

RATING OFFICIAL CHANGE AND EMPLOYEE MOVEMENT MATRIX – CHANGE 4 (plus changes incorporated from Change 3)

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

#	SCENARIO	ACTION REQUIRED ¹	CA	CRI ²	GENERAL PAY INCREASE ²	PAY POOL FUNDING ALLOCATION	PAY POOL ADMINISTRATOR CAS2Net 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 (or pay pool panel designee) 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 (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	During 1 July through 30 September, employee's rating official changes and the departing	Self-Assessment – Optional for employee. ³	N/A	N/A	N/A	N/A	
		Closeout – Departing rating official (or pay pool panel designee) did not prepare a closeout.					

¹ For detailed processing instructions for the various job changes, refer to CAS2Net User Guide at AcqDemo.dau.mil.

² CRI and General Pay Increase eligibility determinations are subject to normal retained pay provisions, broad band limitations, the OCS in relation to normal pay range, and local Business Rules.

³ 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.

#	SCENARIO	ACTION REQUIRED ¹	CA	CRI ²	GENERAL PAY INCREASE ²	PAY POOL FUNDING ALLOCATION	PAY POOL ADMINISTRATOR CAS2Net NOTES
	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 has three options, guided by local business rules: a. Use available observations and documentation to prepare an assessment and determine a recommended OCS; OR b. Presume the employee is contributing consistently with his/her EOCS representative of his/her pay level ⁴ by recommending the EOCS for the annual rating; OR c. Recommend the pay pool panel re-certify the employee's last contribution appraisal OCS ⁴ if greater than the current EOCS. [Option c. is not available (1) for first year AcqDemo assessments and or (2) for employees who have changed broadband levels during the scenario period.]	Full Eligibility.	Full Eligibility.	Full Eligibility.	Employee's salary applied to organization's pay pool funding calculation.	a. Confer with supervisor to determine Presumptive Status. b. Enter the selected status in Part 2 on the Employee Detail webpage. Select: - None (eligible for a rating) - Due to Circumstance (expected) - Due to Circumstance (recertify)
3	On or after 1 October, but	Self-Assessment – Optional for employee. ³	N/A	N/A	N/A	N/A	Employee enters in CAS2Net.

⁴ Presumptive—Statuses 2 and 3 take into account those programs, such as the Uniformed Services Employment and Reemployment Rights Act (USERRA), that require employees who are absent from their normal duties due to commitments to these programs to receive the same benefits during their absence as if they were still working in their normal job.

#	SCENARIO	ACTION REQUIRED ¹	CA	CRI ²	GENERAL PAY INCREASE ²	PAY POOL FUNDING ALLOCATION	PAY POOL ADMINISTRATOR CAS2Net NOTES
	before 1 January, employee's rating official changes.	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 Supervisor Maintenance and provide the new supervisor. Keep old supervisor for the cycle that ended 30 September so that the name is printed on all of the forms.
		Annual Assessment – 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.	

ACQDEMO
RATING OFFICIAL CHANGE AND EMPLOYEE MOVEMENT MATRIX – CHANGE 4 (plus changes incorporated from Change 3)

TABLE 2. EMPLOYEE MOVES FROM ONE ACQDEMO POSITION TO A DIFFERENT ACQDEMO POSITION⁵

#	SCENARIO	ACTION REQUIRED ⁶	CA	CRI ⁷	GENERAL PAY INCREASE ⁷	PAY POOL FUNDING ALLOCATION	PAY POOL ADMINISTRATOR CAS2Net NOTES	
1	Prior to 30 September, an employee having been in AcqDemo for at least 90 consecutive calendar days has a job change ⁸ from his/her current position to a different AcqDemo position.	Self-Assessment – Optional for employee. ⁹	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 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	Self-Assessment – Optional for employee. ⁹	N/A	N/A	N/A	N/A	N/A	
		Closeout - Losing rating official is	N/A	N/A	N/A	N/A	N/A	a. Losing official provides

⁵ 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 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.

⁶ For detailed processing instructions for the various job changes, refer to CAS2Net User Guide at AcqDemo.dau.mil.

⁷ CRI and General Pay Increase eligibility determinations are subject to normal retained pay provisions, broad band limitations, the OCS in relation to the normal pay range, and local Business Rules.

⁸ Job change is considered to be a reassignment, temporary reassignment, promotion, temporary promotion, demotion, transfer, or equivalent.

⁹ Employee self-assessment may be mandatory depending upon local organization policy.

#	SCENARIO	ACTION REQUIRED ⁶	CA	CRI ⁷	GENERAL PAY INCREASE ⁷	PAY POOL FUNDING ALLOCATION	PAY POOL ADMINISTRATOR CAS2Net NOTES
	September, employee having been in AcqDemo for at least 90 consecutive calendar days, has a job change ⁸ from his/her current position to a different position.	required to prepare a closeout assessment for use by the gaining rating official to determine recommended OCS.					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 has three options, guided by local business rules: a. Use available observations and documentation to prepare an assessment and determine a recommended OCS; OR b. Presume the employee is contributing consistently with his/her EOCS representative of his/her pay level ¹⁰ by recommending the EOCS for the annual rating; OR c. Recommend the pay pool panel re-certify the employee's last contribution appraisal OCS ¹⁰ if greater than the current EOCS. [Option c. is not available (1) for first year AcqDemo assessments and or (2) for employees who have changed broadband levels during the scenario period.]	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.	a. Confer with supervisor to determine Presumptive Status. b. Enter the selected status in Part 2 on the Employee Detail webpage. Select: - None (eligible for a rating) - Due to Circumstance (expected) - Due to Circumstance (recertify)
3	On or after 1 October, but before the effective date of payout	Self-Assessment – Optional for employee. ⁹	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	N/A	N/A	N/A	N/A	a. Losing official may provide closeout in Closeout module.

¹⁰ Presumptive—Statuses 2 and 3 take into account those programs, such as the Uniformed Services Employment and Reemployment Rights Act (USERRA), that require employees who are absent from their normal duties due to commitments to these programs to receive the same benefits during their absence as if they were still working in their normal job.

#	SCENARIO	ACTION REQUIRED ⁶	CA	CRI ⁷	GENERAL PAY INCREASE ⁷	PAY POOL FUNDING ALLOCATION	PAY POOL ADMINISTRATOR CAS2Net NOTES
	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. ⁸	period. Annual Assessment – 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 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.

ACQDEMO
RATING OFFICIAL CHANGE AND EMPLOYEE MOVEMENT MATRIX – CHANGE 4 (plus changes incorporated from Change 3)

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

#	SCENARIO	ACTION REQUIRED ¹¹	CA	CRI	OTHER AVAILABLE COMPENSATION	GENERAL PAY INCREASE ¹²	PAY POOL FUNDING ALLOCATION	PAY POOL ADMINISTRATOR CAS2Net NOTES
1	Prior to 1 October, 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. ¹³	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 ¹⁴ and/or local policy.	N/A	N/A	a. Losing official may provide closeout in CAS2NetCloseout Module; and b. Loss date must be annotated in CAS2Net.
		Closeout – Losing rating official may prepare a closeout assessment. 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	
		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	Self-Assessment – Optional for employee. ¹³	N/A	N/A		N/A	N/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	

¹¹ For detailed processing instructions for the various job changes, refer to CAS2Net User Guide at AcqDemo.dau.mil.

¹² General Pay Increase eligibility determinations are subject to normal retained pay provisions, broad band limitations, and OCS in relation to normal pay range.

¹³ Employee self-assessment may be mandatory depending upon local organization policy.

¹⁴ DoD Component is defined in DoD Instruction 5025.01, “DoD Directives Program,” September 26, 2012, Glossary, Part II. Definitions.

#	SCENARIO	ACTION REQUIRED ¹¹	CA	CRI	OTHER AVAILABLE COMPENSATION	GENERAL PAY INCREASE ¹²	PAY POOL FUNDING ALLOCATION	PAY POOL ADMINISTRATOR CAS2Net NOTES
	non-AcqDemo organization.	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.	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.
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 consecutive calendar days.	Self-Assessment – Optional for employee. ¹³	N/A. CA monetary calculation may be used as a guide for a rating based award.	N/A	Compensation may be given in the form of a rating based award (NOAC 840), manually processed by the losing organization, and made effective via an SF-50 before employee departs. Award is subject to DoD Component ¹⁵ and/or local policy.	Full Eligibility. Gaining organization processes.	Employee’s salary applied to losing organization’s pay pool funding calculation.	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.

¹⁵ DoD Component is defined in DoD Instruction 5025.01, “DoD Directives Program,” September 26, 2012, Glossary, Part II. Definitions.

ACQDEMO
RATING OFFICIAL CHANGE AND EMPLOYEE MOVEMENT MATRIX – CHANGE 4 (plus changes incorporated from Change 3)

TABLE 4. ACQDEMO SEPARATIONS¹⁶ AND RETIREMENTS

#	SCENARIO	ACTION REQUIRED ¹⁷	CA	CRI	OTHER AVAILABLE COMPENSATION	GENERAL PAY INCREASE ¹⁸	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		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	
		Annual Assessment – 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 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 ¹⁹ and/or local policy.	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 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	
3	Employee departs after the effective date of the rating, i.e., 1 January, but	Self-Assessment – Not required.	N/A	N/A	Compensation may be given in the form of a rating based award (NOAC 840), manually	N/A	N/A	a. Identify as a post-cycle departure and select reason. b. Loss date must be
		Closeout – Not required.	N/A	N/A		NA	N/A	

¹⁶ Employee leaves government service.

¹⁷ For detailed processing instructions for the various job changes, refer to CAS2NET User Guide Fall 2012 under Tools tab at AcqDemo.dau.mil.

¹⁸ General Pay Increase eligibility determinations are subject to normal retained pay provisions, broad band limitations, and OCS in relation to normal pay range.

¹⁹ DoD Component is defined in DoD Instruction 5025.01, “DoD Directives Program,” September 26, 2012, Glossary, Part II. Definitions.

#	SCENARIO	ACTION REQUIRED ¹⁷	CA	CRI	OTHER AVAILABLE COMPENSATION	GENERAL PAY INCREASE ¹⁸	PAY POOL FUNDING ALLOCATION	PAY POOL ADMINISTRATOR CAS2Net NOTES
	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.	Annual Assessment – Accomplished by losing pay pool panel.	N/A. CA monetary calculation may be used as a guide for a rating based award.	N/A	processed by the losing organization, and made effective via an SF-50 before employee departs. Award is subject to DoD Component ²⁰ and/or local policy.	N/A	Employee's salary applied to losing organization's pay pool funding calculation.	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.

²⁰ DoD Component is defined in DoD Instruction 5025.01, "DoD Directives Program," September 26, 2012, Glossary, Part II. Definitions.

ACQDEMO
RATING OFFICIAL CHANGE AND EMPLOYEE MOVEMENT MATRIX – CHANGE 4 (plus changes incorporated from Change 3)

TABLE 5. SPECIALLY SITUATED EMPLOYEES

#	SCENARIO	ACTION REQUIRED ²¹	CA	CRI ²²	GENERAL PAY INCREASE	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. Employee is placed on an extended appraisal cycle, ending the following 30 September.	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 webpage.
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 – Prepared by rating official assigned to employee as of 30 September. During this period, the rating official has three options, guided by local business rules: a. Use available observations and documentation to prepare an assessment and determine a recommended OCS; OR b. Presume the employee is contributing consistently with his/her EOCS representative of his/her pay level ²³ by recommending the EOCS for the annual rating;” OR c. Recommend the pay pool panel re-certify the employee’s last contribution appraisal OCS ²³ if greater than the current EOCS. [Option c. is not available (1) for first year AcqDemo assessments and or (2) for employees who have changed broadband levels during the scenario period.]	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. Confer with supervisor to determine Presumptive Status. b. Enter the selected status in Part 2 on the Employee Detail webpage. Select: - None (eligible for a rating) - Due to Circumstance (expected) - Due to Circumstance (recertify)

²¹ For detailed processing instructions for the various job changes, refer to CAS2NET User Guide Fall 2012 under Tools tab at AcqDemo.dau.mil.

²² 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.

²³ Presumptive—Statuses 2 and 3 take into account those programs, such as the Uniformed Services Employment and Reemployment Rights Act (USERRA), that require employees who are absent from their normal duties due to commitments to these programs to receive the same benefits during their absence as if they were still working in their normal job.