

ACQDEMO
RATING OFFICIAL CHANGE AND EMPLOYEE MOVEMENT MATRIX – May 2018

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TABLE 1. RATING OFFICIAL CHANGES, EMPLOYEE REMAINS IN SAME PAY POOL

#	SCENARIO	ACTION REQUIRED ¹	CA	CRF ²	GENERAL PAY INCREASE ²	PAY POOL FUNDING ALLOCATION	PAY POOL ADMINISTRATOR NOTES
1	During 1 January through 30 September, employee's rating official changes	Self-Assessment – Optional for employee. ³	N/A	N/A	N/A	N/A	
		Closeout - Departing rating official must prepare closeout assessment for use by the new rating official to determine recommended OCS. Exception – The departing rating official may prepare a Mid-Point Review in lieu of a Closeout if departing during the time period designated for Mid-Point Reviews by the organization.	N/A	N/A	N/A	N/A	a. Departing rating official provides closeout in CAS2Net Closeout module, and b. New rating official's name is entered in CAS2Net.
		Annual Assessment – Prepared by employee's assigned rating official as of 30 September.	Full Eligibility.	Full Eligibility.	Full Eligibility.	Employee's salary applied to organization's pay pool funding calculation.	
2	During 1 July through 30 September, employee's	Self-Assessment – Optional for employee. ³	N/A	N/A	N/A	N/A	
		Closeout – N/A					

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TABLE 1. RATING OFFICIAL CHANGES, EMPLOYEE REMAINS IN SAME PAY POOL (continued)

#	SCENARIO	ACTION REQUIRED ¹	CA	CRF ²	GENERAL PAY INCREASE ²	PAY POOL FUNDING ALLOCATION	PAY POOL ADMINISTRATOR NOTES
	rating official changes and the departing rating official did not prepare a closeout assessment.	Annual Assessment – Prepared by rating official assigned to employee as of 30 September. During this period, the rating official may use available observations and documentation to prepare an assessment and determine a recommended OCS and PAQL for each factor or select one of the five presumptive ratings as applicable.	Full Eligibility.	Full Eligibility.	Full Eligibility.	Employee’s salary applied to organization’s pay pool funding calculation.	
3	On or after 1 October, but before 1 January, employee’s rating official changes.	Self-Assessment – Optional for employee. ³	N/A	N/A	N/A	N/A	N/A
		Closeout – Closeout assessments are not required during the 90-day period at the beginning of a new contribution cycle. However, the departing rating official may prepare closeout to document significant contributions that occur during this period.	N/A	N/A	N/A	N/A	a. Departing rating official may provide closeout in CAS2Net Closeout module, and b. Use Supvr Maint. to provide emp record access to the new supvr. Keep old supvr for the cycle that ended 30 Sep so that the name is printed on all of the forms.

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TABLE 1. RATING OFFICIAL CHANGES, EMPLOYEE REMAINS IN SAME PAY POOL (continued)

#	SCENARIO	ACTION REQUIRED ¹	CA	CRI ²	GENERAL PAY INCREASE ²	PAY POOL FUNDING ALLOCATION	PAY POOL ADMINISTRATOR NOTES
		Annual Assessment – Departing rating official <i>must</i> prepare annual assessment for the “just completed” cycle (ending 30 September for use by employee’s pay pool panel.					

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TABLE 2. EMPLOYEE MOVES FROM ONE ACQDEMO POSITION TO A DIFFERENT ACQDEMO POSITION (IN SAME OR DIFFERENT PAY POOL OR ACQDEMO ORGANIZATION)⁴

#	SCENARIO	ACTION REQUIRED ¹	CA	CR ²	GENERAL PAY INCREASE ²	PAY POOL FUNDING ALLOCATION	PAY POOL ADMINISTRATOR NOTES	
1	Prior to 30 September, an employee having been in AcqDemo for at least 90 days immediately preceding September 30 and has a job change from his/her current position to a different AcqDemo position. ⁵	Self-Assessment – Optional for employee. ³	N/A	N/A	N/A	N/A	N/A	
		Closeout – Losing rating official is required to prepare a closeout assessment for use by the gaining rating official to determine recommended OCS, unless the departure occurs during the first 90 days of the cycle. Exception – The losing rating official may prepare a Mid-Point Review in lieu of a Closeout if the employee is departing during the time period designated for Mid-Point Reviews by the organization.	N/A	N/A	N/A	N/A	N/A	a. Losing official provides closeout in CAS2Net Closeout module; b. Do not archive employee’s record; and c. Use the Transfer Pay Pool feature to transfer the employee’s record.
		Annual Assessment – Prepared by rating official assigned to employee as of 30 September.	Full Eligibility. Identified and funded by organization to which assigned on 30 September.	Full Eligibility. Identified and funded by organization to which assigned on 30 September	Full Eligibility.	Employee’s salary applied to pay pool funding calculation to which assigned on 30 September.		

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TABLE 2. EMPLOYEE MOVES FROM ONE ACQDEMO POSITION TO A DIFFERENT ACQDEMO POSITION (IN SAME OR DIFFERENT PAY POOL OR ACQDEMO ORGANIZATION)⁴ (continued)

#	SCENARIO	ACTION REQUIRED ¹	CA	CR ²	GENERAL PAY INCREASE ²	PAY POOL FUNDING ALLOCATION	PAY POOL ADMINISTRATOR NOTES
2	During the period 1 July through 30 September, employee having been in AcqDemo for at least 90 days immediately preceding 30 September has a job change from his/her current position to a different position. ⁷	Self-Assessment – Optional for employee. ³	N/A	N/A	N/A	N/A	N/A
		Closeout - Losing rating official is required to prepare a closeout assessment for use by the gaining rating official to determine recommended OCS.	N/A	N/A	N/A	N/A	a. Losing official provides closeout in CAS2Net Closeout module; b. Do not archive employee’s record; and c. Use the Transfer Pay Pool feature to transfer the employee’s record.
		Annual Assessment – Prepared by rating official assigned to employee as of 30 September. During this period, the rating official may use available observations and documentation to prepare an assessment and determine a recommended OCS and PAQL for each factor; or select one of the five presumptive ratings as applicable.	Full Eligibility. Identified and funded by organization to which assigned on 30 September but paid by organization to which assigned on the effective day of payout.	Full Eligibility. Identified and funded by organization to which assigned on 30 September but paid by organization to which assigned on the effective day of payout.	Full Eligibility.	Employee’s salary applied to assigned pay pool to which assigned on 30 September but paid by organization to which assigned on the effective date of the payout.	a. If applicable, confer with supervisor to determine Presumptive Status. b. As applicable, enter the selected status in Part 2 on the employee detail webpage and select one of the five presumptive ratings.

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TABLE 2. EMPLOYEE MOVES FROM ONE ACQDEMO POSITION TO A DIFFERENT ACQDEMO POSITION (IN SAME OR DIFFERENT PAY POOL OR ACQDEMO ORGANIZATION)⁴ (continued)

#	SCENARIO	ACTION REQUIRED ¹	CA	CRF ²	GENERAL PAY INCREASE ²	PAY POOL FUNDING ALLOCATION	PAY POOL ADMINISTRATOR NOTES
3	On or after 30 September, but before the effective date of payout decisions, i.e., the beginning of the first full pay period in January, employee having been in AcqDemo for at least 90 days or more immediately preceding 30 September and has a job change. ⁷	Self-Assessment – Optional for employee ³	N/A	N/A	N/A	N/A	N/A
		Closeout – Closeout assessments are not required for this period. Losing rating official may prepare closeout to document significant contribution during this period.	N/A	N/A	N/A	N/A	a. Losing official may provide closeout in Closeout module.
		Annual Assessment – Prepared by losing rating official.	Full Eligibility. Identified and may be funded by organization to which assigned on 30 September.	Full Eligibility. Identified by organization to which assigned on 30 September but paid by the gaining organization assigned on the effective date of the payout.	Full Eligibility. Gaining organization processes.	Employee’s salary applied to pay pool identified and funded by organization to which assigned on 30 September but paid by organization to which assigned on the effective day of the payout	a. Do not archive employee’s record; b. Do not change broadband level or basic pay on the Employee Detail screen; c. Select the appropriate job change under Post Cycle Activities and provide required information; d. Update the CCPO ID code on the Employee Detail screen, and “Save”; and e. Use the Transfer Pay Pool feature after the effective date of the payout decision.

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TABLE 2. EMPLOYEE MOVES FROM ONE ACQDEMO POSITION TO A DIFFERENT ACQDEMO POSITION (IN SAME OR DIFFERENT PAY POOL OR ACQDEMO ORGANIZATION)⁴ (continued)

#	SCENARIO	ACTION REQUIRED ¹	CA	CRI ²	GENERAL PAY INCREASE ²	PAY POOL FUNDING ALLOCATION	PAY POOL ADMINISTRATOR NOTES
				Reassignment or lateral transfer - Employee is eligible for a CRI. Promotion – Employee is not eligible for a CRI.			

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TABLE 3. ACQDEMO TO NON-ACQDEMO (FEDERAL SERVICE) MOVEMENTS

#	SCENARIO	ACTION REQUIRED ¹	CA	CRP ²	OTHER AVAILABLE COMPENSATION	GENERAL PAY INCREASE ²	PAY POOL FUNDING ALLOCATION	PAY POOL ADMINISTRATOR NOTES
1	Prior to 1 October, when an employee has been in AcqDemo for at least 90 days or more immediately preceding September 30 and moves to a non-AcqDemo organization.	Self-Assessment – Optional for employee. ³	N/A	N/A	Compensation may be given in the form of a non-rating based award (NOAC 849), and made effective via an SF-50 before employee departs. Award is subject to DoD Component ⁵ and/or local policy.	N/A	N/A	
		Closeout – Losing rating official may prepare a closeout assessment.	N/A	N/A		N/A	N/A	a. Losing official may provide closeout in CAS2NetCloseout Module; and b. Loss date must be annotated in CAS2Net.
		Annual Assessment – N/A	N/A	N/A		Full Eligibility. Gaining organization processes.	N/A	
2	Employee has been in AcqDemo for 90 days and departs to a non-AcqDemo organization on or after 30 September, but before the effective date of payout decisions, i.e., the beginning of the first full pay period in January.	Self-Assessment – Optional for employee. ³	N/A	N/A		N/A	N/A	
		Closeout – Losing rating official prepares a closeout assessment.	N/A	N/A		N/A	N/A	Losing official provides closeout in CAS2Net Closeout Module
		Annual Assessment – Prepared by losing rating official.	Full Eligibility. Identified and funded by	N/A		N/A	N/A	a. Loss date must be annotated in CAS2Net.

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TABLE 3. ACQDEMO TO NON-ACQDEMO (FEDERAL SERVICE) MOVEMENTS (continued)

#	SCENARIO	ACTION REQUIRED ¹	CA	CR ²	OTHER AVAILABLE COMPENSATION	GENERAL PAY INCREASE ²	PAY POOL FUNDING ALLOCATION	PAY POOL ADMINISTRATOR NOTES
			organization to which assigned on 30 September.					b. The employee will not participate in the payout, although his/her salary will contribute to the pay pool funding. c. PPA should remove employee from calculations in CMS.
3	Employee departs on or after the effective date of the rating, i.e., 1 January, but before the effective date of payout decision, i.e., the beginning of the first full pay period in January, and has been in AcqDemo for 90 days or more immediately preceding September 30.	Self-Assessment – Optional for employee. ³	N/A	N/A	Compensation may be given in the form of a non-rating based award (NOAC 849), and made effective via an SF-50 before employee departs. Award is subject to DoD Component ⁷ and/or local policy.	Full Eligibility. Gaining organization processes.	N/A	a. Loss date must be annotated in CAS2Net. b. The employee will not participate in the payout, although his/her salary will contribute to the pay pool funding.

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TABLE 4. ACQDEMO SEPARATIONS⁶ AND RETIREMENTS

#	SCENARIO	ACTION REQUIRED ¹	CA	CR ²	OTHER AVAILABLE COMPENSATION	GENERAL PAY INCREASE ²	PAY POOL FUNDING ALLOCATION	PAY POOL ADMINISTRATOR NOTES	
1	Employee departs prior to 30 September and has been in AcqDemo for 90 days.	Self-Assessment – Not required.	N/A	N/A	Compensation may be given in the form of a non-rating based award (NOAC 849), and made effective via an SF-50 before employee departs. Award is subject to DoD Component ⁷ and/or local policy.	N/A	N/A	a. Loss date must be annotated in CAS2Net. 2. Archive record in CAS2Net.	
		Closeout – Not required.	N/A	N/A		N/A	N/A		
2	Employee departs on or after 30 September, but before the effective date of payout decisions, i.e., the beginning of the first full pay period in January, and has been in AcqDemo for 90 days or more immediately preceding September 30.	Self-Assessment – Not required.	N/A	N/A		N/A	N/A	Employee's salary applied to pay pool identified and funded by organization to which assigned on 30 September.	a. Identify as a post-cycle departure and select reason. b. Loss date must be annotated. c. Do not archive record until the start of the new pay year, i.e., the effective date of payout decisions, which is the beginning of the first full pay period in January. d. PPA should flag employees as override in CMS
		Closeout – Not required.	N/A	N/A		N/A	N/A		
			N/A	N/A		N/A	N/A		
3	Employee departs after the effective date of the rating, i.e., 1 January, but before the effective date of payout decisions, i.e. the beginning of the first full pay period in January, and has been in AcqDemo for 90 days or more immediately preceding 30 September.	Self-Assessment – Not required.	N/A	N/A		N/A	N/A	N/A	a. Identify as a post-cycle departure and select reason. b. Loss date must be annotated. c. Do not archive record until the start of the new pay year, i.e., the effective date of payout decisions, which is the beginning of
		Closeout – Not required.	N/A	N/A	N/A	N/A			
		Annual Assessment – Prepared by losing rating official.	N/A	N/A	N/A	N/A	Employee's salary applied to pay pool identified and funded by organization to which assigned on		

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TABLE 4. ACQDEMO SEPARATIONS⁶ AND RETIREMENTS (continued)

#	SCENARIO	ACTION REQUIRED ¹	CA	CRP ²	OTHER AVAILABLE COMPENSATION	GENERAL PAY INCREASE ²	PAY POOL FUNDING ALLOCATION	PAY POOL ADMINISTRATOR NOTES
								the first full pay period in January.

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TABLE 5. SPECIALLY SITUATED EMPLOYEES

#	SCENARIO	ACTION REQUIRED ¹	CA	CRI ²	GENERAL PAY INCREASE ²	PAY POOL FUNDING ALLOCATION	PAY POOL ADMINISTRATOR NOTES
1	Non-AcqDemo candidate hired within the 90 calendar days prior to 30 September.	Self-Assessment – Not required.	N/A	N/A	N/A	N/A	N/A
		Closeout – Not required.	N/A	N/A	N/A	N/A	N/A
		Annual Assessment – Not required. Considered in parity with current basic pay (EOCS) and no assessment given. Employee is placed on an extended appraisal cycle, ending the following 30 September.	N/A	N/A	Full Eligibility	Employee’s salary applied to employee’s pay pool funding calculation.	Select Presumptive Rating Status 1.
2	Employee has 90 days immediately preceding 30 Sep and has an extended absence from normal duties or duty station, e.g., long-term, full-time training; active duty military; extended sick leave; leave without pay, etc	Self-Assessment – Not required.	N/A	N/A	N/A	N/A	N/A
		Closeout – Not required.	N/A	N/A	N/A	N/A	N/A
		Annual Assessment – Prepared by rating official assigned to employee as of 30 September. During this period, the rating official may use available observations and documentation to prepare an assessment and determine a recommended OCS and PAQL for each factor or select one of the five presumptive categories as applicable.	Full Eligibility	Full Eligibility.	Full Eligibility	Employee’s salary applied to employee’s pay pool funding calculation.	Confer with supervisor to determine Presumptive Status.

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NOTES:

¹ For detailed processing instructions for the various rating official changes, refer to CAS2Net User Guide at <http://acqdemo.hci.mil/training.html#cas2net>.

² CRI and General Pay Increase eligibility determinations are subject to normal retained pay provisions, broadband limitations, the OCS in relation to normal pay range, and Participating Organization's Business Rules.

³ While employee self-assessments are optional at the Participating Organizations and/or local policies may require self-assessments to be accomplished. Employee should consult with their local HR Representative.

⁴ When an employee's supervisor changes or the employee moves to a different position within his/her current pay pool or a different pay pool in the current organization or a different AcqDemo organization during an assessment cycle, the current (or gaining) Pay Pool Administrator processes the action in CAS2Net and the current (or gaining) pay pool panel conducts the assessment, determines CRI and/or CA, and funds the payout.

⁵ DoD Component is defined in DoD Instruction 5025.01, "DoD Issuances Program", June 6, 2014, Glossary, Part II. Definitions.

⁶ Employee leaves government service. Employee should consult with their local HR representative.

⁷ Job change is considered to be a reassignment, temporary reassignment, promotion, temporary promotion, demotion, transfer, or equivalent.