

ACQDEMO

RATING OFFICIAL CHANGE AND EMPLOYEE MOVEMENT MATRIX – June 2022

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 | Topics |
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| 03/11/2022 | All | Various changes for consistent terminology, simplify and update information. |
| 03/11/2022 | All | Updated Pay Pool Administrator Notes. |
| 03/11/2022 | Table 3, Scenario 3 | Reformatted Scenario 3 to be on one page and added “Assessment” after “Annual”. |
| 03/11/2022 | Table 4, Scenarios 1 and 2 | Reformatted Table 4 to one page. Scenario 2 added “Annual Assessment” before “Mandatory - ...” |
| 03/11/2022 | Added Footnote 8 | Definition of presumptive statuses. |
| 06/15/2022 | All | Clarification and administrative changes |

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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. Check local business rules.³</p> <p>Closeout – Mandatory. The losing rating official prepares closeout assessment for use by the new rating official to determine recommended OCS. 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 it for the annual assessment to determine OCS and 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 current User Profile with new rating official's name after closeout assessment is released or annual assessment is submitted to pay pool.</p> <p>Note: Rating official assigned on COB 30 September will be in the Previous Cycle Data for the employee as the rating official with access to employee's CCAS contribution plans, midpoints, closeouts (if applicable), additional feedbacks (if applicable), ACDP assessments (if applicable), annuals, and salary appraisal forms.</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. | <p>Self-Assessment – Optional for employee. Check local business rules.³</p> <p>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.</p> <p>Annual Assessment – Mandatory - If losing rating official <i>did not prepare</i> an annual assessment for the “just completed” cycle (ending COB⁶ 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.</p> <p>If a closeout assessment is available, rating official may use it for the annual assessment to determine OCS and 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 the current User Profile with new rating official’s name.</p> <p>c. In CAS2Net, if departed rating official did not prepare an annual assessment, verify responsible rating official then update employee’s record in Previous Cycle Data with the new rating official name.</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

| # | 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. Check local business rules.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 it for the annual assessment to determine OCS and PAQL scores.</p> | Full Eligibility. | | 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, if the employee is going to another pay pool, after a closeout assessment is released, to transfer user out of losing pay pool, in User Profile use Transfer User function to enter end date and select gaining pay pool, if known.</p> <p>c. In CAS2Net, the gaining pay pool updates User Profile with new rating official name and as applicable sub-panel, HRSO, locality, etc.</p> <p>a. In CAS2Net, after an annual assessment is submitted to pay pool, to transfer user out of losing pay pool, in User Profile use Transfer User function to enter end date and select gaining pay pool, if known.</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 employee. Check local business rules.³</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. | <p>Full Eligibility.</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. | <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, if applicable update User Profile’s Post Cycle Activities for promotion, fully ratable temporary promotion, or change to lower broadband.</p> <p>c. Update the current User Profile: - New rating official name - New Organization Info - New HRSO code - New locality code</p> <p>d. After annual assessment is submitted to pay pool use Transfer User function to transfer the User Profile out of losing pay pool to List Unassigned Users in CCAS Management > Archived/Transfer.</p> <p>e. Do Not Remove the user’s record from Previous Cycle Data.</p> <p>f. Gaining administrator uses CAS2Net > CCAS Management > Archived/Transfer to assign User Profile to pay pool.</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 (Federal) position. | Self-Assessment – Optional for employee. Check local business rules. 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. Reference: DCPDS processing for Ex-Employee | Full Eligibility. Gaining organization processes | N/A | a. Verify if self-assessment is required based on your organization’s business rules. b. In CAS2Net, open User Profile then select Archive to remove the User Profile from the pay pool and to annotate Loss Reason and Loss Date. c. As applicable, coordinate with HR to process non-rating based award either |
| | | 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 (Federal) 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. Check local business rules. 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. Reference: DCPDS processing for Ex-Employee | Full Eligibility. Gaining organization process | Employee’s salary applied to pay pool to which assigned on 30 Sep | (1) Using the DCPDS process for Ex-Employee or (2) MIPR award fund to gaining non- AcqDemo Federal activity |
| | | Closeout – Optional - Losing rating official may prepare a closeout assessment. | | | | | | |
| | | Annual Assessment – N/A | | | | | | |

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

| # | SCENARIO | ACTION REQUIRED ¹ | CA | CRI ² | OTHER AVAILABLE COMPENSATION | GENERAL PAY INCREASE ² | PAY POOL FUNDING ALLOCATION | PAY POOL ADMINISTRATOR NOTES |
|---|--|---|-----------------------|------------------|--|---|---|---|
| 3 | Employee was under CCAS on COB ⁶ September 30, had served under CCAS for 90 calendar days or more immediately preceding COB ⁶ 30 Sep, and departed to a non-AcqDemo (Federal) 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. | <p>Self-Assessment – Optional for employee. Check local business rules.³</p> <p>Closeout – Optional - Losing rating official may prepare a closeout assessment.</p> <p>Annual Assessment – 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 rating⁸ as applicable. If a closeout assessment is available, rating official may use it for the annual assessment to determine OCS and PAQL scores.</p> | Optional – See Note 7 | N/A | <p>Reference: DCPDS processing for Ex-Employee</p> <p>An alternative to the CA 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.</p> | Full Eligibility. Employee’s organization on effective date of GPI processes. | <p>Employee’s salary applied to pay pool to which assigned on 30 Sep.</p> <p>If pay pool uses the DCPDS processing 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> | <p>a. Verify if self- assessment is required based on your organization’s business rules.</p> <p>b. In CAS2Net, open User Profile then select Archive to remove the User Profile from the pay pool and to annotate Loss Reason and Loss Date.</p> <p>c. Do not remove the user’s record from Previous Cycle Data Module.</p> <p>d. PPA may override employee’s CRI and CA calculations in CMS.</p> <p>e. The draft watermark on the Salary Appraisal Form will be removed once the supervisor signs, since it is not official without a supervisor signature.</p> |

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TABLE 4. ACQDEMO SEPARATIONS⁵ 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 before 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, open User Profile then select Archive to remove the User Profile from the pay pool and to annotate Loss Reason and Loss Date. |
| | | Closeout – N/A. | | | | | | |
| | | Annual Assessment – N/A | | | | | | |
| 2 | Employee departs on or after COB ⁶ 30 Sep, but before the effective date of the CCAS payout, which is the beginning of the first pay period in January. | Self-Assessment – N/A | Optional – See Note ⁷ | N/A | Reference: DCPDS processing for Ex-Employee | N/A | Employee’s salary applied to pay pool identified and funded by organization to which assigned on 30 Sep. | In CAS2Net, open User Profile then select Archive to remove the User Profile from the pay pool and to annotate Loss Reason and Loss Date. Verify user’s record is in Previous Cycle Data. Do Not Delete. The draft watermark on the Salary Appraisal Form will be removed once the supervisor signs, since it is not official without a supervisor signature. |
| | | Closeout – N/A | | | An alternative to the CA 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. | | | |
| | | 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. ⁸ If a closeout assessment is available, rating official may use it for the annual assessment to determine OCS and PAQL scores. | | | | | | |

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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. | In CAS2Net, update the User Profile > Salary Information panel and select Presumptive Rating Status 1- due to time. If update is done after 1 October or User Profile is created after 1 October, add user to Previous Cycle Data and update as Presumptive Status 1 – due to time. |
| | | 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. | Confer with supervisor to determine Presumptive Status 2 – Expected OCS and RoR Level 3 Fully Successful or Presumptive Status 3 – Recertify last year’s OCS, PAQLs and RoR. If presumptive status is determined after 1 October, update the presumptive status in Previous Cycle Data. |
| | | 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. ⁸ | | | | | |

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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.

⁸ There are five Presumptive Statuses: Presumptive Status 1: New AcqDemo hires with less than 90 calendar days immediately preceding the end of the current appraisal cycle are not eligible for an annual CCAS contribution assessment due to time; Presumptive Status 2: Presume contributions are consistent with EOCS for the current OCS, a Fully Successful RoR, and a PAQL of 3 for each of the three appraisal factors unless there are extenuating circumstances such as performance issues; Presumptive Status 3: Extended absences when there is a previously approved CCAS appraisal in the 4-year period preceding the end of the current appraisal cycle; Presumptive Status 4: Prolonged absence due to work-related injury or full time union representation duties and presumes the employee is contributing consistently with his/her EOCS representative of his/her basic pay level by recommending the EOCS for the OCS, a Fully Successful RoR, and a PAQL of 3 for each of the three appraisal factors; and Presumptive Status 5: Reserved for RIF related procedures for employees who are absent for military service.