

ACQDEMO

RATING OFFICIAL CHANGE AND EMPLOYEE MOVEMENT MATRIX – October 2020

TOPIC

NAVIGATION

Select the appropriate table below for the scenario describing rating official employee change.

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TABLE OF CHANGES

Date of Change	Table	Topic
12/04/2019	All	Various changes for consistent terminology, simplify and update information.
10/19/2020	Table 2, Scenario 1	The option to complete an annual assessment in lieu of a closeout if within 60 days of the end of the rating period.
10/19/2020	Table 3, Scenario 1	Added new scenario for an AcqDemo employee leaving AcqDemo to a non-AcqDemo Federal position before 30 Sep.
10/19/2020	Table 3, Scenarios 2 and 3	Re-numbered due to addition of Scenario 1 to Table 3

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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 NOTES
1	On or before close of business COB ⁶ 30 Sep, employee's rating official changes	<p>Self-Assessment – Optional for employee.³</p> <p>Closeout – Mandatory. The losing rating official prepares closeout assessment for use by the new rating official to determine recommended OCS.</p> <p>Exception – The losing rating official may use an approved Midpoint Review in lieu of a Closeout if departing during the time period designated for Midpoint Reviews by the organization.</p> <p>Annual Assessment – Mandatory. Prepared by rating official assigned to employee as of 30 Sep. 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.</p> <p>If a closeout assessment is available, rating official may use for annual assessment to determine OCS/PAQL scores.</p>	Full Eligibility.	Full Eligibility.	Full Eligibility.	Employee's salary applied to organization's pay pool funding calculation.	<p>a. Verify if self-assessment is required based on your organization's business rules.</p> <p>b. In CAS2Net, update new rating official's name in current User Profile after closeout assessment is released or annual assessment is approved.</p> <p>Note: Rating Official assigned on COB 30 September will be the Rating Official with access to employee's CCAS records</p>

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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
2	On or after 1 Oct, but before 1 Jan, employee's rating official changes. Employee has served under CCAS for 90 calendar days immediately prior to COB ⁶ 30 Sep.	Self-Assessment – Optional for employee. ³	Full Eligibility.	Full Eligibility.	Full Eligibility.	Employee's salary applied to organization's pay pool funding calculation.	a. Verify if self-assessment is required based on your organization's business rules.
		Closeout – Optional. Assessments are not required during the 90-day period at the beginning of a new CCAS cycle. However, the losing rating official may prepare a closeout to document significant contributions that occur during this period.					b. In CAS2Net, update the current User Profile with new rating official's name.
		Annual Assessment – Mandatory - If losing rating official did not prepare an annual assessment for the "just completed" cycle (ending COB ⁶ 30 Sep), the new rating official may use available observations and documentation to prepare an assessment and determine a recommended OCS and PAQL for each factor or select a presumptive rating as applicable. If a closeout assessment is available, rating official may use for annual assessment to determine OCS/PAQL scores.					c. In CAS2Net, if departing rating official did not prepare an annual assessment, verify/update rating departing rating official's name is assigned on the employee's record in Previous Cycle Data Module

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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	CRI ²	GENERAL PAY INCREASE ²	PAY POOL FUNDING ALLOCATION	PAY POOL ADMINISTRATOR NOTES
1	On or before close of business COB ⁶ 30 September, an employee having been in AcqDemo for at least 90 calendar days or more immediately preceding COB ⁶ 30 September had a job change from his/her current position to a different AcqDemo position.	<p>Self-Assessment – Optional for employee.³</p> <p>Closeout – Mandatory - 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 new rating cycle.</p> <p>Exception 1 – The losing rating official may prepare a midpoint review in lieu of a closeout if the employee is departing during the time period designated for midpoint reviews by the organization.</p> <p>Exception 2 – The losing RO may prepare an annual assessment in lieu of a closeout if within 60 days of the end of the rating cycle for consideration of the gaining supervisor and pay pool panel.</p> <p>Annual Assessment – Mandatory. 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 a presumptive rating as applicable.</p> <p>If a closeout assessment is available, rating official may use for annual assessment to determine OCS/PAQL scores.</p>	Full Eligibility. Identified and funded by organization to which assigned on 30 September.		Full Eligibility.	<p>Employee’s salary applied to pay pool funding calculation for pay pool to which assigned on 30 September.</p> <p>Employee’s CCAS payout will be paid by the pay pool to which assigned on the effective date of the payout, which is the beginning of the first full pay period in January.</p>	<p>a. Verify if self-assessment is required based on your organization’s business rules.</p> <p>b. In CAS2Net, after a closeout assessment is released, transfer the user using the Transfer function located in the user’s profile.</p> <p>c. For gaining organizations, update new rating official name in user’s profile.</p> <p>a. In CAS2Net, after an annual assessment is approved, use the Transfer function to transfer the user’s record out of current organization to Transfer List.</p>

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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
2	On or after 1 October, but before the effective date of payout (i.e., the beginning of the first full pay period in January), employee having been in AcqDemo for at least 90 calendar days or more immediately prior to COB ⁶ 30 September had a job and/or rating official change.	<p>Self-Assessment – Optional for employee³</p> <p>Closeout – Optional. Assessments are not required during the first 90-day period of a new CCAS cycle. However, the losing rating official may prepare a closeout to document significant contributions that occurred during this period.</p> <p>Annual Assessment – Mandatory - Annual assessment is required and prepared by losing rating official for the just completed rating cycle.</p>	Full Eligibility. Identified and funded by organization to which assigned on 30 Sep but paid by the gaining organization assigned on the effective date of the payout.	<p>Full Eligibility. Identified and funded by organization to which assigned on 30 Sep but paid by the gaining organization assigned on the effective date of the payout.</p> <p>Reassignment or lateral transfer - Employee is eligible for a CRI.</p> <p>Promotion – Employee is eligible for a CRI if the new computed pay is greater than the promotion pay; otherwise, rollover the CRI to CA.</p>	Full Eligibility. Gaining organization processes.	Employee’s salary applied to pay pool identified and funded by organization to which assigned on 30 Sep but paid by organization to which assigned on the effective day of the payout, which is the beginning of the first full pay period in January.	<p>a. Verify if self-assessment is required based on your organization’s business rules.</p> <p>b. In CAS2Net, if applicable update User Profile’s Post Cycle Activities.</p> <p>c. Update the current User Profile: - New rating official name - New Organization Info - New HRSO code</p> <p>d. After annual assessment is released use the CAS2Net Transfer Function to transfer the user’s record out of current organization to Transfer List.</p> <p>e. Do Not Remove the user’s record from Previous Cycle Data Module.</p> <p>f. Gaining administrator uses CAS2Net Transfer Function to transfer the user’s record to the organization/pay pool/sub-panel.</p>

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

#	SCENARIO	ACTION REQUIRED ¹	CA	CRI ²	OTHER AVAILABLE COMPENSATION	GENERAL PAY INCREASE ²	PAY POOL FUNDING ALLOCATION	PAY POOL ADMINISTRATOR NOTES
1	On or before close of business COB ⁶ 30 September, an employee having been in AcqDemo for at least 90 calendar days or more immediately preceding COB ⁶ 30 September had a job change from his/her current position to a non-AcqDemo position.	Self-Assessment – Optional for employee. ³	N/A	N/A	An option is a non-rating based award processed and funded by organization to which assigned before/on effective date of movement out of AcqDemo before 30 Sep.	Gaining organization processes	N/A	a. Archive User Profile b. As applicable, coordinate with HR to process non-rating based award either as (1) a DCPDS for Ex-Employee or (2) MIPR approved award fund to gaining non-AcqDemo Federal activity
		Closeout – Optional - Losing rating official may prepare a closeout assessment.						
		Annual Assessment – N/A						
2	After COB ⁶ 30 Sep, employee moved to a non-AcqDemo organization and had served under CCAS less than 90 calendar days immediately preceding the end of the rating period, e.g., employee’s AcqDemo start date was 5 July and moved after 30 Sep.	Self-Assessment – Optional for employee. ³	N/A for CA. Non-rating based award may be funded by organization to which assigned on 30 Sep.	N/A	Reference: DCPDS Processing CCAS Payouts for ex-employee process	Full Eligibility. Gaining organization processes.	Employee’s salary applied to pay pool to which assigned on 30 Sep.	a. Verify if self-assessment is required based on your organization’s business rules. b. In CAS2Net, update User Profile and use the CAS2Net Archive Function to annotate Loss Reason/Date.
		Closeout – Optional - Losing rating official may prepare a closeout assessment.						
		Annual Assessment – N/A						
3	Employee was under CCAS on COB ⁶ September 30, had served under CCAS for 90 calendar days or more	Self-Assessment – Optional for employee. ³	Optional – See Note ⁷	N/A		Full Eligibility. Employee’s organization on effective	Employee’s salary applied to pay pool to which assigned on 30 Sep.	a. Verify if self-assessment is required based on your organization’s business rules.
		Closeout – Optional - Losing rating official may prepare a closeout.						

#	SCENARIO	ACTION REQUIRED ¹	CA	CRI ²	OTHER AVAILABLE COMPENSATION	GENERAL PAY INCREASE ²	PAY POOL FUNDING ALLOCATION	PAY POOL ADMINISTRATOR NOTES
	immediately preceding COB ⁶ 30 Sep, and departed to a non-AcqDemo organization on or after 1 October but before the effective date of the CCAS payout, which is the beginning of the first full pay period in January.	Annual – Mandatory - The rating official prepares an annual assessment for the “just completed” cycle (ending 30 Sep). 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 a presumptive rating as applicable. If a closeout assessment is available, rating official may use for annual assessment to determine OCS/PAQL scores.				date of GPI processes.	If pay pool uses the DCPDS Processing of CCAS payouts for Ex-Employee, the payouts NOAC 886 (CA) and/or NOAC 885 (CRI Carryover) will be paid by the pay pool the employee was assigned to on 30 Sep.	<p>b. In CAS2Net, update User Profile and use the CAS2Net Archive Function to annotate Loss Reason/Date.</p> <p>c. PPA may override employee from calculations in CMS.</p> <p>d. Do not remove the user’s record from Previous Cycle Data Module.</p>

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TABLE 4. ACQDEMO SEPARATIONS⁵ AND RETIREMENTS

#	SCENARIO	ACTION REQUIRED ¹	CA	CRI ²	OTHER AVAILABLE COMPENSATION	GENERAL PAY INCREASE ²	PAY POOL FUNDING ALLOCATION	PAY POOL ADMINISTRATOR NOTES
1	Employee departs prior to COB ⁶ 30 Sep	Self-Assessment – N/A	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. In CAS2Net, update User Profile and use the CAS2Net Archive Function to annotate Loss Reason/Date.
		Closeout – N/A.						
		Annual Assessment – N/A						
2	Employee departs on or after COB ⁶ 30	Self-Assessment – N/A	Optional – See Note ⁷	N/A	Reference: DCPDS ex-employee process	N/A	Employee’s salary applied to pay pool identified and	a. Update User Profile and use the CAS2Net Archive Function to
		Closeout – N/A						

#	SCENARIO	ACTION REQUIRED ¹	CA	CR ²	OTHER AVAILABLE COMPENSATION	GENERAL PAY INCREASE ²	PAY POOL FUNDING ALLOCATION	PAY POOL ADMINISTRATOR NOTES
	Sep, but before the effective date of the rating payout, which is the beginning of the first pay period in January.	<p>Mandatory. Prepared by rating official assigned to employee as of 30 Sep. 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.</p> <p>If a closeout assessment is available, rating official may use the annual assessment to determine OCS/PAQL scores.</p>					funded by organization to which assigned on 30 Sep.	<p>annotate Loss Reason/Date.</p> <p>b. Verify user's record is in Previous Cycle Data module. Do Not Delete.</p>

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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 between 4 July and 30 September.	Self-Assessment – N/A	N/A	N/A	Full Eligibility	Employee’s salary applied to employee’s pay pool funding calculation.	<p>a. In CAS2Net, update the User Profile > Salary Information panel and select Presumptive Rating Status 1- due to time.</p> <p>b. If update is done after 1 October, update presumptive Status in Previous Cycle Data</p>
		Closeout – N/A					
		Annual Assessment – N/A Considered in parity with current basic pay (EOCS) and no assessment given. Employee is placed on an extended appraisal cycle, ending close of business the following 30 Sep.					
2	Employee has 90 calendar days under CCAS immediately prior to the end of the rating cycle, i.e. 3 July through COB ⁶ 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 – N/A	Full Eligibility	Full Eligibility.	Full Eligibility	Employee’s salary applied to employee’s pay pool funding calculation.	<p>a. Confer with supervisor to determine Presumptive Status.</p> <p>b. If update is done after 1 October, update presumptive Status in Previous Cycle Data</p>
		Closeout – N/A					
		Annual Assessment – Mandatory. Prepared by rating official assigned to employee as of COB 30 Sep. 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 a presumptive status as applicable.					

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NOTES:

¹ For detailed processing instructions for the various rating official changes, refer to CAS2Net User Guide at <https://acqdemo.hci.mil/docs/CAS2Net2.0UserGuide.pdf>.

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, Participating Organizations and/or local policies may require self-assessments to be accomplished. Employees 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 Employee leaves government service. Employee should consult with their local HR representative.

⁶ Definition of COB is 11:59 p.m.

⁷ The authority to pay the awards (NOA 885 and NOA 886) is 5 USC Ch. 45: Incentive Awards, §4505. Awards to former employees. An agency may pay or grant an award under this subchapter notwithstanding the death or separation from the service of the employee concerned, if the suggestion, invention, superior accomplishment, other personal effort, or special act or service in the public interest for which the award is proposed was made or performed while the employee was in the employ of the Government.