

How To Use the Bulk Add Feature in CAS2Net

How to Load New Employee Records – Bulk Add

The screenshot displays the CAS2Net 2.0 administrator interface. On the left is a dark navigation menu with the following items: Administrator, Appraisal Status, Offline Interface, Previous Cycle Data, Organization Management, Mandatory Objectives, Pay Pool Notices, Archived Appraisals, Reports, Trusted Agent, CCAS Management, User Management, Assigned, Archived/Transfer, Replace Supervisor 1, Replace Supervisor 2, Replace Functional Reviewer, Bulk Add, and Bulk Update. The 'Bulk Add' item is highlighted with a blue box. The main content area shows a welcome message, login details, and three dashboard sections: System Notifications (containing 'Training - System Notification Test'), Superuser Dashboard, and Administrator Dashboard. A yellow box with black text is overlaid on the Administrator Dashboard section, containing the following instruction: 'Step 1. Navigate to your administrator menu. Expand the menu and scroll down until you see User Management. Expand the User Management menu and click the Bulk Add link.' Below this instruction are three dropdown menus labeled 'Select Supervisor 1', 'Select Supervisor 2', and 'Select Functional Reviewer', each with a 'Select Option' placeholder.

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CAS2Net 2.0 Your Session will expire in 14:54 minutes.

Menu

- Home
- Administrator**
- Appraisal Status
- Offline Interface
- Previous Cycle Data
- Organization Management
- Mandatory Objectives
- Pay Pool Notices
- Archived Appraisals

User Import - Add

- User Import File
- User Bulk Add Template File**

Step 2. Select the link titled User Bulk Add Template File to open the Bulk Add spreadsheet shown below.

CAS2NetUserAddImport.xlsx [Read-Only] - Excel

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	EDIPI	OrganizationLevel	Email	LastName	FirstName	MiddleName	Prefix	Suffix	Title	PhoneNumber	PhoneExt	DSN	CanLogInIsDemoEmployee	CanBeTeamLead	CanBeSupervisor	CanBeFunctionalReviewe	CanBeGuestRat
		PayPool System ID or Sub-Panel System ID <i>Retrieve ID from CAS2Net 2.0</i>	string(255)	string(100)	string(100)	string(100)	string(10)	string(100)	string(100)	phone ###-###-####	number(5)	number(15)	1 = YES 0 = NO	1 = YES 0 = NO	1 = YES 0 = NO	1 = YES 0 = NO	1 = YES 0 = NO
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	

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CAS2NetUserAddImport.xlsx [Read-Only] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DYMO Label ACROBAT

V19

	A	B	C	D	E	M	N	P	S	T	U
1	EDIPI	OrganizationLevel	Email	LastName	FirstName	CanLogin	IsDemoEmployee	CanBeSupervisor	AcqDemoStartDate	StartDateInOrganization	CareerPath
2	number{10}	PayPool System ID or Sub-Panel System ID <i>Retrieve ID from CAS2Net 2.0</i>	string(255)	string(100)	string(100)	1 = YES 0 = NO	1 = YES 0 = NO	1 = YES 0 = NO	date mm/dd/yyyy	date mm/dd/yyyy	ID <i>NH; NK; NJ</i>
3											
4											

The spreadsheet contains about 50 columns, but these highlighted in red are the most impactful. The first five columns are mandatory for all user records. Insert the EDIPI number in column A. Insert the pay pool level in column B. Insert the email and employee's first and last name in columns C through D.

	V	W	X	Y	Z	AB	AC	AD	AE	AF	AG
1	BroadbandLevel	OccupationalSeries	AcquisitionCareerField	CertificationLevelRequired	CertificationLevelCompleted	Locality	OfficeSymbol	HRSO	BasicPay	ControlPointSalary	ControlPointScore
2	ID <i>I, II, III, IV</i>	ID	Cas2Net 2.0 ID OR string(75)	1,2,3	1,2,3	Code	string(20)	Code	number(7)	number(7) If ControlPointScore is also populated, it is ignored	number(3) If ControlPointSalary is also populated, this is ignored
3											
4											
5											

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	A	B	C	D	E	M	N	P	S	T	U
1	EDIPI	OrganizationLevel	Email	LastName	FirstName	CanLogin	IsDemoEmployee	CanBeSupervisor	AcqDemoStartDate	StartDateInOrganization	CareerPath
2	number{10}	PayPool System ID or Sub-Panel System ID <i>Retrieve ID from CAS2Net 2.0</i>	string(255)	string(100)	string(100)	1 = YES 0 = NO	1 = YES 0 = NO	1 = YES 0 = NO	date mm/dd/yyyy	date mm/dd/yyyy	ID <i>NH; NK; NJ</i>
3											
4											
5											

Step 3. Fill in the information.

- Column M: CanLogin? Grants access to CAS2Net.army.mil. Enter the number 1 for Yes; Enter the number 0 for No.
- Column N: IsDemoEmployee? Refers to AcqDemo employees. Enter the number 1 for Yes; Enter the number 0 for No. This column will be set to 0=No for non-AcqDemo records such as: Military Supervisors, SES Raters, Administrators that are in a different personnel system
- Column P: CanBeSupervisor? (This includes supervisor 1 and 2) Enter the number 1 for Yes; Enter the number 0 for No.
- Column S and T: StartDate? enter all dates in one of the following formats – mm/dd/yyyy (e.g. 03/30/2019) or yyyy-mm-dd (e.g. 2019-03-30)
- Column U: Career Path? Enter one of the three two digit codes – NH, NK, or NJ

Column A: How to Find EDIPI

Respectfully,
Miss Charley C. Gulac
Army AcqDemo Deputy Program Manager
Acquisition Support Center
9900 Belvoir rd, BLDG 201
Ft. Belvoir VA, 22060
Office: 703-664-5670
Email: charley.c.gulac.civ@mail.mil

Select Names: Search Results - Global Address List

Search: Name only More columns Address Book

gulac, charlie Go Search Results - Global Address List Advanced Find

Name	Title
Gulac, Charlie C CIV USARMY HQDA ASA ALT (USA)	Acquisition Policy and Logistics

To find EDIPI for column A: Open a new outlook email and search for an employee. Right click the employee's name and select add to contacts.

To -> Cc -> Bcc -> OK Cancel

AcqDemo Training 5

How to Find EDIPI

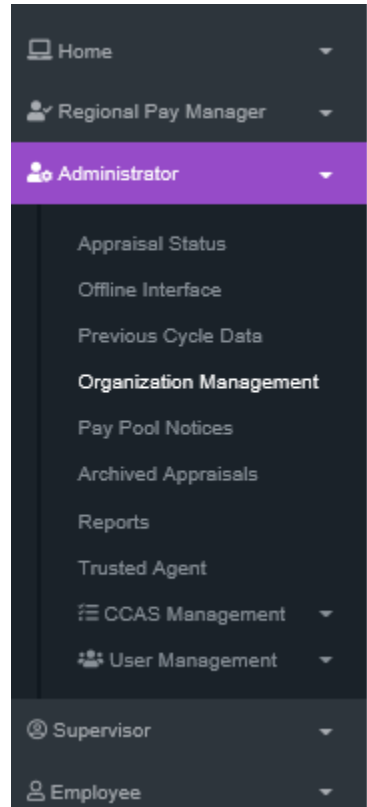
The screenshot shows the Outlook interface for a contact named Charlie Gulac. The ribbon is set to 'CONTACT', and the 'Certificates' link is highlighted with a red box. A yellow callout box contains the text: "Add to contacts" will bring up their profile. Select the certificates link in the toolbar ribbon. The EDIPI will be displayed after the employee's name.

Full Name... Charlie Gulac
Company USARMY
Job title Acquisition
File as Gulac, Char
Internet E-mail... charlie.c.
Display as Gulac, Char

Outlook will use one of these certificates to send encrypted mail to this contact. You can get a certificate by receiving digitally signed mail from this contact or by importing a certificate file for this contact.

Certificates (Digital IDs)
GULAC.CHARLE.C.1184783300(Default)

Column B: How to Find the CAS2Net 2.0 ID



Navigate to Organization Management from your Administrator menu. Select your Top Level organization from the drop down list. Find the CAS2Net ID located within Organization Details.

Top Level Organization

Select Top Level Organization

1010 - USAASC HQ

1010 - USAASC HQ

AR - All Army (1000 Series)

Organization Details under USAASC - USAASC

CAS2Net Id: 14

Is Pay Pool: No Yes

Pay Pool Id: 1010

Name: USAASC HQ

Description: USAASC

First Year: No Yes

Use Mandatory Objectives: No Yes

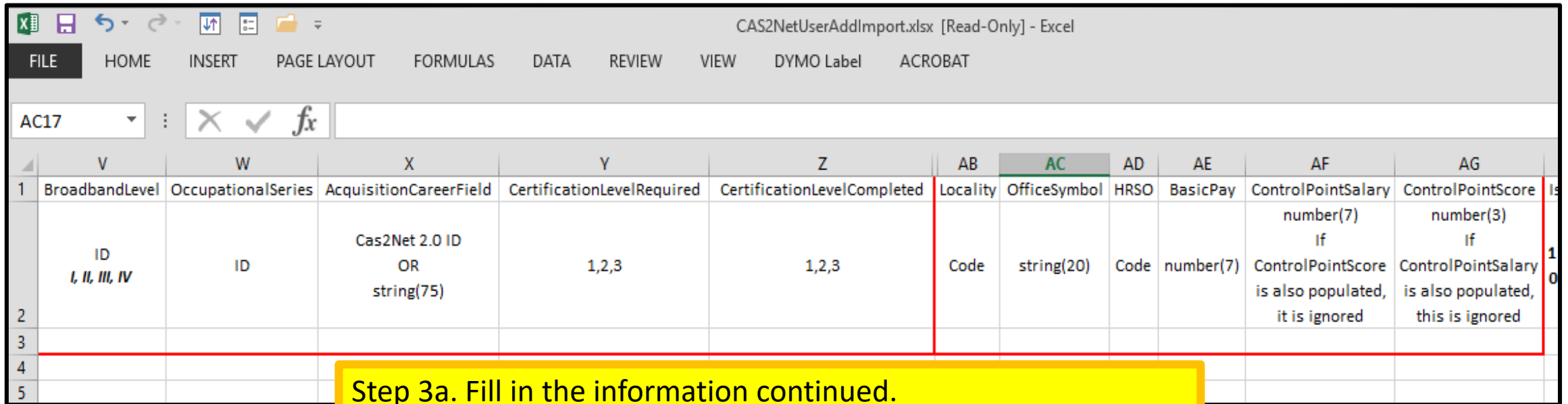
Contribution Plan by Factors: No Yes

Assessments Require Approved Plan: No Yes

Supervisor Enters Numeric Scores: No Yes

Require Supervisor 2 Approval: No Yes

How to Load New Employee Records – Bulk Add

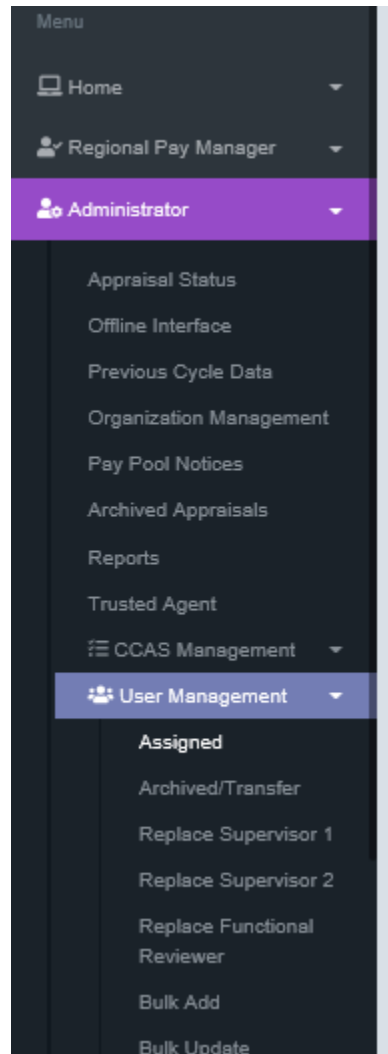


	V	W	X	Y	Z	AB	AC	AD	AE	AF	AG
1	BroadbandLevel	OccupationalSeries	AcquisitionCareerField	CertificationLevelRequired	CertificationLevelCompleted	Locality	OfficeSymbol	HRSO	BasicPay	ControlPointSalary	ControlPointScore
2	ID <i>I, II, III, IV</i>	ID	Cas2Net 2.0 ID OR string(75)	1,2,3	1,2,3	Code	string(20)	Code	number(7)	number(7) If ControlPointScore is also populated, it is ignored	number(3) If ControlPointSalary is also populated, this is ignored
3											
4											
5											

Step 3a. Fill in the information continued.

- Column V: BroadbandLevel? Enter the roman numeral for the employee's corresponding broadband level, e.g. I, II, III, or IV
- Column W: OccupationalSeries? Enter the four digit occupational series code. NOTE: Leading zeros will disappear, e.g. 0560 for Budget Analysis will display as 560.
- Column X: AcquisitionCareerField? Enter the career field by string. Complete list of career fields can be found on slide 11.
- Column Y: CertificationLevelRequired? Enter a single digit (1, 2 or 3) that corresponds to the employee's required acquisition certification level. Leave blank if no certification is required.
- Column Z: CertificationLevelCompleted? Enter a single digit (1, 2 or 3) that corresponds to the employee's completed acquisition certification level.
- Column AB: Locality? Enter locality code. List of locality codes can be found on slide 12.
- Column AC: OfficeSymbol? This is a free text field. Type in the employee's office symbol and make sure no additional spaces are added.
- Column AD: HRSO? Enter the two or three digit HRSO code. List of codes is found on slide 13
- Column AE: BasicPay? Enter the dollar value of the employee's base pay. Base pay should be rounded to the nearest whole dollar.

Column X: How to Find the Acquisition Career Field



The 'Organization Information' section of an employee profile. It includes fields for 'DCPDS Position Start Date', 'AcqDemo Start Date' (04-16-2020), and 'Career Path'. The 'Career Path' dropdown menu is open, showing options like 'Contracting' (highlighted), 'Engineering', and 'Business - Financial Management'. There are also 'Supervisor 1' and 'Supervisor 2' checkboxes.

Navigate to User Management > Assigned and open an employee profile. Within the Organization Information section of the employee profile, open the Acquisition Career Field dropdown menu. The words you enter as the career field within the bulk upload spreadsheet must look exactly like the image to the left.

For example, to assign the contracting career field to an employee, you must enter the word "Contracting" with the capitalized leading character into column X of the spreadsheet.

Column X: List of Acquisition Career Fields

NOTE: “Acquisition Career Field” is NOT the same as “Career Field” and must be filled in exactly as displayed below.

- Acquisition
- Auditing
- Business – Cost Estimating
- Business – Financial Analysis
- Contracting
- Engineering
- Facilities Engineering
- Industrial Contract Property Management
- Information Technology
- Life Cycle Logistics
- Production, Quality and Manufacturing
- Program Management
- Purchasing
- Science and Technology Manager
- Small Business
- Test and Evaluation

Column AB: List of Locality Codes

NOTE: Only fill in the 2 or 3 digit code that corresponds to the location.

Locality Code to Enter Into Column AB	Location
AK	Alaska
AL	Albany-Schenectady, NY
AQ	Albuquerque-Santa Fe-Las Vegas, NM
ATL	Atlanta
AU	Austin-Round Rock, TX
BH	Birmingham, AL
BN	Burlington, VT
BOS	Boston
BU	Buffalo
CC	Corpus Christi, TX
CHI	Chicago
CIN	Cincinnati
CLE	Cleveland
COL	Columbus
CS	Colorado Springs, CO
CT	Charlotte-Concor, NC-SC

Locality Code to Enter Into Column AB	Location
DAY	Dayton
DCB	Washington DC/Baltimore
DEN	Denver
DET	Detroit
DFW	Dallas/Ft. Worth
DV	Davenport-Moline, IA-IL
HAR	Harford
HB	Harrisburg-Lebanon, PA
HI	Hawaii
HNT	Huntsville
HOU	Houston
IND	Indianapolis
KC	Kansas City
LA	Los Angeles
LR	Laredo, TX
LV	Las Vegas-Henderson, NV-AZ

Locality Code to Enter Into Column AB	Location
MFL	Miami/Ft. Lauderdale
MIL	Milwaukee
MSP	Minneapolis/St. Paul
NA	Not Applicable - Only Used for non-Demo employees
NY	New York
OM	Omaha, NE
PB	Palm Bay-Melbourne-Titusville, FL
PHI	Philadelphia
PIT	Pittsburgh
POR	Portland
PX	Phoenix
RA	Raleigh-Durham
RCH	Richmond
RUS	Rest Of United States
SAC	Sacramento
SD	San Diego
SEA	Seattle
SF	San Francisco
SL	St. Louis
SO	San Antonio, TX
TU	Tuscon-Nogales, AZ
VB	Virginia Beach, VA

Column AD: List of HRSO Codes

NOTE: Only fill in the 2 digit code that corresponds to the servicing region.

Enter This Code	Region
AA	CORPUS CHRISTI
AB	LETERRKENNY
AC	ARMY RESEARCH LAB, MD
AD	ARMY ACQUISITION WORKFORCE RECRUITMENT & SUSTAINMENT CENTER OF EXCELLENCE
AG	ABERDEEN PROVING GRD ABERDEEN MD
AH	ANNISTON ARMY DEPOT, ANNISTON AL
AI	TOBYHANNA ARMY DEPOT, PA
AJ	WATERVILET ARSENAL, NY
AL	COMM & ELEC RD CMD F MONMOUTH NH
AN	WALTER REED
AP	HQ MTMC FALLS CHRCH VA 22041
AQ	TRADOC FT LEE, PETERSBURG VA 23801
AR	PENINSULA CIV FT MONROE VA 23651
AS	FORT BELVOIR FT BELVOIR VA 22060
BA	ARM RES & DEV CMD DOVER NH 08701
BB	FORT DETRICK FREDERICK MD 2170
BD	FORT DIX NH 08640
BG	ROCK ISLAND ARSENAL IL 61299
BK	MSL CMD REDSTONE ARSENAL AL
BN	FT DRUM WATERTOWN NY 13602

Enter This Code	Region
BR	WEST POINT, NY
BV	TANK AUTO MAT READ CMD MI
BW	WHITE SANDS MSL RANGE NM 88002
CG	DOD – DAU
DB	USA SOLDIERS SYSTEMS CMD, NATICK LAB MA
DE	FORT MCCOY, WI
DG	WASHINGTON HEADQUARTERS SERVICES
DJ	DUGWAY PROVING GROUND, UT
DL	FORT CAMPBELL, KY
DM	ARMOR CENTER FORT KNOX KY 40212
DN	FORT BRAGG FAYETTEVILLE NC 28307
DQ	CARLISLE BARRACKS, PA
DS	SIERRA ARMY DEPOT
DU	FORT JACKSON, SC
DW	FORT STEWART, GA
DX	RED RIVER ARMY DEPOT
DZ	FORT GORDON AUGUSTA GA 30905
EA	FORT BENNING
EF	FORT HOOD KILLEEN TX 76544
EG	US ARMY AVIATION CENTER, FT RUCKER
EI	FORT CARSON COLORADO SPRINGS, CO
EJ	FT HUACHUCA, AZ
EK	FT SILL

Enter This Code	Region
EM	FORT RILEY, KS
EP	FORT POLK, LA
EQ	AIR DEFENSE CEN FT BLISS TX 79916
ER	FORT EUSTIS
ET	NAT TNG CTR & FT IRWIN BARSTOW CA
EU	FORT LEWIS TACOMA WA 98433
EV	6 INF DIV & USAG, FT RICHARDSON AK
EW	ARMY SPT CMD HONOLULU HI 96858
EX	FORT LEAVENWORTH KS 66027
EY	PRESIDIO OF MONTERREY, CA
EZ	TAEGU AREA CPO KOREA
FC	CAMP ZAMA
FD	SEOUL AREA CPO KOREA
FX	CAMP HUMPHRREYS AREA CPO KOREA
FP	FORT MYER CPO ARLINGTON VA 22211
FR	FT SAM HOUSTON SAN ANTONIO TX
FZ	UIJONFBU AREA CPO KOREA
GI	ST LOUIS DISTRICT CIVILIAN PERSONNEL ADVISORY CENTER
GV	US ARMY COE, JACKSONVILLE, FL
H8	Army Serviced DCMA, Boston, MA
HM	HEIDELBERG, GERMANY
HR	STUTTGART, GERMANY
HT	DIR PER EMP SERVICE, WASH DC 20310

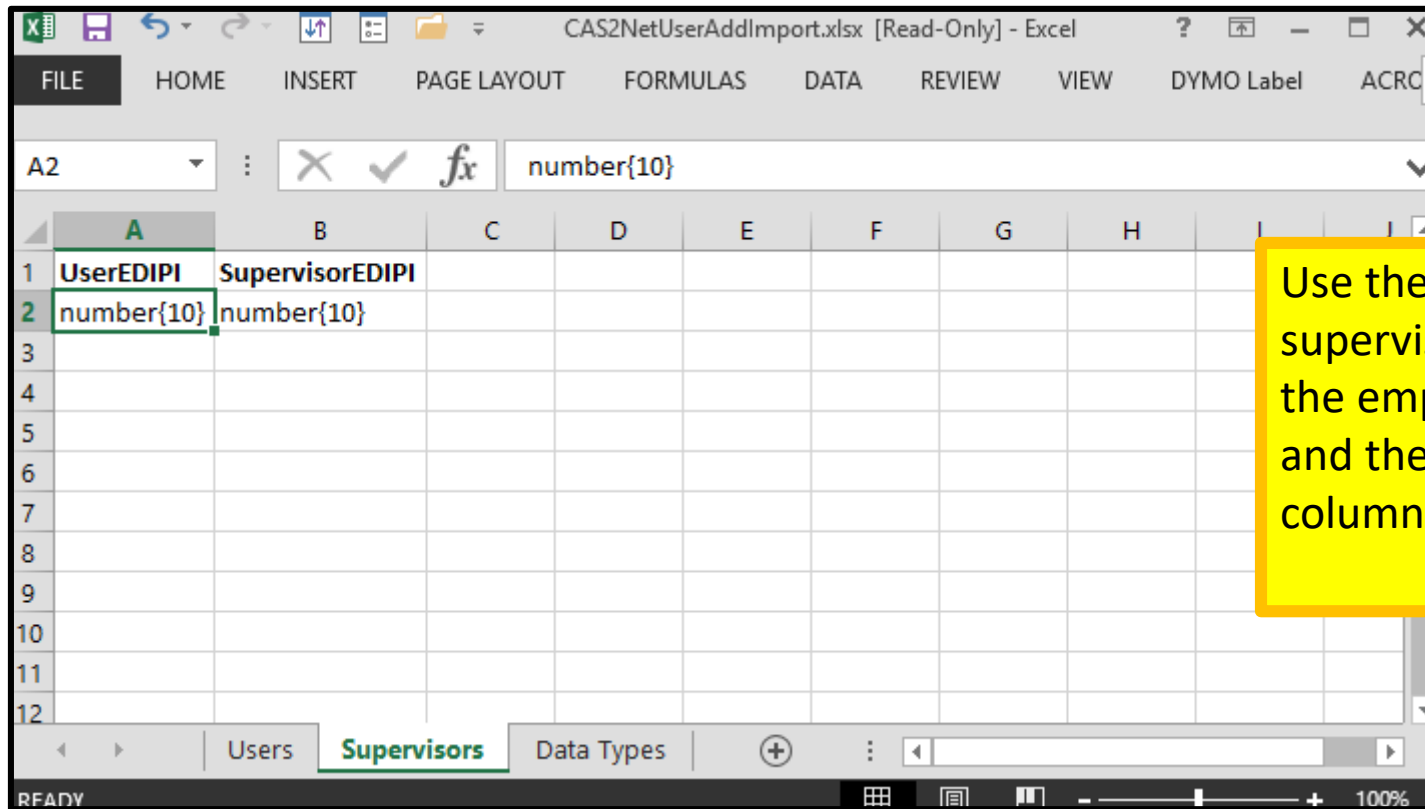
Enter This Code	Region
HU	KAISERSLAUTERN GERMANY
JZ	DLA-USTC
K0	CCPO CC WASHINGTON DC
K7	Patuxent River
KA	FORT LEONARD WOOD, KS
KC	US ARMY COE, SACRAMENTO, CA
LK	OCHR San Diego Operations Center
LN	NAWC, Lakehurst NJ
LP	OCHR SILVERDALE OPERATIONS CENTER
MJ	HUMAN RESOURCES OFFICE, NORFOLK, VA
N3	HRO NAVSUPPACT Souda Bay Greece
N5	HRO NAVSUPPACT Bahrain
N6	Naval Support Activity, Naples IS
N7	Naval Station, Guam GQ
N8	Naval Station, Rota SP
NL	NAWCTSD, ORLANDO, FL
NT	NAF Atsugi, (Yokosuka), Atsugi, Japan
P0	NAVAIRWARCENWPNDIV CHINA LAKE CA
P3	FLEET ACTIVITIES, NAVAL BASE, YOKOSUKA JA
PW	OCHR STENNIS OPERATIONS CENTER
YU	YUMA PROVING GROUNDS, YUMA AZ

The Difference Between Columns AF and AG

	AF	AG	
ay	ControlPointSalary	ControlPointScore	15
	number(7)	number(3)	
	If	If	1
(7)	ControlPointScore is also populated, it is ignored	ControlPointSalary is also populated, this is ignored	0

Control points can be set in two ways, either by (1) salary or (2) overall contribution score (OCS). The first column (AF) allows you to enter control points by a dollar figure and the second (AG) allows you to enter the control point as a two digit number that correlates to the employee compensation (Reference Expected Score to GS Grade). You will choose to set the control point by either salary or OCS and only need to enter control points in one of the two columns. Whichever way you choose to set control points, be sure your control point flag in the Organization Management section of your administrator menu reflects that decision.

Supervisor Tab



Use the supervisor tab to assign supervisors to employees. Insert the employee's EDIPI in column A and the supervisor's EDIPI in column B.

Data Types Tab

1	DataType	Definition
2	bold header	Required
3	number{#}	number with length = #
4	number(#)	number with max digits = #
5	string{#}	string of length = #
6	string(#)	string of max length = #
7	id	Id in the database
8	code	Code field in the database
9	boolean	<blank>, 0, or FALSE = false Non-Zero number or TRUE = true
10	phone	####-####-#### (####) ####-####
11	date	mm/dd/yyyy yyyy-mm-dd
12		

The data types tab is for your reference. It is used as a guide to show you what information is needed.

Any header in bold is required.

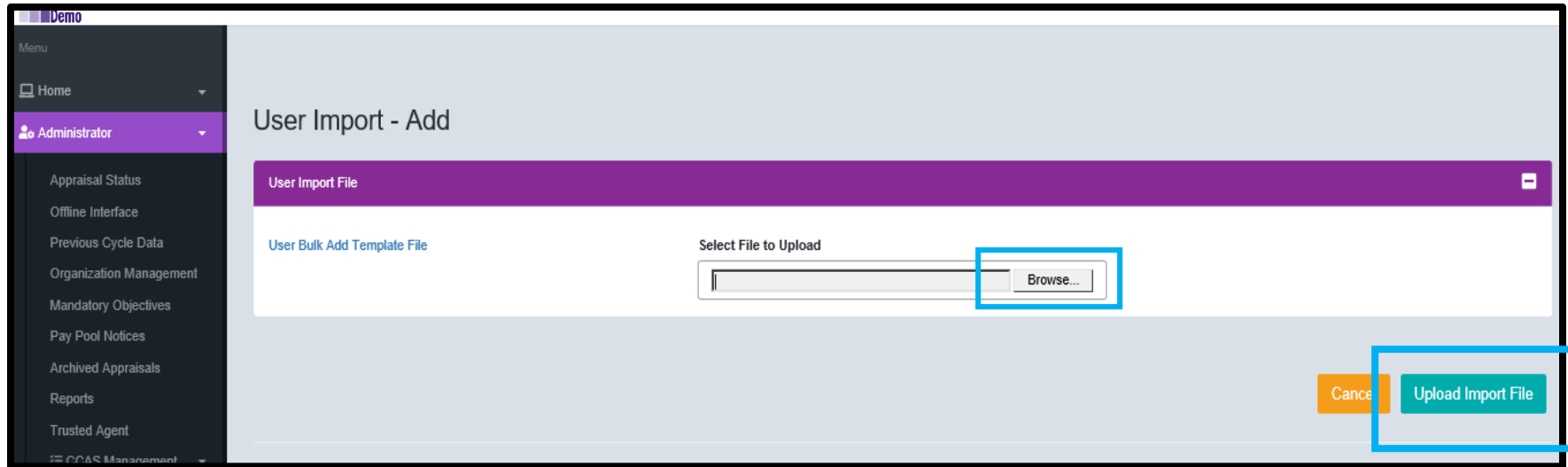
A number that is within the brackets {} shows the required character length. A number within parenthesis () shows maximum allowable character length.

*Note: When the number is placed after the word 'string,' it refers to a word, when placed after the word 'number' it refers to a number.

ID refers to the identifier code within the database. Example is on slide 8.

Phone and Date show the two acceptable formats to enter into the spreadsheet.

How to Load Employee Records to CAS2Net



DELETE row 2 in the bulk add spreadsheet. Save the file to your desktop. Return to CAS2Net Bulk Add and select the browse button to locate the saved file. Once selected, click the upload import file button. There will be a message that appears to let you know the upload was successful.