

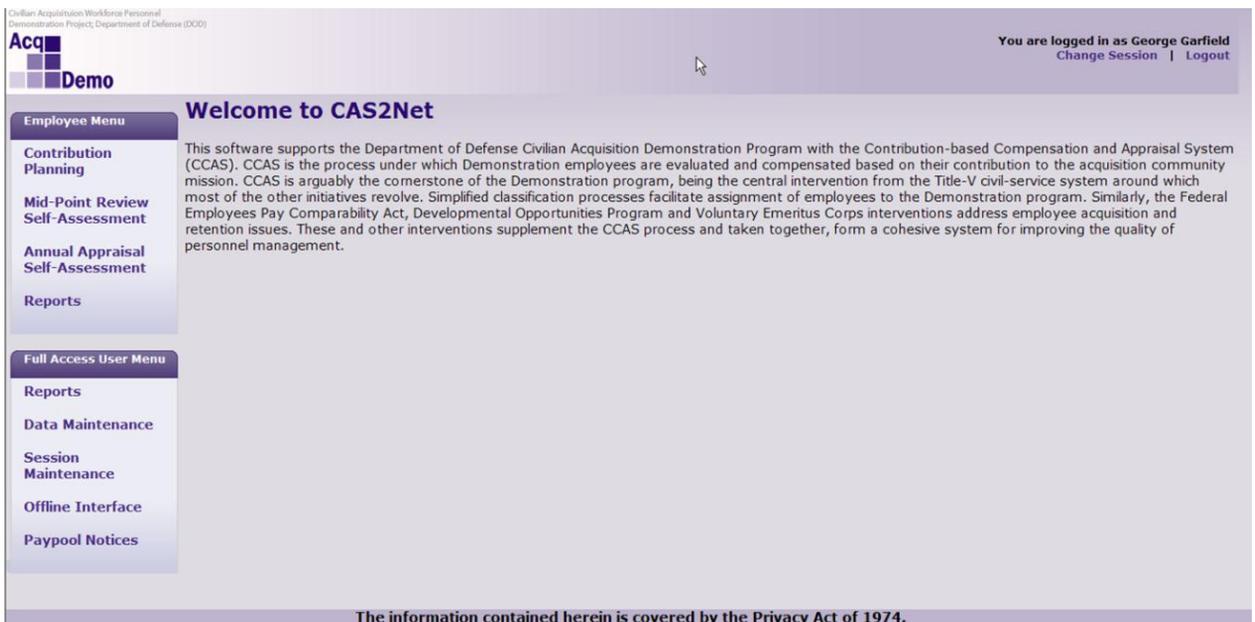
Issue Date: September 11, 2012

**Topic:** Scheduled Downtime – CAS2Net Enhancements Upload

**Discussion:** CAS2Net software will be unavailable beginning midnight, Thursday, 13 September, and will be back up at 7:00 EST on Tuesday, 18 September for the purpose of installing system upgrades. The major change users will see is a new updated appearance along with less visible enhancements of system performance and data storage.

CAS2Net modules for employees and supervisors were piloted during the 2011 CCAS Cycle and have become mandatory for the 2012 appraisal cycle. Following the pilot, the AcqDemo Program Office requested and received recommendations for system enhancements from users, from which select recommendations were adopted. The list of enhancements was prioritized and changes began rolling out early this year without interruption of CAS2Net availability. However, in order to upload the next set of enhancements, CAS2Net needs to be taken offline.

As can be seen in the sample snapshot below, navigation remains user-friendly.



Among other enhancements, employees and supervisors will see expected overall contribution score and expected range in the assessment modules. The employee will also be able to view the supervisor's annual assessment once it is final and certified. Data maintenance is also improved as illustrated by the addition of a history function and the preservation of appraisal data when employees are moved between pay pools.

**Action:** Advise your CAS2Net users of the downtime and inform them of the new look as well as enhanced usability.

**Note:** An updated CAS2Net user guide will be released by the end of September.