



OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3000

ACQUISITION,  
TECHNOLOGY  
AND LOGISTICS

JUL 1 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: AcqDemo Memorandum (AM) 13-03 – AcqDemo Assessment  
Requirements upon a Rating Official Change or Employee Movement

References: (a) DoD Civilian Acquisition Workforce Personnel Demonstration Project (AcqDemo), Operating Procedures, May 15, 2003  
(b) CAS2NET User Guide Fall 2012 at AcqDemo.dau.mil, Tools tab  
(c) Federal Register (FR), Volume 64, No. 5, Friday, January 8, 1999, Part VII, pages 1426–1494 (64 FR 1426) as amended

Enclosure: (1) AcqDemo Rating Official Change and Employee Movement Matrix

Purpose. AM 13-03 provides a tool to assist managers, supervisors, and pay pool administrators to determine the appropriate assessment, i.e., a closeout rating or annual assessment; a Contribution Rating Increase (CRI) and or Contribution Award (CA) determination; and pay pool/organization to fund a payout when an employee moves to a different pay pool or a non-AcqDemo organization, retires or separates from Government service, or is considered a specially situated employee.

Effective Date. This AM is effective immediately as an augmentation to References (a) and (b) and will expire upon incorporation into an upcoming revision of Reference (a). Please ensure the widest dissemination possible to all AcqDemo organizations.

Background. A number of questions regarding appropriate processing for certain employee status categories have reached the AcqDemo Program Office through the [AcqDemo.Helpdesk@dau.mil](mailto:AcqDemo.Helpdesk@dau.mil) email system as well as direct inquires. These queries centered around (1) changes in rating officials; (2) employee moves to a position in a different AcqDemo pay pool; (3) employees leaving AcqDemo to join a non-AcqDemo organization; (4) employees separating from Government service or retiring, and (5) employees meeting the specially situated criteria. To publicize the necessary assessment and payout decisions to be considered and or executed, it was determined that a short, top-level job aid, Enclosure (1), would be helpful to managers, supervisors, and pay pool administrators.

In preparing this document, it was noted that previous guidance on several items needed

to be clarified. The changes are noted below:

a. CCAS payout decisions provide compensation adjustments for the CCAS Rating of Record, which becomes effective on 1 January of the year following the accomplished appraisal. Because the Rating of Record serves as the basis of any CCAS payout, an employee must be assigned to an AcqDemo organization on 1 January, in order to be eligible to receive the payout. If the employee will not be assigned to an AcqDemo organization on 1 January, then organizations may recognize the employee's contribution with a cash award.

b. For employees whose official date of job change is during the period of October 1 to December 31, CRI's will no longer be paid by an AcqDemo Pay Pool/organization for departing employees going to a non-AcqDemo organization. Only awards such as Special Act Awards, determined and paid by the organization which benefited from the employee's contribution (normally the losing organization), may be used to reward employees departing to a non-AcqDemo Pay organization during this period.

c. For retirees and separations from Government service, compensation may be given in the form of a Special Act Award in accordance with local business rules, and processed via an SF-50 before employees depart. After departure, the award may need to be processed manually through the servicing Human Resources Office.

d. The descriptions for Presumptive – Status 2 and Presumptive – Status 3 ratings have been modified to 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. The new definitions are:

- 1) Presumptive – Status 2: Presume the employee is contributing consistently with his/her EOCS representative of his/her pay level; and
- 2) Presumptive – Status 3: Re-certify the employee's last contribution appraisal OCS.

e. When an employee, departs from his/her current pay pool and moves to a different AcqDemo pay pool during the period July 1 to the September 30, three options are available for the gaining rating official to conduct an annual contribution assessment for the employee. These options are:

- 1) Gaining rating official prepares an annual assessment including, as needed, information from the closeout assessment(s) provided by losing supervisor(s) when employee changed job(s) during the just completing cycle (ending 30 September) to determine a recommended OCS; *or*

2) Presume the employee is contributing consistently with his/her EOCS representative of his/her pay level by indicating “Presumptive—Status 2;” *or*

3) Re-certify the employee’s last contribution appraisal OCS by indicating “Presumptive—Status 3.” [Option 3 is not available for first year AcqDemo assessments.]

Guidance. While this job aid is meant to assist managers, supervisors, and pay pool administrators, Pay Pool Managers and supporting Pay Pool Panels are responsible for enacting closeout assessment, annual assessment, and payout determination policy for their respective organizations within the bounds of the regulations found in Reference (c), the implementing instructions of Reference (a), and DoD Component, Agency, or Field Activity guidance.



James D. Irwin  
AcqDemo Program Director

DISTRIBUTION

1 – OUSD (AT&L), HCI Director

2 – AcqDemo Executive Council Members