

# CLOSEOUT ASSESSMENT GUIDE

## 1. PURPOSE.

A closeout is prepared upon a change of supervisor and is not to be used in lieu of the annual assessment. A closeout enables the employee and supervisor to document contributions for partial year position assignments and does not include any scores. There are no minimum periods for a rating official to complete a closeout. When the supervisor/rating official leaves before the end of the appraisal period, the departing supervisor/rating official will complete a closeout assessment in CAS2Net, and discuss the closeout assessment with the employee. The supervisor must document the closeout discussion to include entering the date and method of communication in CAS2Net. The closeout assessment is not an official appraisal, rather it is used to aid the supervisor of record as of 30 September in completing the annual assessment.

## 2. REQUIREMENT.

Closeout Assessments are required each time the supervisor/rating official is changed. There are periods during the appraisal year when the closeout assessment requirement is waived. The departing supervisor/rating official may prepare a Midpoint Review in lieu of a closeout if departing within 30 days of a completed midpoint assessment. No closeout assessment is required if the supervisor/rating official departs within the first 90 days of an appraisal year. The supervisor/rating official may elect to complete an annual assessment in lieu of a closeout assessment if departing within the last 30 days of a rating cycle.

## 3. CAS2Net.

1. The supervisor/rating official initiates the closeout assessment from within their supervisor menu on the employee's behalf. This can be done in two ways: a) Select the blue 'Initiate Closeout for All Employees I Supervise' button. This option will activate the closeout assessment for all employees. b) Select the individual employee names and follow prompts (select the reason and end date) to initiate on a case-by-case basis.

Status	Name	Email	Effective Date	Supervisor 1	Supervisor 2
Not Started	ADELSON, BRIAN JEFFREY			LARRY, GERALD A	VAN GORDEN, DOUGLAS P

- The employee will be able to access the closeout assessment from their employee menu after the supervisor/rating official initiates. Both supervisor and employee will be able to see the effective end date of the closeout assessment, the date of the contribution plan, and any objectives associated with the employee.

Objectives

Effective End Date:  
06-16-2021

Contribution Plan Effective Date:  
10-01-2020

**Mandatory Objectives:**

- Non-supervisory acquisition coded position employees:**  
If applicable- Reviews, discusses and updates, as needed, the Individual Development Plan (IDP) with the supervisor during initial performance review and mid-point review; and completes 80 continuous learning points (CLPs) within the 2-year cycle (goal is 40 CLPs yearly). If applicable, ensures that IDP includes the timeline for attainment of acquisition certification within the allotted grace period and at the appropriate level (I, II, III) of the encumbered acquisition-coded position.
- Cyber workforce coded employees (DoDD 8140.01):**  
If applicable- Employees and Supervisors who fall under the Defense Cyberspace Workforce Framework (DCWF) are properly coded to their appropriate work role. Employee & Supervisors successfully meet all baseline certification requirements and role based performance objectives. Employees and Supervisors successfully maintain all baseline certifications.

**Individual Objectives:**

Job Achievement and/or Innovation:  
Provide systems engineering/technical support to the assigned project(s). Complete products/ deliverables IAW project leader schedule and established processes. Ensure project leader's expectations are understood and managed properly through frequent communication. Products are complete and accurate, and no unsubstantiated missed suspenses occur without prior coordination and valid justification.  
Perform complete technical project engineering of assigned projects in accordance with USAISEC Systems Engineering Process.  
Develop, maintain, and ensure accuracy of project documents and processes on the project SharePoint site. Recommend more efficient ways to carry out group, team and project processes.  
Complete technical and on-the-job training that will enhance your job performance and career growth. Utilize online courses on the Defense Acquisition University, CECOM Knowledge Center, and U.S. Army e-learning as necessary to satisfy the requirement. Complete the target Civilian Education System Leadership training course required for your

**Employee Comments**

Job Achievement and/or Innovation    Communication and/or Teamwork    Mission Support

- Supervisors must enter their assessment for all three factors which details observations of the employee's contributions up to the date the rater changed. Employee input to

the closeout assessment is governed by individual pay pool business rules.

Job Achievement and/or Innovation    Communication and/or Teamwork    Mission Support    Supervisor 1 Approval

Factor Description

Employee Assessment

Supervisor 1 Assessment

Assessment 1

5. Departing supervisors/rating officials will document date and method of communication and approve to release the assessment back to the employee.

Job Achievement and/or Innovation    Communication and/or Teamwork    Mission Support    Supervisor 1 Approval

Method(s) of Communication

- Face To Face
- Tele-Conference
- Video Conference
- Email
- Other

Date Communicated

06-16-2021

Communicated By

Supervisor

LARRY, GERALD A

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Cancel    Save    Return to Employee    Approve