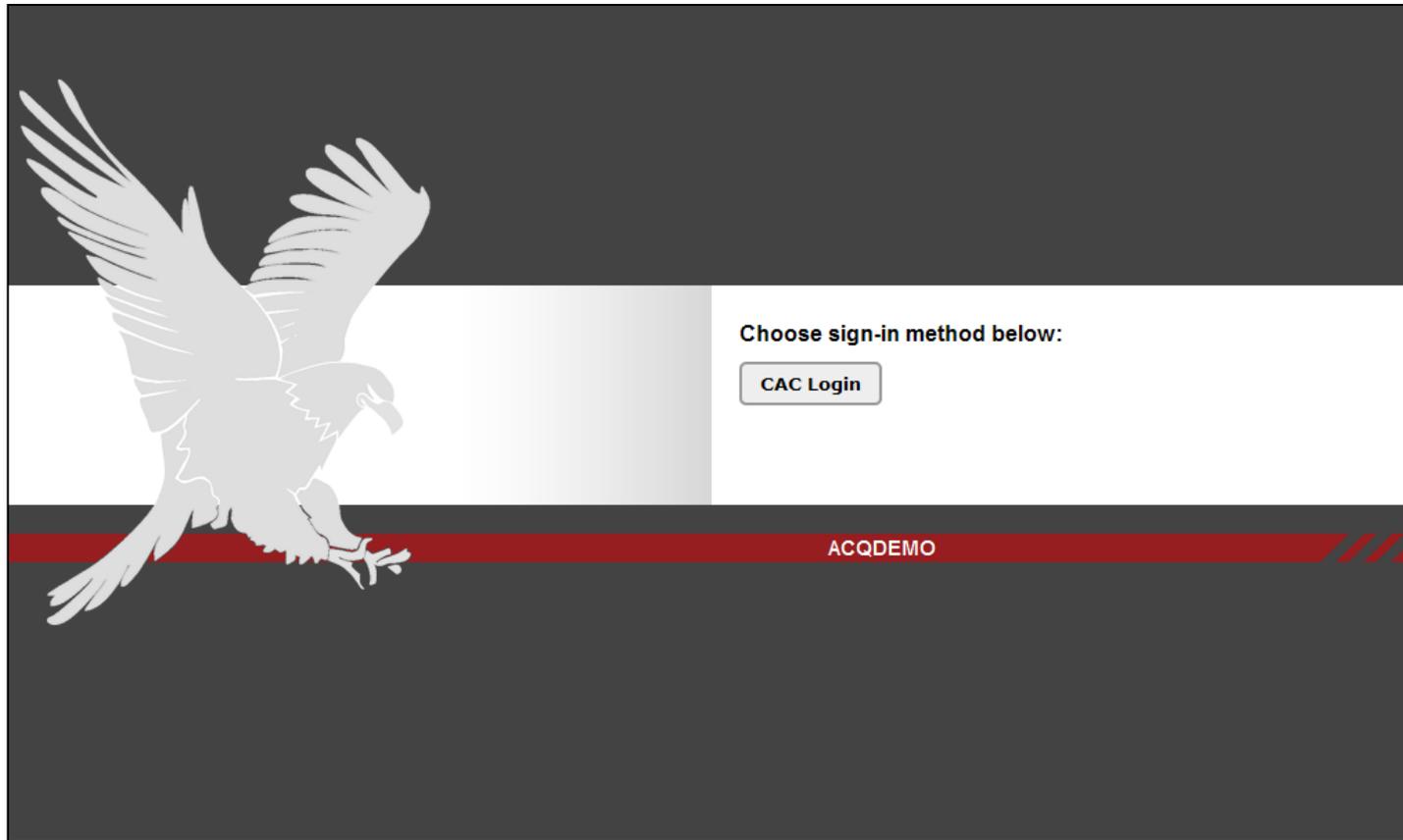


- * The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- * At any time, the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

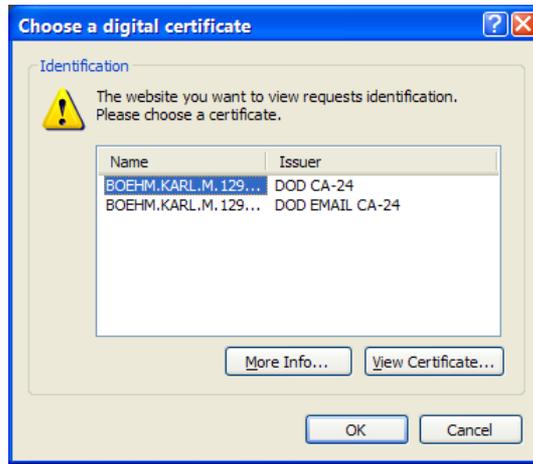
Login

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

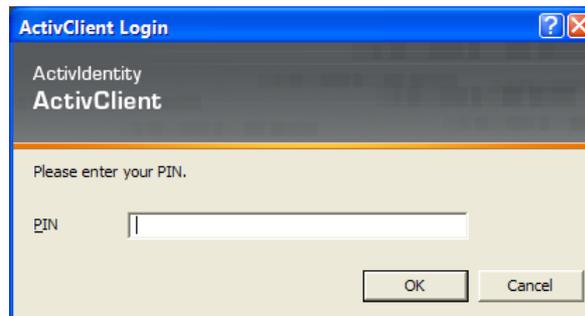


Login

- 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 Supervisor)
- 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.

Acq
Demo

Welcome to CAS²Net , 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.

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

[Logout](#)
Exit CAS2Net

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.
- The employee may check the “Release to Supervisor” checkbox and click “Save” to inform the supervisor that employee input is complete. The “Release to Supervisor” checkbox is for information only.
- As long as status remains “In Progress”, the employee may later clear the “Release to Supervisor” checkbox and click “Save” to let the supervisor know that employee input is incomplete. Once the supervisor finalizes the plan and submits it, only the supervisor can modify the plan.

Acq Demo

Employee Menu

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

Exit CAS2Net

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.



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

[Logout](#)

Exit CAS2Net

Contribution Planning Status

Year: 2011

Employee	Employee Input	Contribution Planning Status
Amy Artis		
Barry Burns		
Connie Celon		

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
Amy Artis		
Barry Burns		
Connie Celon		

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.
- Click “Exit” to return to the Contribution Planning Status web page without saving changes.
- 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
- [Logout](#)
Exit CAS2Net

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 the name of the employee to open the Contribution Planning web form for selected employee.
- The “Contribution Planning” input text box is pre-filled with last saved or submitted content.
- Hot links provide read-only access to previously submitted “Contribution Planning” content.
- The supervisor may click the “Modify” button to initiate modifications to Contribution Planning for this employee. CAS2Net reopens the Contribution Planning input for editing pre-filled with the original content. Change text as necessary and click “Save”. At this point, this new instance of Contribution Planning is added to the CAS2Net database which is again editable by either the supervisor or the employee.
- When complete and reviewed with the employee, select method of date and communication and click “Submit”.

Contribution Planning for Barry Burns
Year: 2011

Broadband Level: II	Occupational Series: 1515 - Operations Research	Career Path: NH - Business Management And Technical Management Professional	Expected OCS: 48
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Contribution Planning as of 08/07/2011 16:16: *active*

Test plan.

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

Face to Face
 TeleConference
 Video Conference
 Email
 Other

The caption “active” appears next to the last saved Contribution Planning entry label or “hot link” to highlight the version that is current.

Note. “Employee Input” status is unchanged by the “Modify” request.

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 this 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', and 'Logout'. The main content area has a dark blue background with the text 'CAS2Net Reports' and 'Year: 2011'. A white-bordered box highlights the 'Employee Reports' list, which includes 'Contribution Planning', 'Mid-Point Review Self-Assessment', 'Additional Feedback', and 'Annual Appraisal Self-Assessment (Not Provided)'. The background of the main area features a repeating watermark text: 'This information is protected by the Privacy Act of 1974'.

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.

Acq
Demo

Employee Menu
[Contribution Planning](#)
[Mid-Point Review Self-Assessment](#)
[Annual Appraisal Self-Assessment](#)
[Reports](#)
[Logout](#)
Exit CAS2Net

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
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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 sidebar with the 'Acq Demo' logo and navigation menus. The main content area is white with a repeating background watermark. A dropdown menu is open under 'Supervisor I Reports', listing various 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

[Logout](#)
Exit CAS2Net

CAS2Net 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 - All Employees](#)
- [Appraisal Form Parts II and III - Single Employee](#)

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

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

* Requires [Adobe® Reader®](#) 

Only employees with printable 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 navigation menu on the left and a main content area. The browser's address bar and toolbar are visible at the top. The navigation menu includes links for 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, and Logout. 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 "Contribution Planning" section includes text for employee and supervisor input, and the "Method of Communication" is listed as "Face to Face". The "Date Conducted" is "07-AUG-11".

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

[Logout](#)

Exit CAS2Net

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
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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.

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

[Logout](#)
Exit CAS2Net

CAS2Net 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 - All Employees](#)
- [Appraisal Form Parts II and III - Single Employee](#)

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
- [Logout](#)
- Exit CAS2Net

Contribution Plan

Report Generation Options

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

* Requires [Adobe Reader](#)

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.
- The example below shows the first of two pages. Use the scroll bar to view multiple 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
- [Logout](#)
- Exit CAS2Net

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
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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.



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
[Logout](#)
Exit CAS2Net

Additional Feedback Status

Year: 2011

Employee	Additional Feedback Status
Amy Artis	
Barry Burns	
Connie Celon	

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

Additional Feedback

- After clicking on the name, CAS2Net refreshes the screen to display last saved “Additional Feedback” content for the selected employee.
- “Contribution Planning” is automatically pre-filled with the latest submitted content.
- Hot links provide read-only access to any previously submitted Additional Feedback.
- If the content has been “submitted”, then CAS2Net provides a “Create” button that enables the Supervisor to begin a new Additional Feedback session.
- Supervisor has the option to input text for the “Overall Supervisor Assessment “ and/or separately for each factor.
- 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.

The screenshot displays the 'Additional Feedback for Amy Artis' interface. At the top, it shows the date and time 'As of 08/07/2011 16:00' and a warning: 'DO NOT USE FOR MID-POINT REVIEW FEEDBACK'. Below this, a table lists employee details: Broadband Level (II), Occupational Series (318 - Secretary), Career Path (NH - Business Management And Technical Management Professional), and Expected OCS (48). The interface is divided into two main text input areas: 'Contribution Planning' and 'Overall Supervisor Feedback'. The 'Contribution Planning' section contains pre-filled text: 'Here is the employee input to start the plan.' and 'Here is the supervisors additional input.' The 'Overall Supervisor Feedback' section contains the text: 'Supervisor enters feedback to employee.' Below these sections is a row of tabs for assessment factors: Problem Solving, Teamwork / Cooperation, Customer Relations, Leadership / Supervision, Communication, Resource Management, and Employee Review Date (which is highlighted in blue). At the bottom, there is a 'Method of Communication' section with a 'Date Conducted' field set to '08/07/2011'. The communication methods are: Face to Face (checked), TeleConference, Video Conference, Email, and Other. A 'Release to Employee' checkbox is also checked. 'Create' and 'Exit' buttons are located at the bottom right.

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 | Leadership / Supervision | Communication | Resource Management | **Employee Review Date**

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

Face to Face
 TeleConference
 Video Conference
 Email
 Other

Release to Employee

Create Exit

Additional Feedback

- The Supervisor may click “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 supervisor has entered and saved the one or more feedback textboxes, the 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
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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.

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:



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 this point in time.

The screenshot shows the CAS2Net interface. On the left is a navigation menu with the following items: **Acq** (with a grid icon), **Demo**, **Employee Menu**, [Contribution Planning](#), [Mid-Point Review Self-Assessment](#), [Annual Appraisal Self-Assessment](#), [Reports](#), [Logout](#), and [Exit CAS2Net](#). The main content area is titled **CAS²Net Reports** and **Year: 2011**. Below this is a table with the following data:

Employee Reports
Contribution Planning
Mid-Point Review Self-Assessment
Additional Feedback
Annual Appraisal Self-Assessment (Not Provided)

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](#)
- [Logout](#)

Exit CAS2Net

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

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

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. At the top left, there is a logo with the text "Acq" and "Demo" next to a grid of squares. Below this is the "Employee Menu" section with links for "Contribution Planning", "Mid-Point Review Self-Assessment", "Annual Appraisal Self-Assessment", and "Reports". The "Supervisor I Menu" section is highlighted, containing links for "Contribution Planning", "Additional Feedback", "Mid-Point Review", "Annual Appraisal", "Reports", and "Logout". A sub-menu titled "CAS2Net Reports" is open, showing "Year: 2011" and a list of 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 - All Employees", and "Appraisal Form Parts II and III - Single Employee". The "Additional Feedback - Single Employee" link is highlighted. The background of the interface is dark blue with a repeating watermark text: "This information is protected by the Privacy Act of 1974".

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](#)
[Logout](#)
View or print reports in PDF format

CAS2Net Reports
Year: 2011

- [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 - All Employees](#)
- [Appraisal Form Parts II and III - Single Employee](#)

Additional Feedback Report – Supervisor

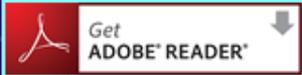
- CAS2Net refreshes the screen to display the “Additional Feedback”, “Report Generation Options”.
- Select the name of the employee from the “Employee Selection” dropdown.
- Select the “Appraisal Year”.
- Click the “Generate” button.
- All Feedback Reports for the employee will be generated in PDF format.

Additional Feedback - Employee

Report Generation Options

Employee Selection	Burns, Barry	08/07/2011 16:22
Appraisal Year	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
[Logout](#)
Exit CAS2Net

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

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

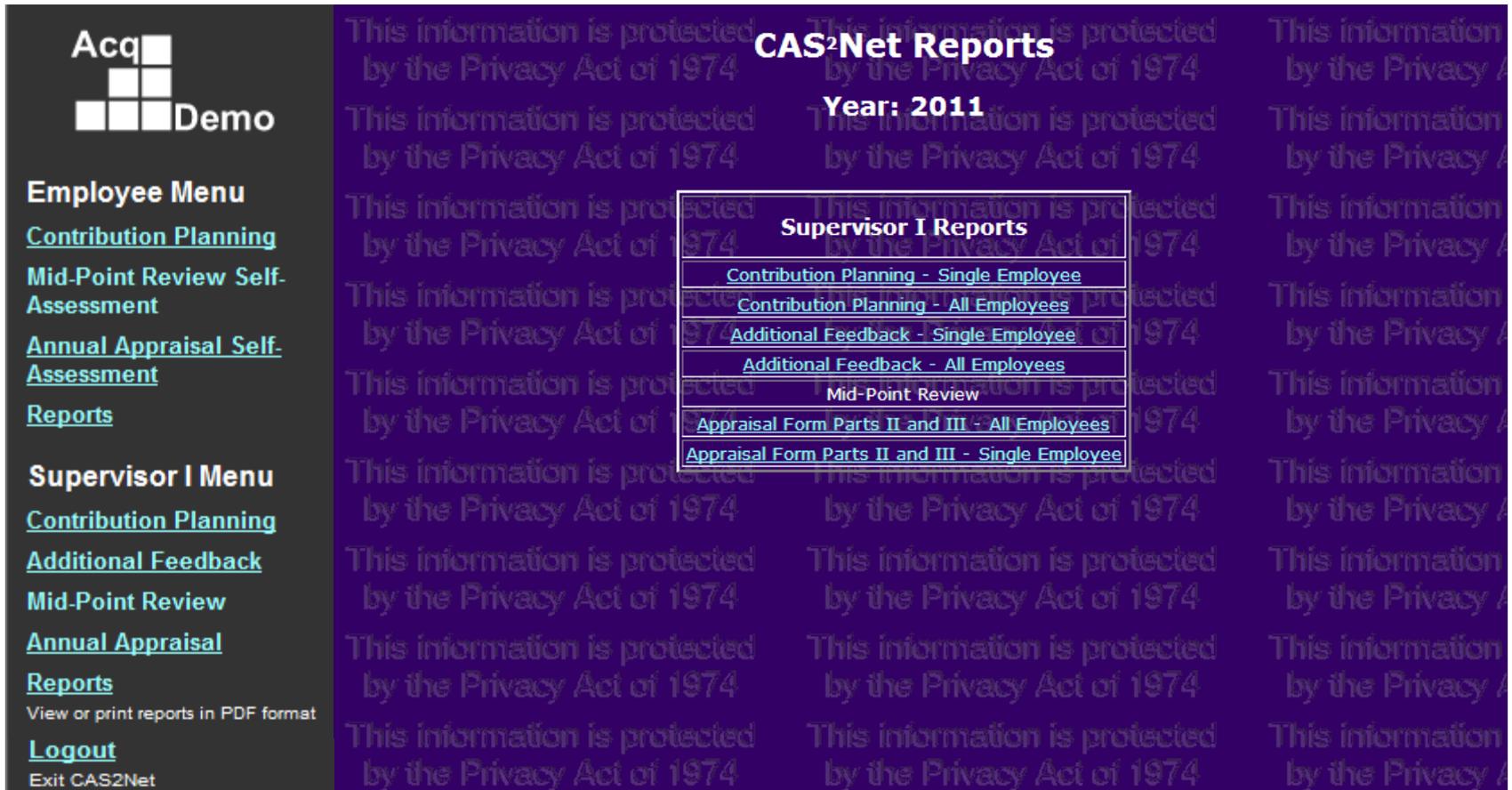
Contribution Planning:
Test plan.

Overall Supervisor Feedback:
Feedback for Barry Burns.

Problem Solving
Teamwork/Cooperation
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. At the top left, there is a logo with the text "Acq" and "Demo" next to a grid of squares. The main heading is "CAS2Net Reports" with "Year: 2011" below it. A dropdown menu is open under "Supervisor I Reports", listing several report options. On the left side, there are two menu sections: "Employee Menu" and "Supervisor I Menu", each containing links for "Contribution Planning", "Mid-Point Review Self-Assessment", "Annual Appraisal Self-Assessment", and "Reports". At the bottom left, there is a "Logout" link and the text "Exit CAS2Net". The background of the interface is dark blue with a repeating watermark text: "This information is protected by the Privacy Act of 1974".

Acq Demo

CAS2Net 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 - All Employees](#)
- [Appraisal Form Parts II and III - Single Employee](#)

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

[Logout](#)
Exit CAS2Net

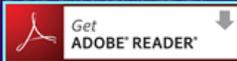
This information is protected by the Privacy Act of 1974

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

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

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

[Logout](#)
Exit CAS2Net

Additional Feedback for Amy Artis

As of 08/07/11 16:00

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.

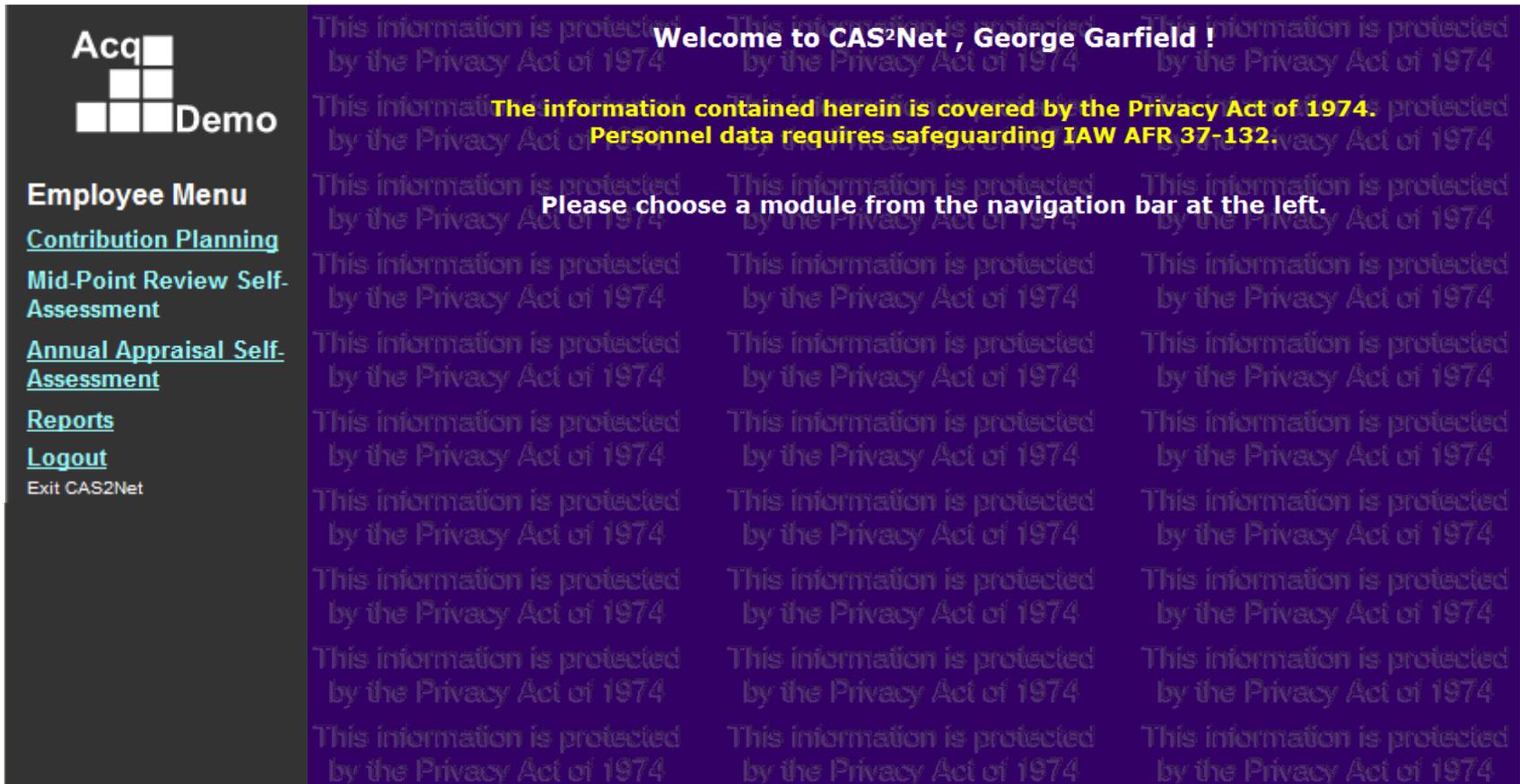
Problem Solving

Teamwork/Cooperation

Employee Self-Assessment

Welcome Screen for Employee

- Click on the Annual Appraisal Self-Assessment link on the Navigation Bar



The screenshot shows a dark-themed interface. On the left is a navigation bar with a logo consisting of a 3x3 grid of squares, with the text 'Acq' to its left and 'Demo' to its right. Below the logo is the heading 'Employee Menu' followed by several menu items: 'Contribution Planning', 'Mid-Point Review Self-Assessment', 'Annual Appraisal Self-Assessment', 'Reports', and 'Logout'. At the bottom of the navigation bar is the text 'Exit CAS2Net'. The main content area is a dark purple rectangle. At the top of this area, it says 'Welcome to CAS²Net , George Garfield !'. Below this, there is a yellow text box containing the text: 'The information contained herein is covered by the Privacy Act of 1974. Personnel data requires safeguarding IAW AFR 37-132.' Below the yellow box, it says 'Please choose a module from the navigation bar at the left.' The background of the main content area is filled with a repeating pattern of the text 'This information is protected by the Privacy Act of 1974'.

Employee Self-Assessment

- The 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 for reference purposes.
- Once all factors are addressed and the self-assessment is ready to send to the supervisor, click on the “Release to Supervisor” block at bottom left of screen and then click “Save” and then click “Exit”.

Broadband Level: IV	Occupational Series: 301 - Specialist/Analyst	Career Path: NH - Business Management And Technical Management Professional	Expected OCS: 111
-------------------------------	---	--	-----------------------------

Contribution Planning:

Complete Project X by 2Q, FY11...

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

Employee Self-Assessment: [Problem Solving](#) (Characters used: 26 of 4000)

Project X was completed...]

Release to Supervisor

Save Exit

Factor Descriptors and Discriminators: Problem Solving

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

Annual Appraisal Self-Assessment Report

- Click “Reports” from the navigation bar; CAS2Net refreshes the screen to display the “Employee Reports” list.
- Click “Annual Appraisal Self-Assessment” 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 this point in time.

The screenshot displays the CAS2Net Reports interface. On the left is a navigation menu with the following items: **Acq** (with a grid icon), **Demo**, **Employee Menu**, [Contribution Planning](#), [Mid-Point Review Self-Assessment](#), [Annual Appraisal Self-Assessment](#), [Reports](#), and [Logout](#). The main content area is titled **CAS2Net Reports** and shows the **Year: 2011**. Below this, there is a table of reports:

Employee Reports
Contribution Planning
Mid-Point Review Self-Assessment
Additional Feedback
Annual Appraisal Self-Assessment (Not Provided)

Annual Appraisal Self-Assessment Report

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

Annual Appraisal Self-Assessment 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:			
Here is the employee input to start the plan.			
Here is the supervisors additional input.			
Problem Solving			
I completed work on project xyz which resulted in			
Teamwork/Cooperation			

Supervisor Annual Assessment

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
[Logout](#)
Exit CAS2Net

Welcome to CAS²Net, 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.

This information is protected by the Privacy Act of 1974

This information is protected by the Privacy Act of 1974

This information is protected by the Privacy Act of 1974

This information is protected by the Privacy Act of 1974

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List of Employees Rated by Supervisor

- In the example below, no eligible employee annual appraisals are complete.
- One employee is not rated because they have not been in AcqDemo 90 days.



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

[Logout](#)

Exit CAS2Net

Annual Appraisal Status

Year: 2011

Employee	Self-Assessment	Categorical Status	Numerical Status	Presumptive Status
Amy Artis				None
Barry Burns				None
Connie Celon				Due To Time

Key:

 Annual Appraisal Complete.

 Annual Appraisal Incomplete.

 No Annual Appraisal Provided.

Supervisor Screen After One Employee Self-Assessment is Complete

- This example shows one employee has saved his Annual Appraisal Self-Assessment with “Release to Supervisor” checked.

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

[Logout](#)

Exit CAS2Net

Annual Appraisal Status

Year: 2011

Employee	Self-Assessment	Categorical Status	Numerical Status	Presumptive Status
Amy Artis				None
Barry Burns				None
Connie Celon				Due To Time

Key:

 Annual Appraisal Complete.

 Annual Appraisal Incomplete.

 No Annual Appraisal Provided.

Supervisor Annual Assessment Screen

- Header information and Contribution Plan provided at top of screen.
- Contribution Plan and Employee Self-Assessment are grayed out to indicate that they cannot be changed in this module.
- Tabs are provided for each of the six factors. Preliminary scores may be entered for each factor tab. (Note that Categorical and Numerical Scores have been entered in this example)

Annual Appraisal 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:
Here is the employee input to start the plan.
Here is the supervisors additional input.

Problem Solving 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: 2MH Numerical: 54
Amy did ...

(Characters used: 12 of 4000)

Submit Exit

- Once the supervisor has entered categorical or numerical scores for any factor, the employee cannot modify his or her self-assessment.
- Contribution Planning and Additional Feedback are also locked after any score is saved.
- Supervisor can restore rating to “unrated” to allow employee to modify self-assessment, if necessary.

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

- This example shows one employee with all Annual Appraisal processes “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

[Logout](#)

Exit CAS2Net

Annual Appraisal Status

Year: 2011

Employee	Self-Assessment	Categorical Status	Numerical Status	Presumptive Status
Amy Artis				None
Barry Burns				None
Connie Celon				Due To Time

Key:

 Annual Appraisal Complete.

 Annual Appraisal Incomplete.

 No Annual Appraisal Provided.

Annual Appraisal Reports

- Annual Appraisal Reports
 - Part I Form: shows payout data and is produced by the CCAS spreadsheet
 - Part II Form: shows the supervisor's appraisal and is produced by CAS2Net
 - Part III Form: shows the employee's self-assessment and is produced by CAS2Net
 - Contribution Planning is included in both Part II and Part III
- Only the Part II and Part III Forms are described here.

Annual Appraisal 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 Annual Appraisal for a single employee, click the “Appraisal Form Parts II and III – Single Employee” report link.

The screenshot displays the CAS2Net interface. On the left is a dark sidebar with the 'Acq Demo' logo and two main menu sections: 'Employee Menu' and 'Supervisor I Menu'. The 'Supervisor I Menu' contains several links, with 'Reports' highlighted. A white pop-up window titled 'CAS2Net Reports' is centered on the screen, showing 'Year: 2011' and a list of report options under the heading 'Supervisor I Reports'. The background of the main content area is a repeating pattern of the text 'This information is protected by the Privacy Act of 1974'.

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

[Logout](#)
Exit CAS2Net

CAS2Net 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 - All Employees](#)
- [Appraisal Form Parts II and III - Single Employee](#)

Annual Appraisal Report – Supervisor

- CAS2Net refreshes the screen to display the “Appraisal Form Part II & III”, “Report Generation Options.”
- Select the name of the employee from the “Employee Selection” dropdown.
- Select the “Appraisal Year”.
- Click the “Generate” button.

Appraisal Form Part II & III

Report Generation Options

Employee Selection	Sorenson, Sarah ▾
Appraisal Year	<input checked="" type="radio"/> 2011 <input type="radio"/> 2003 <input type="radio"/> 2002 <input type="radio"/> 2001 <input type="radio"/> 2000
Report Format	PDF format* is standard for all reports
Command	<input type="button" value="Generate"/>

* Requires [Adobe® Reader®](#)

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Annual Appraisal: Part II Form

- Supervisor appraisal input

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: 38		
Contribution Planning: Here is the employee input to start the plan. Here is the supervisors additional input.					
PART II Supervisor Assessment					
DRAFT Assessment - not complete until finalized by Pay Pool Panel					
Instruction: Provide comments regarding employee's contribution against each factor during the current year and a score of each factor.				Categorical Score:	Numeric Score:
Problem Solving Amy did				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: 38
Contribution Planning: Here is the employee input to start the plan. Here is the supervisors additional input.			
PART III Employee Self-Assessment			
Problem Solving I completed work on project xyz which resulted in			

Annual Appraisal Report – Supervisor

- To view the Annual Appraisal for all employee, click the “Appraisal Form Parts II and III – All Employees” report link.

The screenshot displays the CAS2Net Reports interface. At the top left, there is a logo with the text "Acq" and "Demo" next to a grid of squares. Below the logo, there are two main menu sections: "Employee Menu" and "Supervisor I Menu". The "Supervisor I Menu" is currently selected and expanded, showing a list of report options. A pop-up window titled "Supervisor I Reports" is overlaid on the page, listing the following options: "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 - All Employees", and "Appraisal Form Parts II and III - Single Employee". The "Appraisal Form Parts II and III - All Employees" option is highlighted in blue. The background of the page is dark blue with a repeating watermark text: "This information is protected by the Privacy Act of 1974".

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

[Logout](#)
Exit CAS2Net

CAS2Net 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 - All Employees](#)
- [Appraisal Form Parts II and III - Single Employee](#)

Annual Appraisal Report – Supervisor

- CAS2Net refreshes the screen to display the “Appraisal Form Part II & III”, “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.

Appraisal Form Part II & III

Report Generation Options

Selection Type	Self as supervisor
Supervisor Selection	Babbitt, Chris ▾
Supervisor Type	<input checked="" type="radio"/> First Level Supervisor <input type="radio"/> Sub-Panel Meeting <input type="radio"/> Paypool Manager
Assessment Year	<input checked="" type="radio"/> 2011 <input type="radio"/> 2003 <input type="radio"/> 2002 <input type="radio"/> 2001
Report Format	PDF format* is standard for all reports
Command	<input type="button" value="Generate"/>

* Requires [Adobe® Reader®](#)

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Annual Appraisal: Parts II & III

- A Supervisor cover page as shown below precedes detail reports.

CCAS SALARY APPRAISAL DOCUMENT		
CCAS SALARY APPRAISAL DOCUMENT		
Supervisor of group:	Chris Babbitt	
Supervisor Role:	First Level Supervisor	
<hr/>		
Criteria:	Supervisor:	Chris Babbitt
	Supervisor Role:	First Level Supervisor
	Appraisals Year:	2011

- Appraisal Form Parts II & III are generated for each reporting employee--containing the Supervisor Assessment (Part II) and the Employee Self-Assessment (Part III).
- Contribution Planning is provided on each (Part II and Part III).