

# POST CYCLE PAYMENTS

## AcqDemo-to-AcqDemo

This Job Aid offers losing pay pools instructions on providing payout funds to departing employees moving "AcqDemo-to-AcqDemo," between 1 Oct and the effective date of the payout .

For guidance on processing awards for retiring/separating employees, contact your Human Resources Servicing Center.

NOTE: For the 1 February 2013 Payout to be available to the departing employee on time, the updating of the CCPO Code must occur before 4 January 2013, in preparation of DoD's uploading of the appraisal file. However, the employee's file must remain with the losing organization in CAS2Net, until the payout occurs. After the payout, the employee's file is to be placed in transfer for access by the gaining organization.

# Select "Data Maintenance" Modification Option

1. The losing organization's Pay Pool Administrator begins this process by entering CAS2Net and selecting "Data Maintenance" from the Pay Pool Administrator Menu.

## Employee Menu

**Contribution Planning**

**Mid-Point Review Self-Assessment**

**Annual Appraisal Self-Assessment**

**Reports**

## Pay Pool Administrator Menu

**Reports**

**Data Maintenance** 

**Session Maintenance**

**Offline Interface**

**Paypool Notices**

**Regional Notices**

## Welcome to CAS2Net

This software supports the Department of Defense Civilian Acquisition Workforce Personnel Demonstration Program Compensation and Appraisal System (CCAS). CCAS is the process under which Demonstration employees are encouraged to contribute to the acquisition community mission. CCAS is arguably the cornerstone of the Demonstration program, the Title-V civil-service system around which most of the other initiatives revolve. Simplified classification procedures, the Demonstration program. Similarly, the Federal Employees Pay Comparability Act, Developmental Opportunity Corps interventions address employee acquisition and retention issues. These and other interventions supplement and form a cohesive system for improving the quality of personnel management.

# Select "Query Form" Modification Option

2. Next, the Pay Pool Administrator selects to Modify an employee record using the query form option on the Employee Maintenance Menu.

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Reports

## Pay Pool Administrator Menu

Reports

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## Employee Maintenance

### Employee Maintenance Menu

Modify/Delete employee record using query form

Modify/Delete employee record using quick pick list

Insert New Employee Record

Assign Supervisors to an Employee

Assign Employees to a Supervisor

Replace Supervisor Assignments

Internal DQA

Replace PAS Code

# Enter Transferring Employee's Name

3. The Pay Pool Administrator then searches for the record of the departing employee by entering the employee's name or SSN under "Look for Employee(s)," and clicking "Find."

## Look for Employee(s)

In text fields you may use the % symbol as a wildcard. Text fields are not case sensitive.

Find

**Person ID:**

**First Name:**

**Middle Initial:**

**Last Name:**

**Social Security Num:**

**Demo:**  All  
 Demo  
 Non-Demo

**Presumptive Rating Status:**  All  
 None  
 Due to time  
 Due to circumstance (recertify)  
 Due to circumstance (expected)

**Servicing CPO:**

# Select Transferring Employee's Name

4. The Pay Pool Administrator then selects the departing employee from the list of names by clicking the appropriate name.

## Employee Menu

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## Employee(s) Matching Criteria

Query criteria: First Name: John, Last Name: Doe

<< first < prev 1 next > last >> Show 10 records per page

ID	SSN	Name	Home Org	Career Path	Level	CPO	Series	Salary	Group
7289	-6789	doe, john		NH	II	DN	0020	\$0	Employee

<< first < prev 1 next > last >> Show 10 records per page

[Add an Employee Record] [Data Maintenance Menu]

# Confirm Transferring Employee's Name in Part 1 Section

5. Next, the Pay Pool Administrator confirms that the field has been populated with information on the correct employee, and scrolls down to Part 2 to locate the "CCPO Code."

## Employee Detail

BOTTOM

Part 1 - Complete this section for all Demo and Non-Demo employees

ID:	7289
Prefix:	
First Name:	JOHN
Middle Initial:	
Last Name:	DOE
Suffix:	
SSN:	123456789

Part 2: Complete this section for all Demo employees

In Demo:	<input checked="" type="checkbox"/> Demo
Start Date: (mm/dd/yyyy) ?	05/22/2011 <a href="#">Calendar</a>
End Date:	<input type="text"/> <a href="#">Calendar</a>

[View Loss](#)

# Select "CCPO Code" Dropdown to Open Available Options

6. The Pay Pool Administrator then selects the "CCPO Code" dropdown arrow to display the list of available CCPO Codes. If unsure as to which code to select, contact the local Human Resources Section for assistance.

## Part 2: Complete this section for all Demo employees

<b>In Demo:</b>	<input checked="" type="checkbox"/> Demo	
<b>Start Date:</b> (mm/dd/yyyy) ?	11/15/2011 <input type="button" value="Calendar"/>	
<b>End Date:</b> (mm/dd/yyyy)?	<input type="text"/> <input type="button" value="Calendar"/>	<input type="button" value="View Loss"/>
<b>Basic Pay:</b>	8500	
<b>Retained Pay Status:</b>	<input type="checkbox"/>	
<b>Presumptive Rating Status:</b>	<input checked="" type="radio"/> None <input type="radio"/> Due to time <input type="radio"/> Due to circumstance (expected) <input type="radio"/> Due to circumstance (recertify)	
<b>Last OCS:</b>	<input type="text"/>	
<b>Post-Cycle Activity:</b>	<input checked="" type="radio"/> None <input type="radio"/> Temporary Promotion <input type="button" value="View"/> <input type="radio"/> Permanent Promotion <input type="radio"/> Demotion	What to do if employee is... <b>promoted?</b> <b>leaving?</b> <b>joining?</b>
<b>CCPO Code:</b>	DN – FORT BRAGG FAYETTEVILLE NC 28307 <input type="button" value="v"/>	
<b>Locality Code:</b>	DCB Wash DC/Baltimore 24.22 <input type="button" value="v"/>	
<b>Service:</b>	<input type="radio"/> Air Force <input checked="" type="radio"/> Army <input type="radio"/> Marine Corps <input type="radio"/> Navy <input type="radio"/> Office of the Secretary of Defense	

# Select "CCPO Code" of Gaining Organization from Dropdown

**Part 2: Complete this section**

**In Demo:**

**Start Date:**  
(mm/dd/yyyy) ?

**End Date:**  
(mm/dd/yyyy)?

**Basic Pay:**

**Retained Pay Status:**

**Presumptive Rating Status:**

**Last OCS:**

**Post-Cycle Activity:**

**CCPO Code:**

**Locality Code:**

**View Loss**

What to do if employee is...  
**promoted?**  
**leaving?**  
**joining?**

CG - DOD - DAU  
DB - USA SOLDIERS SYSTEMS CMD, NATICK LAB  
DG - WASHINGTON HEADQUARTERS SERVICES  
DM - ARMOR CENTER FORT KNOX KY 40212  
DN - FORT BRAGG FAYETTEVILLE NC 28307  
DZ - FORT GORDON AUGUSTA GA 30905  
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  
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  
EZ - TAEGU AREA CPO KOREA  
FC - CAMP ZAMA  
FD - SEOUL AREA CPO KOREA  
FK - CAMP HUMPHREYS AREA CPO KOREA  
FP - FORT MYER CPO ARLINGTON VA 22211  
FR - FT SAM HOUSTON SAN ANTONIO TX  
FZ - UIJONFBU AREA CPO KOREA  
GV - US ARMY COE, JACKSONVILLE, FL  
HM - HEIDELBERG, GERMANY  
HR - STUTTGART, GERMANY  
HT - DIR PER EMP SERVICE, WASH DC 20310  
HU - KAISERSLAUTERN GERMANY  
DCB Wash DC/Baltimore 24.22

7. Next, the Pay Pool Administrator selects the appropriate "CCPO Code" from the list.

# View "CCPO Code" for Gaining Organization

8. The "CCPO Code" for the gaining organization should now be displayed. Next, scroll the page down to update the file.

## Part 2: Complete this section for all Demo employees

In Demo:

Demo

Start Date:  
(mm/dd/yyyy) ?

11/15/2011

Calendar

End Date:  
(mm/dd/yyyy)?

Calendar

View Loss

Basic Pay:

8500

Retained Pay Status:

Presumptive Rating  
Status:

None

Due to time

Due to circumstance (expected)

Due to circumstance (recertify)

Last OCS:

Post-Cycle Activity:

None

Temporary Promotion

Permanent Promotion

Demotion

View

What to do if employee is...  
**promoted?**  
**leaving?**  
**joining?**

CCPO Code:

9L – AIR FORCE PENTAGON, WASH DC 20333

Locality Code:

DCB Wash DC/Baltimore 24.22

Service:

Air Force

Army

Marine Corps

Navy

Office of the Secretary of Defense

# Transferring and Updating

Organization: [ ]

Paypool Code:  
(transfer) [v]

PAS Code (Air Force only):  
0 [ ]

Office Symbol:  
HR [ ] LOV

2<sup>nd</sup> - After Payout, 1 February 2013

Part 3: Complete this section for all employees requiring CAS2Net user accounts

**9. Prior to the payout date, only the "Update" button at the bottom left should be clicked to accept the change of the CCPO code. After the payout date, the Pay Pool Administrator enters "(transfer)" under the "Paypool Code" section. The final step will be to again "Update" the record by clicking the button at the bottom left. Caution: Upon updating this record the Pay Pool Administrator will lose access to the employee's information. Additionally, update prior to the payout date will uncertify your spreadsheet, requiring it to be re-uploaded and certified.**

Conducted: 05/15/2012  
Released: Y  
 Unlock Mid-Point Review

Update Delete Revert History Close

TOP 1<sup>st</sup> - By 4 January 2013



**THIS JOB AID IS PROVIDED BY THE  
ACQDEMO PROGRAM OFFICE.**

Please direct all questions to:

[AcqDemo.Contact@dau.mil](mailto:AcqDemo.Contact@dau.mil)