

Issue Date: January 16, 2013

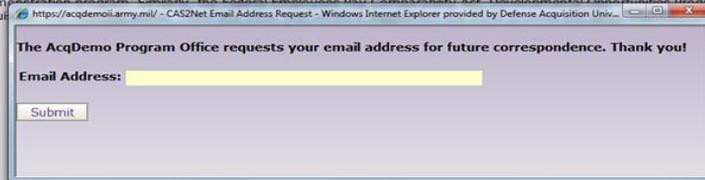
**Topic:** Adding Email Addresses in CAS2Net

**Discussion:** The DoD AcqDemo Program Office would like to capture CAS2Net user emails to give us the ability to send broadcast messages. Having emails in the system may also support future software enhancements. CAS2Net has been updated to capture email addresses for users via a pop-up window that occurs when the user logs into the system.

**Action:** Instruct users to log into CAS2Net to input their email addresses after it re-opens on 21 January 2013. The pop-up window requesting the information will appear if no email address exists yet for that user. After the user enters and submits the email address, they will no longer see the pop-up window. Please advise users to submit their official work email address and not a personal email address.

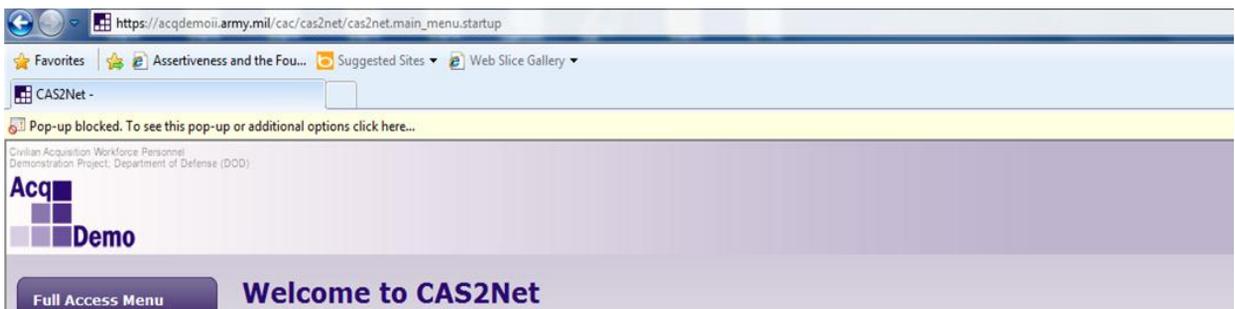
## Welcome to CAS2Net

This software supports the Department of Defense Civilian Acquisition Workforce Personnel Demonstration Program with the Contribution-based Compensation and Appraisal System (CCAS). CCAS is the process under which Demonstration employees are evaluated and compensated based on their contribution to the acquisition community mission. CCAS is arguably the cornerstone of the Demonstration program, being the central intervention from the Title-V civil-service system around which most of the other initiatives revolve. Simplified classification processes facilitate assignment of employees to the Demonstration program and Voluntary Emeritus Corps interventions address employee acquisition and retention. The program is a cohesive system for improving the quality of personnel management.

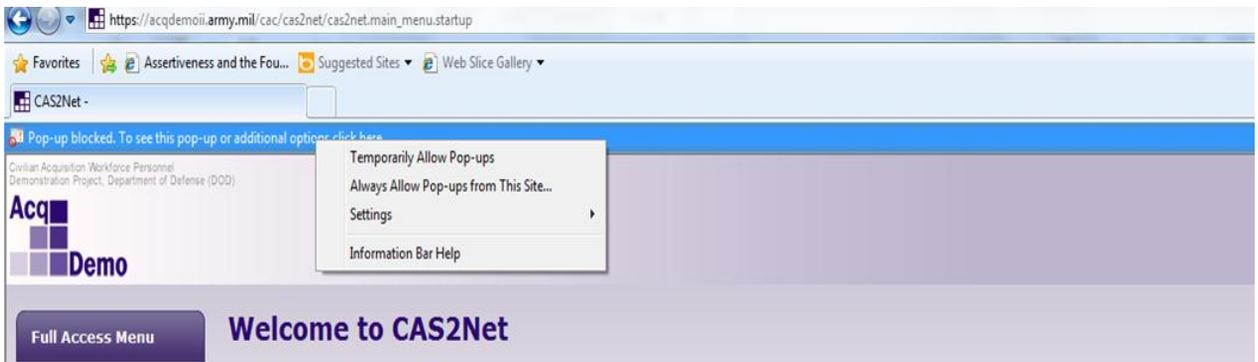
A screenshot of a web browser window showing a pop-up dialog box. The dialog box has a title bar that reads "https://acqdemoii.army.mil/ - CAS2Net Email Address Request - Windows Internet Explorer provided by Defense Acquisition Univ...". The main text of the dialog box says "The AcqDemo Program Office requests your email address for future correspondence. Thank you!". Below this text is a label "Email Address:" followed by a yellow text input field. At the bottom of the dialog box is a "Submit" button.

**Note:** Pop-up must be enabled in the Internet Explorer (IE) browser. If not, IE will prompt the user to enable pop-up. To enable pop-up, follow the steps below.

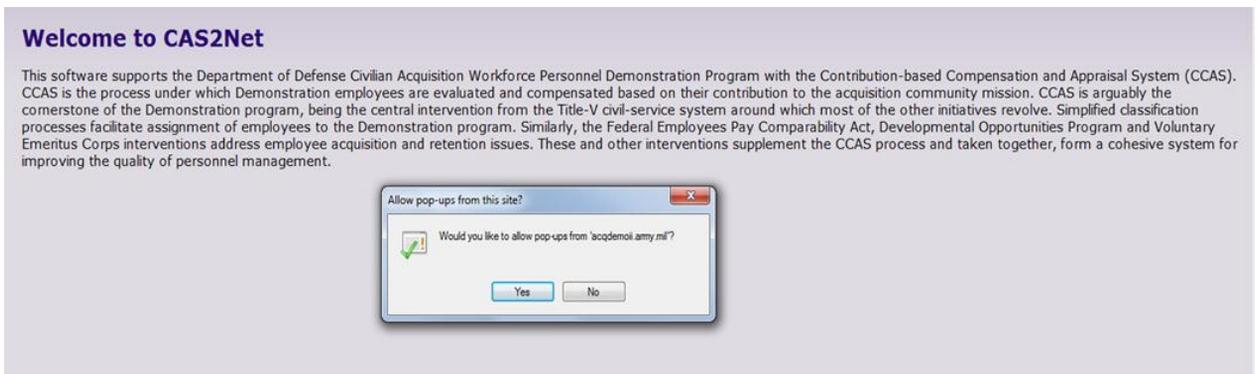
Step1 – Note the pop-up blocker message.



## Step 2 – Select an option to allow pop-ups.



## Step 3 – Select Yes to allow pop-ups for CAS2Net.



Coming soon – Pay Pool Administrators will have a means to check email addresses for users in their pay pool. Once we have the addresses, approved broadcast notifications may be sent to users directly from the Program Office, to include website updates and CCAS cycle information. Future CAS2Net enhancement efforts may benefit by having this information in the master database.

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