

**ACQDEMO**  
**RATING OFFICIAL CHANGE AND EMPLOYEE MOVEMENT MATRIX**  
 June 28, 2013

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

#	SCENARIO	ACTION REQUIRED <sup>1</sup>	CA	CRI <sup>2</sup>	GENERAL PAY INCREASE/ LOCALITY	PAY POOL FUNDING ALLOCATION	PAY POOL ADMINISTRATOR CAS2NET NOTES
1	During 1 January to 30 September, employee's rating official changes.	<b>Self-Assessment</b> – Optional for employee. <sup>3</sup>	N/A	N/A	N/A	N/A	
		<b>Closeout</b> - Departing rating official (or pay pool panel designee) must prepare closeout assessment for use by the new rating official to determine recommended OCS.	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.
		<b>Annual Assessment</b> – Prepared by employee's assigned rating official (or pay pool panel designee) as of 30 September.	Full Eligibility.	Full Eligibility.	Full Eligibility.	Employee's salary applied to organization's pay pool funding calculation.	
2	Starting 1 October, but before 1 January, employee's rating official changes.	<b>Self-Assessment</b> – Optional for employee. <sup>3</sup>	N/A	N/A	N/A	N/A	Employee enters in CAS2NET.
		<b>Closeout</b> – 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. Delay entering new rating official in CAS2NET until after the effective date of the payout.
		<b>Annual Assessment</b> – Departing rating official must prepare annual assessment for the "just completed" cycle (ending 30 September) for use by employee's pay pool panel.	Full Eligibility.	Full Eligibility.	Full Eligibility.	Employee's salary applied to employee's pay pool funding calculation.	New official entered in CAS2Net.

<sup>1</sup> For detailed processing instructions for the various job changes, refer to CAS2NET User Guide at AcqDemo.dau.mil.

<sup>2</sup> CRI Eligibility determinations are subject to normal retained pay and broad band limitations.

<sup>3</sup> While Employee self-assessments are optional at the DoD-level, Component, Agency and/or local policies may require self-assessments to be accomplished. Employees should consult with their local HR representative.

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**TABLE 2. EMPLOYEE MOVES FROM ONE ACQDEMO PAY POOL TO A DIFFERENT ACQDEMO PAYPOOL<sup>1</sup>**

#	SCENARIO	ACTION REQUIRED <sup>2</sup>	CA	CRI <sup>3</sup>	GENERAL PAY INCREASE <sup>3</sup>	PAY POOL FUNDING ALLOCATION	PAY POOL ADMINISTRATOR CAS2NET NOTES
1	Prior to 30 September, employees having been in AcqDemo for at least 90 consecutive calendar days, has a job change <sup>4</sup> from his/her current pay pool to a different pay pool.	<b>Self-Assessment</b> – Optional for employee. <sup>5</sup>	N/A	N/A	N/A	N/A	N/A
		<b>Closeout</b> -- 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 delete employee's record; and c. Use the Transfer Pay Pool feature to transfer the employee's record.
		<b>Annual Assessment</b> – Prepared by rating official assigned to employee as of 30 September.	Full Eligibility. Identified and paid by organization to which assigned on 30 September.	Full Eligibility. Identified and paid by organization to which assigned on 30 September.	Full Eligibility.	Employee's salary applied to assigned pay pool's funding calculation.	
2	During the period 1 July through 30 September, employee having been in AcqDemo for at least 90 consecutive calendar days, has a job change <sup>4</sup> from his/her current pay pool to a different pay pool.	<b>Self-Assessment</b> – Optional for employee. <sup>5</sup>	N/A	N/A	N/A	N/A	N/A
		<b>Closeout</b> - 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 delete employee's record; and c. Use the Transfer Pay Pool feature to transfer the employee's record.
		<b>Annual Assessment</b> – Prepared by rating official assigned to employee as of September 30. During this period the rating official has three rating options, guided by local business rules: a. Gaining rating official uses the closeout assessment provided by losing supervisor(s) when employee changed job(s) during the just completed cycle	Full Eligibility. Identified and paid by organization to which assigned on 30 September.	Full Eligibility. Identified and paid by organization to which assigned on 30 September.	Full Eligibility.	Employee's salary applied to assigned pay pool's funding calculation.	

<sup>1</sup> When an employee's supervisor changes or the employee moves to a different position within his/her current pay pool during an assessment cycle, the current Pay Pool Administrator processes the action in CAS2NET and the current pay pool panel conducts the assessment, determines CRI and or CA, and funds the payout.

<sup>2</sup> For detailed processing instructions for the various job changes, refer to CAS2NET User Guide at AcqDemo.dau.mil.

<sup>3</sup> CRI and General Pay Increase eligibility determinations are subject to normal retained pay provisions, broad band limitations, and OCS in relation to normal pay range.

<sup>4</sup> Job change is considered to be a reassignment, temporary reassignment, promotion, temporary promotion, demotion, transfer, or equivalent.

<sup>5</sup> Employee self-assessment may be mandatory depending upon local organization policy.

#	SCENARIO	ACTION REQUIRED <sup>2</sup>	CA	CRI <sup>3</sup>	GENERAL PAY INCREASE <sup>3</sup>	PAY POOL FUNDING ALLOCATION	PAY POOL ADMINISTRATOR CAS2NET NOTES
		(ending 30 September) to determine a recommended OCS; <i>or</i> b. Presume the employee is contributing consistently with his/her EOCS representative of his/her pay level by indicating "Presumptive—Status 2;" <i>or</i> c. Re-certify the employee's last contribution appraisal OCS by indicating "Presumptive—Status 3." [Option c. is not available for first year AcqDemo assessments.]					
3	On 1 October or later, 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 consecutive calendar days, has a job change. <sup>4</sup>	<b>Self-Assessment</b> – Optional for employee. <sup>5</sup>	N/A	N/A	N/A	N/A	
		<b>Closeout</b> - 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.
		<b>Annual Assessment</b> – Accomplished by losing pay pool panel.	Full Eligibility. Identified and paid by losing organization, with effective date of rating and CA to correspond to date of departure (reassignment/promotion). Losing organization to manually process rating-based award (NOAC 840).	Full Eligibility. Identified by losing organization, but processed and paid by organization to which assigned on effective date of payout decision. Employee's Part I from losing organization will be provided to gaining organization's Human Resources Office to process pay adjustment (NOAC 891).	Full Eligibility. Gaining organization processes.	Employee's salary applied to losing pay pool's funding calculation.	a. Do not delete 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 3. ACQDEMO TO NON-ACQDEMO (FEDERAL-SERVICE) MOVEMENTS**

#	SCENARIO	ACTION REQUIRED <sup>1</sup>	CA	CRI	OTHER AVAILABLE COMPENSATION	GENERAL PAY INCREASE <sup>2</sup>	PAY POOL FUNDING ALLOCATION	PAY POOL ADMINISTRATOR CAS2NET NOTES	
1	Prior to 30 September, when an employee has been in AcqDemo for at least 90 consecutive calendar days, and moves to a non-AcqDemo organization.	Self-Assessment – Optional for employee. <sup>3</sup>	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 <sup>4</sup> and/or local policy.	N/A	N/A	a. Losing official may provide closeout in CAS2NET Closeout Module; and b. Loss date must be annotated in CAS2NET.	
		Closeout - Losing rating official may prepare a closeout assessment.	N/A	N/A		N/A	N/A		
		Annual Assessment- N/A	N/A	N/A		Full Eligibility. Gaining organization processes.	N/A		
2	On or after 1 October, but before the effective date of rating, i.e., 1 January, when employee who has been in AcqDemo for at least 90 consecutive calendar days, moves to a non-AcqDemo organization.	Self-Assessment – Optional for employee. <sup>2</sup>	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 <sup>4</sup> and/or local policy.	N/A	N/A	a. Losing official provides closeout in CAS2NET Closeout Module
		Closeout –Losing rating official may prepare a closeout assessment.	N/A	N/A			N/A	N/A	
		Annual Assessment- Accomplished by losing pay pool panel.	N/A. CA monetary calculation may be used as a guide for a non-rating based award.	N/A.			Full Eligibility. Gaining organization processes.	Employee's salary applied to losing organization's pay pool funding calculation.	

<sup>1</sup> For detailed processing instructions for the various job changes, refer to CAS2NET User Guide at AcqDemo.dau.mil.

<sup>2</sup> General Pay Increase eligibility determinations are subject to normal retained pay provisions, broad band limitations, and OCS in relation to normal pay range.

<sup>3</sup> Employee self-assessment may be mandatory depending upon local organization policy.

<sup>4</sup> DoD Component is defined in DoD Instruction 5025.01, "DoD Directives Program," September 26, 2012, Glossary, Part II. Definitions.

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**TABLE 4. ACQDEMO SEPARATIONS<sup>1</sup> AND RETIREMENTS**

#	SCENARIO	ACTION REQUIRED <sup>2</sup>	CA	CRI	OTHER AVAILABLE COMPENSATION	GENERAL PAY INCREASE <sup>3</sup>	PAY POOL FUNDING ALLOCATION	PAY POOL ADMINISTRATOR CAS2NET NOTES
1	Employee departs prior to 30 September and has been in AcqDemo for 90 consecutive calendar 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 <sup>4</sup> and/or local policy.	N/A	N/A	1. Loss date must be annotated in CAS2Net. 2. Delete record from CAS2Net.
		Closeout - Not required	N/A	N/A		N/A	N/A	
		Annual Assessment – Not required.	N/A	N/A		N/A	N/A	
2	Employee departs 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 consecutive calendar days.	Self-Assessment – Not required.	N/A	N/A		N/A	N/A	1. Identify as a post-cycle departure and select reason. 2. Loss date must be annotated. 3. Do not delete 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.
		Closeout - Not required	N/A	N/A		N/A	N/A	
		Annual Assessment – Accomplished by losing pay pool panel.	N/A. CA monetary calculation may be used as a guide for a non-rating based award.	N/A.		N/A	N/A	

<sup>1</sup> Employee leaves government service.

<sup>2</sup> For detailed processing instructions for the various job changes, refer to CAS2NET User Guide Fall 2012 under Tools tab at AcqDemo.dau.mil.

<sup>3</sup> General Pay Increase eligibility determinations are subject to normal retained pay provisions, broad band limitations, and OCS in relation to normal pay range.

<sup>4</sup> DoD Component is defined in DoD Instruction 5025.01, "DoD Directives Program," September 26, 2012, Glossary, Part II. Definitions.

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**TABLE 5. SPECIALLY SITUATED EMPLOYEES**

#	SCENARIO	ACTION REQUIRED <sup>1</sup>	CA	CRI <sup>2</sup>	GENERAL PAY INCREASE <sup>2</sup>	PAY POOL FUNDING ALLOCATION	PAY POOL ADMINISTRATOR CAS2NET NOTES
1	Non-AcqDemo candidate hired during 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 base pay and no assessment given.	N/A	N/A	Eligible for full GPI unless on pay retention. Receives locality pay for location of official duty station.	Employee's salary applied to employee's pay pool funding calculation.	Select Presumptive Rating Status "Due to Time" in Part 2 on the Employee Detail page.
2	Employee 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 – Either a. Rate the employee, if the rating official has received input, and/or is comfortable with the observation period that occurred during the cycle; <i>or</i> b. Presume the employee is contributing consistently with his/her EOCS representative of his/her pay level by indicating "Presumptive—Status 2;" <i>or</i> c. Re-certify the employee's last contribution appraisal OCS by indicating "Presumptive—Status 3." [Option c. is not available for first year AcqDemo assessments.]	Full Eligibility.	Fully Eligibility.	Eligible for full GPI unless on pay retention. Receives locality pay for location of official duty station.	Employee's salary applied to employee's pay pool funding calculation.	a. Process as a normal rating action; <i>or</i> b. Select Presumptive Rating Status "Due to circumstances (expected)" in Part 2 on the Employee Detail page; <i>or</i> c. Select Presumptive Rating Status "Due to circumstances (recertify)" in Part 2 on the Employee Detail page.

<sup>1</sup> For detailed processing instructions for the various job changes, refer to CAS2NET User Guide Fall 2012 under Tools tab at AcqDemo.dau.mil.

<sup>2</sup> CRI and General Pay Increase eligibility determinations are subject to normal retained pay provisions, broad band limitations, and OCS in relation to normal pay range.