



# *Pay Pool Administrator Advisory*

2013- 1

Issue Date: January 8, 2013

**Topic:** Overall Text Block for Mid-Point Review in CAS2Net Discontinued

**Discussion:** The original design of the Mid-Point Review module in CAS2Net provided two options for documenting mid-year assessments; by tabs for individual factor and by an overall assessment block. The overall text block has been removed. The purpose is to have the Mid-point Assessment module mirror the Annual Assessment module that only provides the individual factor tab style for documenting contributions. Employees and supervisors benefit by considering contributions in terms of the individual factors throughout the appraisal cycle instead of only at the end.

**Action:** Advise employees and supervisor they will need to use the factor tabs to complete mid-point assessments. The overall assessment blocks are still active for the few employee sand supervisors who used this option to document contributions prior January 4, 2013. We have the names and will contact the Pay Pool Administrators so they may alert the individuals.

Administrators should direct these individuals to “cut and paste” content from the overall assessment block to the factor blocks no later than February 15, 2013. The overall assessment block will be removed after this date and any input will be lost.

**Notes:** Check your pay pool business rules and advise your leadership to make the necessary updates if rules include a reference to options for inputting mid-point assessments.

All advisories are posted on the DoD AcqDemo website at <http://acqdemo.dau.mil/advisories.html>.