



HR Training for Human Resources Professionals

DoD Civilian Acquisition Workforce Personnel Demonstration Project

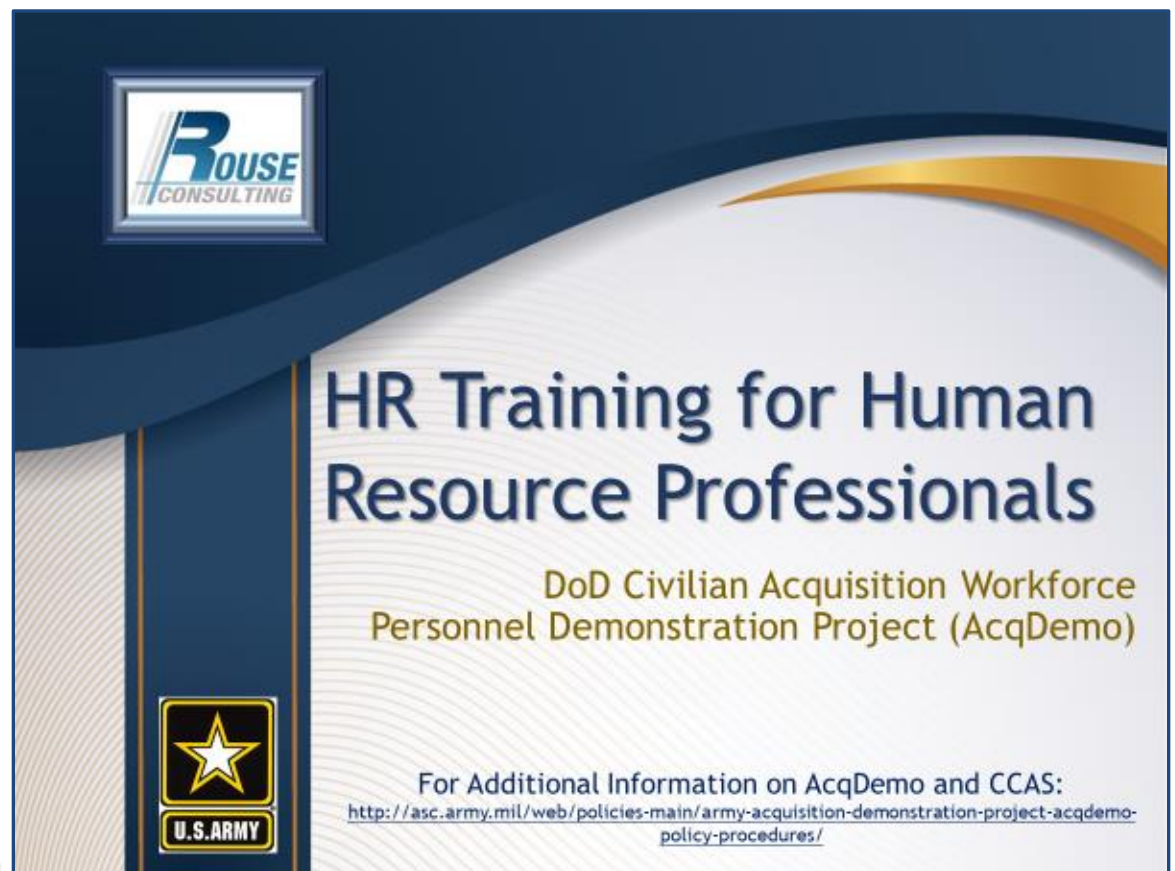




Table of Contents

Course Objectives	7
Introduction	8
AcqDemo HR Roles	9
Activity – AcqDemo Discussion	10
Purpose of AcqDemo	11
Legislative History	13
The Benefits for Employees	14
The Benefits for Supervisors	15
The Benefits for HR Staff	16
AcqDemo Population	17
What Stays the Same in AcqDemo	18
What’s Changing in AcqDemo	18
Of Note... ..	19
Participation Eligibility	20
Exclusions	21
Legal Authority Codes	22
Pay Rate Determinants (PRDs)	23
AcqDemo Classification and Structure	25
GS to AcqDemo Terminology Crosswalk	26
Broadbanding	27
GS to AcqDemo Conversion Classification	28
Classification Overview	29
Classification Authority	30
AcqDemo Classification Process	31
Broadbands	32
Transition Example	33
Classification and Contribution Factors	34
Factor Level Descriptors and Discriminators	35
Deputies, Supervisors and Team Leaders	36
Maximum Broadband Level	37
GS Target Career Level	38
Position Requirements Document (PRD)	39
Generating PRDs in FASCLASS	41


Creating a PRD in FASCLASS.....	42
Fair Labor Standards Act (FLSA) Determination	45
PD to PRD Edits in FASCLASS.....	47
Position Requirements Document Process.....	50
Activity – Determine Position Career Path	51
Classification Appeals	52
Practice Scenario (Introduction and Overview).....	53
Practice Scenario (Position Classification)	54
Recruitment and Staffing.....	55
Types of Appointments.....	57
Competitive and Non-Competitive Actions	58
Direct Hire Appointment (DHA) Authorities	59
DHA Authority for the NH Career Path.....	60
DHA Authority for Veterans.....	61
DHA Authority for Student Interns	62
Scholastic Achievement Appointment Authority	63
Targeted Recruitment and Outreach.....	64
Defense College Acquisition Internship Program (DCAIP).....	65
DCIPS Interchange Agreement.....	66
Rule of Many.....	67
List of Candidates.....	68
Determining Applicant Eligibility	69
AcqDemo Qualifications	69
AcqDemo Veteran’s Preference	70
Modified Term Appointment.....	71
AcqDemo Vacancy Announcements.....	74
Internal Placement Actions.....	75
Internal Merit Promotion.....	76
Expanded Detail and Temporary Promotion Authority.....	78
Probationary Periods	79
Voluntary Emeritus Program	80
Sabbaticals	81
Practice Scenario (Strategic Staffing).....	82
Pay Administration	85
AcqDemo Pay Setting Overview	87
Broadband Pay Scale.....	88

Conversion Pay Setting	89
Conversion Pay Setting Exercise	91
Buy-Ins	93
Buy-Ins from Another Pay-Banded System	95
Determining GS Grade and Pay Equivalency	96
When GS Equivalency Determination Is Needed	98
AcqDemo Highest Previous Rate (HPR)	99
Retained Pay Employees and the General Pay Increase (GPI)	100
Retained Pay Employees and Adverse or Contribution-Based Actions.....	101
Accelerated Compensation for Developmental Positions (ACDP)	102
ACDP Career Ladder Example.....	105
Supervisory and Team Leader Cash Differentials.....	106
“The 3 Rs”	110
Non-CCAS Awards.....	111
Aggregate Limitation on Pay	112
Involuntary Changes in Pay, Broadband Level, Career Path	113
Involuntary Changes in Pay, Lower Broadband Level, Career Path	114
Voluntary Change to Lower Broadband Level, Career Path	115
Practice Scenario (Setting an Appropriate Pay Range).....	116
Conclusion	119
Activity – The Way Forward Discussion.....	119
AcqDemo Program Highlights	120
AcqDemo Program Support.....	121
Appendices.....	123
Operating Guide (v.3.4, June 15, 2022), Chapter 3, Appendix 3 – Occupational Series and Titles.....	123
343 Position Requirements Document	135
1102 Position Requirements Document	139
NH Factor Level Descriptors	143
2022 GS Base Pay Table.....	151
Operating Guide (v. 3.4, June 15, 2022), Chapter 4, Appendix B – Processing AcqDemo Personnel Actions	153
Operating Guide (v. 3.4, June 15, 2022), Chapter 4, Appendix C – Competitive and Non-Competitive Movement Matrix.....	163
Operating Guide (v. 3.4, June 15, 2022), Chapter 4, Appendix D – AcqDemo Appointment and Hiring Authorities	169




Course Objectives


- Identify the requirements and responsibilities for HR Professionals in AcqDemo
- Present HR management flexibilities unique to AcqDemo is classification and pay setting
- Identify requirements and resources for moving forward




As we work through this course, you will gain insight into your role as a human resource professional supporting managers and employees in AcqDemo and become aware of the unique personnel management flexibilities available. You will know how to become a valuable partner to the acquisition population you service by understanding these flexibilities and how they can be used effectively in your recruiting, staffing and pay setting activities.



Introduction



- AcqDemo Roles
- Purpose of AcqDemo
- AcqDemo Program Evolution
- The Benefits for Employees
- The Benefits for Supervisors
- AcqDemo Population
- Participation Eligibility
- Regulatory References



In this introductory section, we will take a moment to assess your human resources (HR) role, or roles, under AcqDemo; review the reason for AcqDemo's existence; and address some of the benefits of the system to employees, supervisors and you. We'll also take a quick look at the program's beginnings and subsequent development, the demographics of the current population, and what populations cannot participate in AcqDemo for one reason or another.



What is (or are) your role (or roles) as an HR professional in AcqDemo? Do you specialize in recruiting and staffing? Classification and compensation? Labor and employee-management relations? Some combination of these specializations or support the organization's HR processes in a servicing personnel center? Do you have the opportunity to advise managers, supervisors or employees about the options available to them under AcqDemo? Do you primarily complete personnel transactions associated with placement or pay setting? Regardless of your unique role, it is important to understand what this personnel system was designed to accomplish and develop a working knowledge of the hiring and pay setting options created to support that original design.



Activity – AcqDemo Discussion


Small Group Discussion:

- ➔ What role(s) will you play under AcqDemo?
- ➔ What are your issues/concerns about administering AcqDemo?


Each team shares highlights with the class.

5 

Notes:




Purpose of AcqDemo



To enhance the quality, professionalism, and management of the DoD acquisition workforce through improvements in the efficiency and effectiveness of the human resources management system.

It strives to support DoD's efforts to create a professional, agile, and motivated workforce that consistently makes smart business decisions, acts in an ethical manner, and delivers timely and affordable capabilities to the warfighter.

Section I.A. of the Federal Register dated November 9, 2017



AcqDemo was created to provide a flexible and responsive personnel system for DoD's Acquisition community—one that will continue to enhance the Department's ability to attract, retain, and motivate a high-quality acquisition workforce.

Federal employees who are familiar with the General Schedule, Title 5 and the Merit System Principles established in the Civil Service Reform Act of 1978, will find that many of the fundamental benefits of DoD employment remain unchanged. Among those things NOT affected by AcqDemo are benefits, leave, merit system principles, allowances and travel/subsistence expenses, and anti-discrimination laws.

Among the major goals of AcqDemo is to provide a system that retains, recognizes and rewards employees for their contribution, and also supports their personal and professional growth.

The phrase “rewards employees for their contribution” is really the key element that separates AcqDemo from other systems. AcqDemo focuses on the impact of contributions an employee makes to the mission of an organization. We discuss this unique concept further in other eLearning courses available on the AcqDemo website.

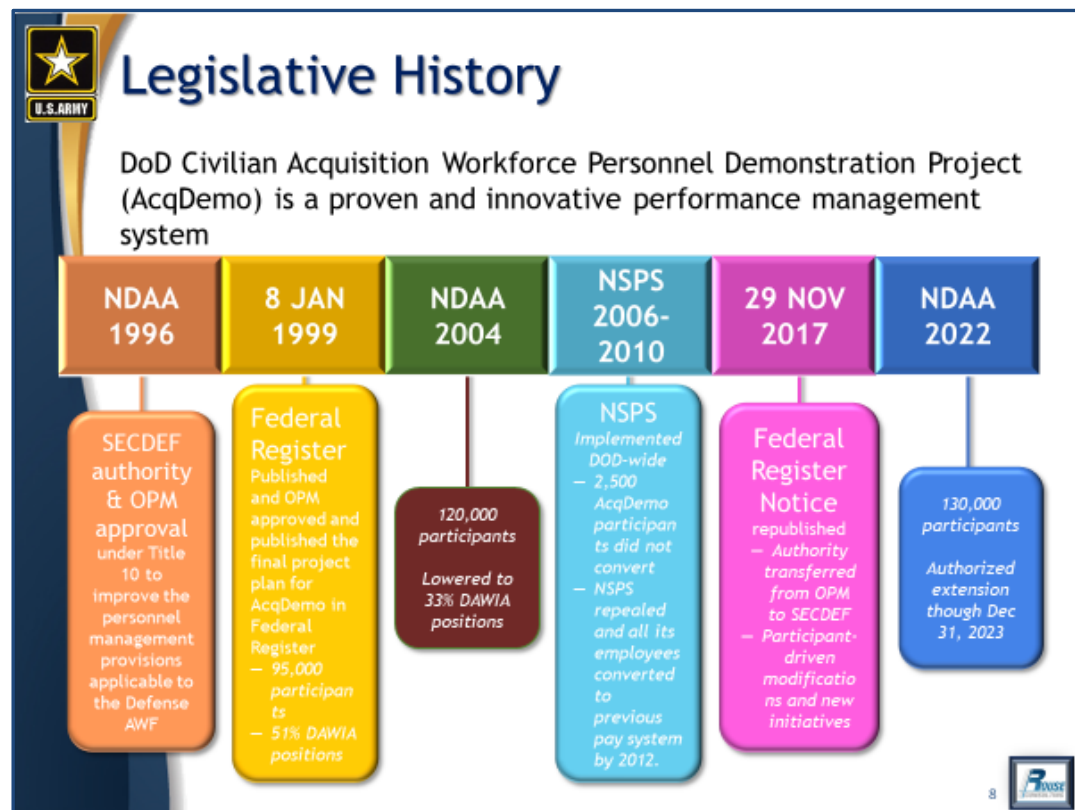


Purpose of AcqDemo

- Acquisition-based alternative human resource management pay and personnel system that provides managers and organizations with increased flexibilities in:
 - Recruitment
 - Staffing
 - Classification
 - Performance Management
 - Compensation
 - Employee Development

7





Let's quickly run through an AcqDemo Overview starting with how we got here.

AcqDemo is not new. It began with encouragement and authorization for the SECDEF to conduct a personnel demonstration project for the civilian acquisition workforce. Since its inception a number of amendments were published revising the program to either comply with regulatory changes or make modifications based on program execution. Currently, AcqDemo is authorized through 31 December 2026 with a ceiling of 130,000. Current participating organizations bring the total to over 50,000.

As we are all aware, NSPS was implemented as the Department of Defense personnel system in FY06/07. And, as of FY10, with the repeal of NSPS, organizations participating in AcqDemo prior to NSPS were required by law to return to AcqDemo.

After the successful transition of AcqDemo personnel from NSPS to AcqDemo in 2011, the AcqDemo Program Office authorized new organizations that meet the AcqDemo criteria to enter the demonstration project.

Most recently, the greatest changes to AcqDemo since its implementation was made official with the formal publication of a completely re-written Federal Register Notice on November 9, 2017.



The Benefits for Employees



- Tools to better understand contribution expectations
- Flexibility of movement within broadband
- Expanded temporary promotion and detail opportunities
- Expanded career development opportunities
- Contributions exceeding expectations rewarded with greater compensation and/or awards

9 

Let's review a few of the benefits for AcqDemo employees:

- It provides employees with tools to better understand contribution and performance expectations. These include the three required planning and feedback sessions with the supervisor, written contribution plans, expected contribution criteria, and the factor descriptors and discriminators.
- It allows for flexibility of movement within broadbands. Duties may change within a position or within-band reassignments can be accomplished non-competitively by giving employees the opportunity to expand their work experience.
- It provides a simplified process for temporary assignments and details without the need for official personnel actions. Non-competitive temporary promotions and details to higher broadband levels are also less complicated.
- It allows for expanded career development opportunities. In AcqDemo, employees can take on increased responsibility within a particular broadbanded position. Employees also experience the chance to take advantage of various training opportunities once limited to acquisition designated employees.
- And it has an appraisal system that rewards higher-than-expected contributions with greater compensation and/or monetary awards through the CCAS process.



The Benefits for Supervisors



- Local manager authorities to *manage* their acquisition workforce
- Tools for attracting and hiring a quality workforce
- Flexibilities in assignment of duties to meet mission challenges
- Opportunities for meaningful communication with employees
- Tools for linking employee contributions to pay
- Tools for addressing marginal or inadequate contributions and unacceptable quality of performance

10 

In addition to the benefits for employees, Supervisors also realize some benefits under AcqDemo.

- It provides local managers authority to actually *manage* their own acquisition workforce. For example, classification authority resides at the lowest practical level – in most cases this means the second-level supervisor.
- It provides the tools to attract and hire a quality workforce with flexible pay setting for external hires and a number of other direct hire authorities.
- It provides for flexibility in assignment of duties to meet mission challenges with the ability to create positions written at any level within a broadband.
- It provides opportunities for meaningful communication with employees through various feedback sessions under CCAS.
- It provides the tools to reward contributions at or above the expected level by linking compensation to contribution.
- And, it provides tools for addressing marginal or inadequate levels of contribution and/or unacceptable quality of performance.



The Benefits for HR Staff



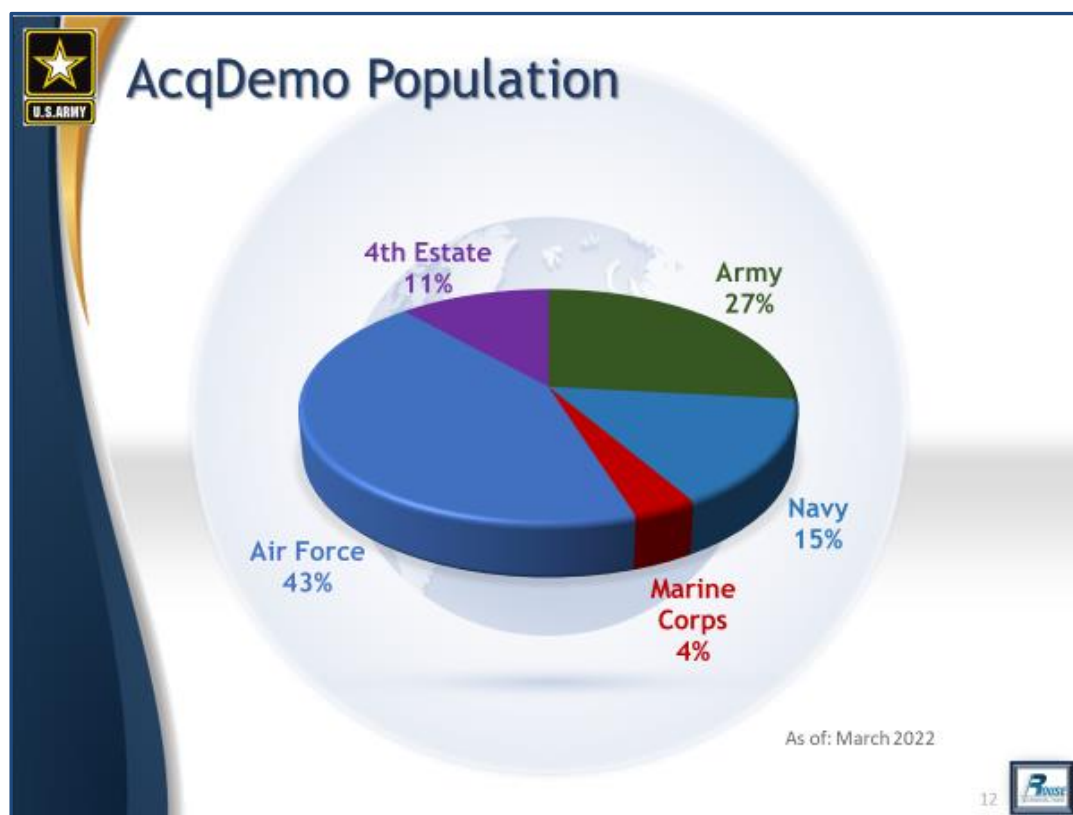
- Simplified Classification process
- Greater ease recruiting and selecting qualified candidates
- Reduced requirements for processing personnel actions
- Streamlined talent management processes
- More effective application of Veterans' Preference

11




HR staff also realize some benefits under AcqDemo.

- Classification is far simpler under AcqDemo with three factors replacing the cumbersome grade-setting criteria contained in OPM classification standards.
- Less stringent requirements associated with recruitment and placement.
- Fewer requirements for actually processing personnel actions.
- Greater ease in moving the talent needed as mission changes.
- More robust application of Veterans' Preference.





As of March 2022, this is how the participants in AcqDemo were distributed among the DoD Components.



What Stays the Same in AcqDemo


Benefits, Retirement, Health, Life, and other Benefits	Leave	Work Schedules	Allowances & Travel/ Subsistence Expenses
Veterans' Preference	All remain the same!		Prohibited Personnel Practices
Merit System Principles	Fundamental Due Process	Whistleblower Protection	Anti-Discrimination Laws

13 



What's Changed in AcqDemo

Terms and Definitions	Broadbands vs. Grades/Steps	Classification and Staffing
Rating and Rewarding	Support Tools	

14 




Of Note...

- No provisions in AcqDemo for...
 - Reassignment Salary Increase (up to 5%)
 - Special Salary Rates
 - Grade Retention (“Save Grade”)
- Pay Retention is indefinite in AcqDemo
 - Terminates only when employee’s salary catches up to the broadband’s base salary range
 - Reference - 5 CFR, Chapter 5 Part 536, Grade and Pay Retention applies
- Employees on their 2-year probationary period or supervisors on their 1-year probationary period at conversion continue until probationary period requirements are met

15




There are many different types of banding systems in the Army and DoD. Most of those are within the STRL environment. It’s easy to get confused about what applies to AcqDemo depending on your level of experience with these other systems.



Participation Eligibility

- To participate in AcqDemo, *organizations* must:
 - Be listed in the current AcqDemo Federal Register notice
 - Request out-of-cycle participation
 - Submit written request to participate to DoD via Component Representative
- To participate in AcqDemo, *personnel* must:
 - Occupy positions in approved occupational series
- Bargaining employees may be included only if the Union and the Agency have a written agreement covering participation
 - Written agreements are subject to DoD Agency head review and approval prior to implementation




16

To participate in AcqDemo, organizations must be listed in the federal register and submit a written request to the Army AcqDemo Office asking to participate.

Bargaining unit employees can come into AcqDemo only if there is a written agreement between the Union and their organization.



The Agency Head office at DOD must review the written agreement prior to implementation.

For individuals, the following exclusions apply.....



Exclusions

- Federal Wage System and Administratively Determined (AD) positions
- Primary or Secondary Law Enforcement Officer (LEO) positions
- Intelligence (DCIPS) positions
- Positions covered by the Science and Technology Reinvention Laboratory (STRL) demonstration project umbrella
- Positions allocated to a Physician and Dentist Pay Plan
- Senior Executive Service, Senior Level and Scientific and Technical (SES/SL/ST) positions
- Administrative Law Judge positions
- DoD Cyber Excepted Service (CES) Personnel System positions
- ACTEDS interns



The Federal Register identifies positions that are included and excluded from participating in AcqDemo. In addition, there have been some positions within the Department of Defense that have been identified by OSD memo as being excluded or exempt from participating due to other pending actions (for example, establishment of a separate personnel system).

Law Enforcement Officers (LEOs), due to their unique compensation, are excluded and continue to remain in their current pay system.

Defense Civilian Intelligence Personnel System, or DCIPS, employees, and employees covered by the Physician and Dentist Pay Plan are excluded from participating in AcqDemo since they are managed within their own specialized personnel and pay systems.

Senior Executive Service, Senior Level and Senior Technical positions, because they have their own personnel and performance system, are also excluded from AcqDemo.

Also excluded are those positions in designated cyber organizations or commands participating in the DoD Cyber Excepted Service (CES) Personnel System. This is a system recently established to manage the unique demands of the cyber workforce.

Finally, Army Civilian Training, Education, and Development Systems (ACTEDS) interns are excluded. ACTEDS is a system that ensures planned development of civilian members through a blending of progressive and sequential work assignments, formal training, and self-development for individuals as they progress from entry level to key positions.




Legal Authority Codes

- Actions taken under the auspices of AcqDemo
 - Use Legal Authority Code (LAC) Z2W, Public Law 11-0383
- Standard Title 5 authorities not waived or modified by AcqDemo (5 U. S. C. Chapter 47)
 - Use Nature of Action Codes (NOACs), LACs and Remark Codes in OPM's *"Guide to Processing Personnel Actions"* or those prescribed by DoD
- LACs calling for "Other citation (Law, Executive Order, or Regulation)" when action is described in the FRN
 - Use AcqDemo FRN reference "82 FR 52104 - dated 11/9/2017, (Title) Section (XX)"
- Refer to the AcqDemo Operating Guide, Chapter 4, Appendix B - Processing AcqDemo Personnel Actions for detailed guidance on processing common actions under AcqDemo


18





Pay Rate Determinants (PRDs)


- A PRD identifies any special factors that help determine an employee's rate of basic pay or adjusted basic pay
- Four valid PRDs for AcqDemo
 - PRD 0 = Regular Rate
 - PRD J = Retained Pay—Same Position
 - PRD K = Retained Pay—Different Position
 - PRD J = NSPS Retained Pay



There are four valid pay rate determinants (PRDs) for AcqDemo:


1. **PRD 0** is Regular Rate. Used for all employees, regardless of pay system, who receive a scheduled rate and for whom none of the following codes apply.
2. **PRD J** is Retained Pay--Same Position. Employee is receiving a retained rate of pay and continues to occupy the same position held before the reduction in grade or other action that otherwise would have resulted in a reduction in basic pay.
3. **PRD K** is Retained Pay--Different Position. Employee is receiving a retained rate of pay but is currently occupying a different position than that held before the reduction in grade or other action that otherwise would have resulted in a reduction in basic pay.
4. **PRD Y** is NSPS Retained Pay.





GS to AcqDemo Terminology Crosswalk

General Schedule	AcqDemo
Occupational Series	Occupational Series
Occupational Groups	Career Path & Pay Schedules Business Management and Technical Management Professional Technical Management Support Administrative Support
Pay Plan Code: GS	Pay Plan Designator: NH, NJ, NK
Grades 1-15/Steps 1-10	Broadband I, II, III, IV
Position Description (PD)	Position Requirements Document (PRD)

22 


There are key differences between the classification structure of the General Schedule (GS) and AcqDemo.

The GS structure is comprised of 15 grades (GS-1 thru GS-15). Each grade then has a base salary assigned for each of 10 steps (Step 1 thru Step 10). The higher the grade and step, the more responsibility a position encompasses and the higher the compensation.

AcqDemo positions are first grouped into 3 Career Paths defined by the characteristics of the work performed:


- 1) NH - Business Management and Technical Management Professional
- 2) NJ - Technical Management Support
- 3) NK - Administrative Support

Each Career Path then has a pay plan designator associated directly with it, and each pay plan designator is further delineated using three or four broadband levels.



Broadbanding


- Replaces General Schedule (GS) structure
- Occupations with similar characteristics grouped into 3 career paths with up to 4 broadband levels
- Facilitates seamless pay progression and competitive recruitment of quality candidates
- Benefits
 - Less frequent competitive promotions
 - Duty assignments easily realigned without need for official personnel actions
 - Increased potential for greater retention of quality employees
 - Greater flexibility for work assignments



The complexity of the current system and various hiring restrictions create delays; hamper management's ability to hire, develop, realign, and retain a quality workforce; and inhibit a quick response to economic and population changes. Today's environment of downsizing and workforce transition mandates organizations have maximum flexibility to manage their talent.


The use of broadbanding provides a stronger link between pay and contribution to the mission of the organization.

Broadbanding facilitates maximum flexibility for the organization to assign an employee within broad descriptions, consistent with the needs of the organization and the individual's qualifications. Assignments may be accomplished as realignments or reassignments and do not constitute a position change.



GS to AcqDemo Classification

Broadband Level	NH - Business and Technical Management Professional	NJ - Technical Management Support	NK - Administrative Support
I	GS 1 - 4	GS 1 - 4	GS 1 - 4
II	GS 5 - 11	GS 5 - 8	GS 5 - 7
III	GS 12 - 13	GS 9 - 11	GS 8 - 10
IV	GS 14 - 15	GS 12 - 13	




AcqDemo has three Career Fields – Business & Technical Management Professional, Technical Management Support, and Administrative Support which either have 3 or 4 broadband levels.

96% of Army AcqDemo is in the NH Career Path. 3% is NJ, these are folks with ‘technician’ in the occupational series title, and 1% falls in the Administrative Support Career Path. These include secretarial and clerical positions.

NH career path encompasses up to a GS-15 equivalent, NJ to a GS-13 equivalent, and NK to a GS-10 equivalent.


Occupational Series does not change when converting into AcqDemo.

Our Federal Register shows the alignment of occupational series to Career Path. For example, an 1102 – Contracting Specialist series falls under the NH career path, BBL 3 is equivalent to GS 12 and 13.



Classification Overview


- OPM classification standards used only for title and series
- Existing PDs converted to Position Requirements Document (PRD) combining position information, staffing requirements, contribution expectations (linked to mission), Quality of Performance expectations, and evaluation statement into a single document
 - PRDs describe duties, scope and difficulty of work within the broadband
 - Employees qualify at the minimum of the broadband
- Classification actions appealable



AcqDemo has its own classification criteria which is outlined in the Federal Register and defined in the Operating Guide. AcqDemo does use the OPM classification standards only for identifying the title and series of the position.


To document AcqDemo classification decisions, current Position Descriptions will be converted to AcqDemo Position Requirements Documents (PRDs) as we mentioned earlier in the transition chapter. This document combines position information with staffing requirements and contribution expectations. The classification factors (descriptors and discriminators) are written at the top of the broadband level and employees qualify at the minimum of the broadband level. PRDs describe the duties, scope and difficulty of the work within the broadband level which may not be reflective of top-of-the-broadband contribution requirements.

As with any classification system there is an appeals process covered later in this section. This is important in terms of classification overview because as we establish new AcqDemo PRDs, there is the potential for an increased number of classification appeals.



Classification Authority

- Classification authority delegated to Heads of Participating Organizations (or equivalent)
 - Heads of Participating Organizations may re-delegate authority to subordinate management levels
 - Re-delegated classification approval must be exercised at least one management level above the first-line supervisor
- Personnel specialists provide on-going consultation and guidance

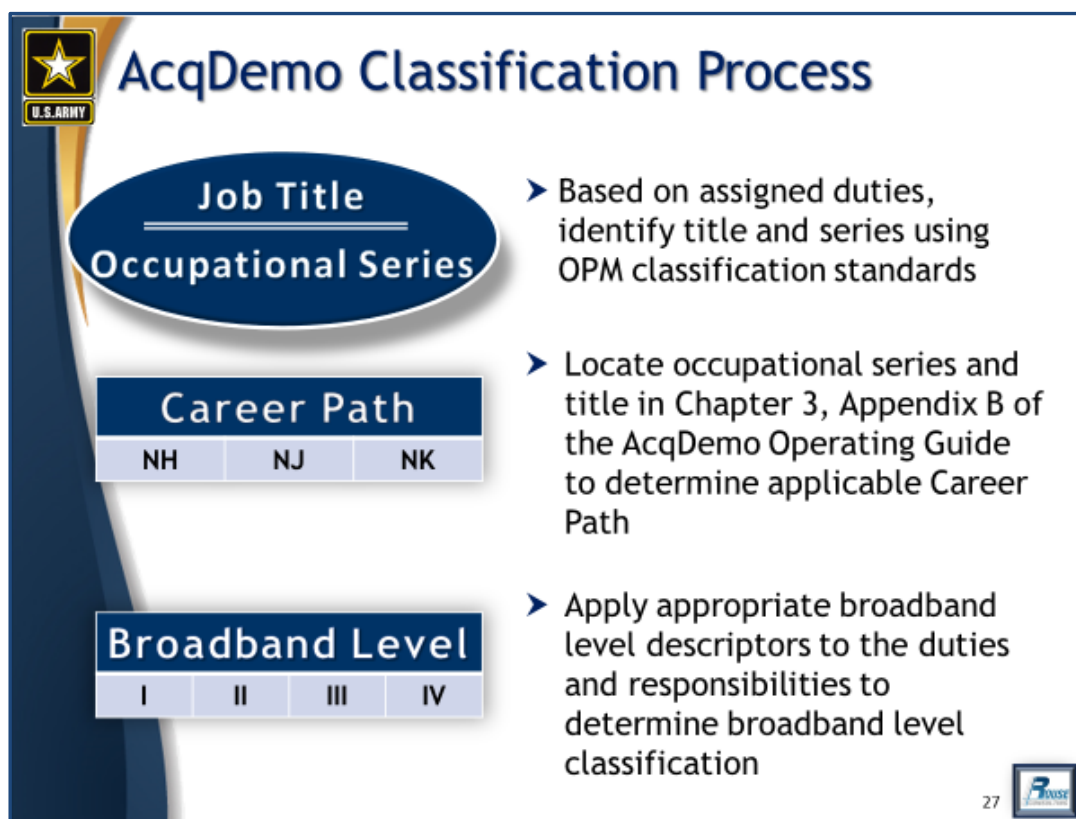


26

One of the main differences with AcqDemo from what you might be used to under GS, is the fact that the Federal Register provides classification authority to the Heads of Participating Organizations (or equivalent). This is one example of how AcqDemo allows for greater managerial control over personnel processes and functions as stated in the Purpose slide.

The Heads of Participating Organizations may re-delegate to subordinate levels but it must be exercised at least one management level above the first-line supervisor.


Personnelists will continue to advise management via on-going consultation and guidance. Each Participating Organization determines how its Classification will be handled. Individuals granted classification authority must receive appropriate training on the classification process.



The following will typically be performed by your Human Resources office with input from the hiring officials.


There are three basic steps to classify a position in AcqDemo:

- 1) First, identify the title and series from the Office of Personnel Management (OPM) Classification Standards (i.e., Contracting Specialist, 1102 or General Engineer, 0801)
- 2) Next, determine the applicable career path based on Chapter 3, Appendix B of the AcqDemo Operating Guide. During this step, your position will be grouped into one of three separate and distinct career paths:
 - NH – Business Management and Technical Management Professional
 - NJ – Technical Management Support
 - NK – Administrative Support
- 3) Finally, identify the appropriate broadband level by applying the broadband level descriptors to the duties and responsibilities of the position and the qualifications necessary to perform those duties and responsibilities to determine the correct broadband level classification.



Broadbands

Business and Technical Management Professional (NH)			
I \$20,172 - \$36,116 (GS-1 - GS-4)	II \$31,083 - \$74,074 (GS-5 - GS-11)	III \$68,299 - \$105,579 (GS-12 - GS-13)	IV \$95,973 - \$146,757 (GS-14 - GS-15)
Technical Management Support (NJ)			
I \$20,172 - \$36,116 (GS-1 - GS-4)	II \$31,083 - \$55,430 (GS-5 - GS-8)	III \$47,097 - \$74,074 (GS-9 - GS-11)	IV \$68,299 - \$105,579 (GS-12 - GS-13)
Administrative Support (NK)			2022 AcqDemo Broadband Basic Pay Table (w/o Locality Pay)
I \$20,172 - \$36,116 (GS-1 - GS-4)	II \$31,083 - \$50,050 (GS-5 - GS-7)	III \$42,641 - \$67,425 (GS-8 - GS-10)	

28 

This chart provides a visual of the AcqDemo career paths, broadband levels and their associated basic pay ranges, along with the GS equivalents for reference.

These broadbands have been especially designed for the acquisition community. Note that the journeyman level 12/13 for the Business and Technical Management Professional career path has been separated into its own broadband level, Level III.

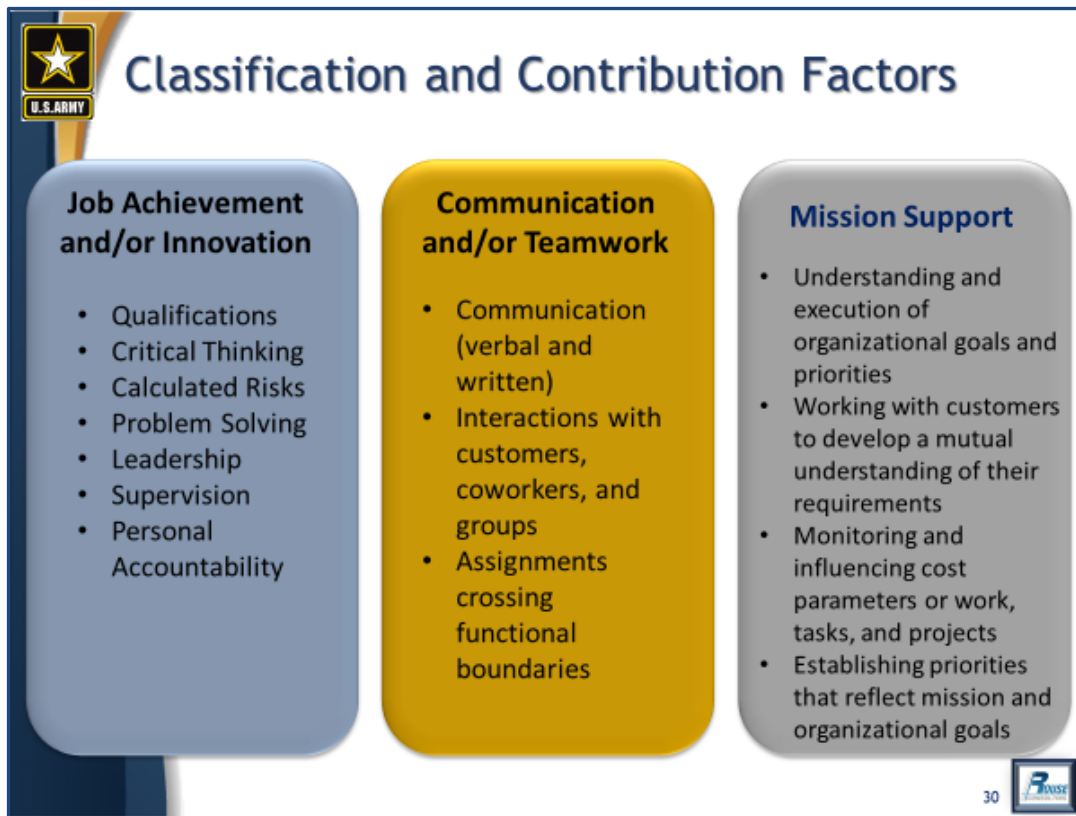
The AcqDemo broadband basic pay ranges match directly with the GS pay scale.



As mentioned, some of the manual intervention will come from classification determinations when converting from GS grades to AcqDemo broadbands.

Here is an example of a GS-14 level position which will convert to the NH-IV under AcqDemo because that broadband encompasses the same two GS grade levels, 14 and 15.

The employee will be converted to the NH-IV position at the existing base pay (adjusted by a WGI buy-in if appropriate) provided that base pay is included within the broadband pay range.




Classification factors are the only broadband level controlling information on the position requirements document (PRD). These eliminate the need for the use of any other grading criteria. These factors determine the appropriate broadband level.

These descriptors are based on the OPM Primary Classification Standard and eliminate the need for the use of any other grading criteria. The career path, broadband level factors, and descriptors constitute the only grading criteria for positions within the demonstration project.

Classification principles described in OPM's The Classifier's Handbook, are an excellent reference source for different situations such as interdisciplinary work, and impact of the person on the job. **However**, the use of OPM position classification standards as a reference is encouraged as one method to provide justification and support for the determined methodologies such as control points and pay ranges within a broadband level.

These same three factors are also used to set expectations and to assess levels of contribution at the end of the cycle.


Descriptors and Discriminators	
	
Factor 3: Mission Support NH - Business Management & Technical Management Professional	
LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL III	
<ul style="list-style-type: none"> Anticipates problems, develops sound solutions and action plans to ensure program/mission accomplishment. Establishes customer alliances, anticipates and fulfills customer needs, and translates customer needs to programs/projects. Identifies and optimizes resources to accomplish multiple projects'/programs' goals. Effectively accomplishes multiple projects'/programs' goals within established guidelines. 	Independence Customer Needs Planning/Budgeting Execution/Efficiency
LEVEL IV	
<ul style="list-style-type: none"> Defines, integrates, and implements strategic direction for vital programs with long-term impact on large numbers of people. Initiates actions to resolve major organizational issues. Promulgates innovative solutions and methodologies. Assess and promulgate, fiscal, and other factors affecting customer and program/project needs. Works with customer at management levels to resolve problems affecting programs/projects (e.g., problems that involve determining priorities and resolving conflicts among customers' requirements). Formulates organizational strategies, tactics, and budget/action plan to acquire and allocate resources. Optimizes, controls, and manages all resources across projects/programs. Develops and integrates innovative approaches to attain goals and minimize expenditures. 	Independence Customer Needs Planning/Budgeting Execution/Efficiency

Each Factor has Descriptors and Discriminators for classifying duties and responsibilities.

Career Path, Factors, Descriptors, and Discriminators constitute grading criteria for determining appropriate broadband level.


Here's an example of the Mission Support factor. Note the differences in the level of responsibility between NH-III and NH-IV. You'll notice, for example, that the NH Level III degree of independence is typified by problem anticipation and developing sound solutions and action plans; whereas NH Level IV defines, integrates, and implements strategic direction for vital programs with **long-term impact** on large numbers of people. Rather than *developing* solutions, at this level the incumbent **initiates actions** to resolve major organizational issues and **promulgates innovative solutions and methodologies**.

All of these factors, taken together, guide the classification authority in making a determination.



Deputies, Supervisors and Team Leaders

- OPM Classification Standards used
 - Deputies - may be classified in the same broadband level as the position to which they report
 - Supervisors - classified per GS Supervisory Guide (GSSG)
 - Combination of technical & administrative direction of others
 - Major duty occupying at least 25% of position's time
 - Meet at least the lowest level of Factor 3 (Managerial Authority)
 - Team Leaders - classified per GS Leader Guide
 - Regular and recurring duties occupying at least 25% of position's time leading a team of 3 or more Civilian employees
 - Fails to fully meet the lowest level of Factor 3 of the GSSG (Managerial Authority)



As we continue our discussion on Classification, we want to highlight a few position titles of particular interest.


Because we are discussing titling under AcqDemo, we again refer to the OPM Classification Standards (titles and series only).

Due to broadbanding (the combining of multiple grades), deputies may be classified to the same broadband level as the position to which they report.

Supervisors, however, must meet the 3 criteria laid out in OPM's GS Supervisory Guide (GSSG).


Team lead positions are recognized under AcqDemo. However, team leads must also meet the criteria outlined in OPM's GS Leader Grade Evaluation Guide (GSLGEG).

As positions are defined, the same OPM Supervisory Codes are used to identify such positions in DCPDS.



Maximum Broadband Level

- Each AcqDemo position identifies both current and full performance broadband levels in its career path
- Candidates selected competitively or through merit promotion for the lower broadband level
 - May be advanced to maximum broadband level without further competition
 - Maximum broadband level based on full performance level of position
- Pay is capped at the maximum rate for the employee's current broadband level

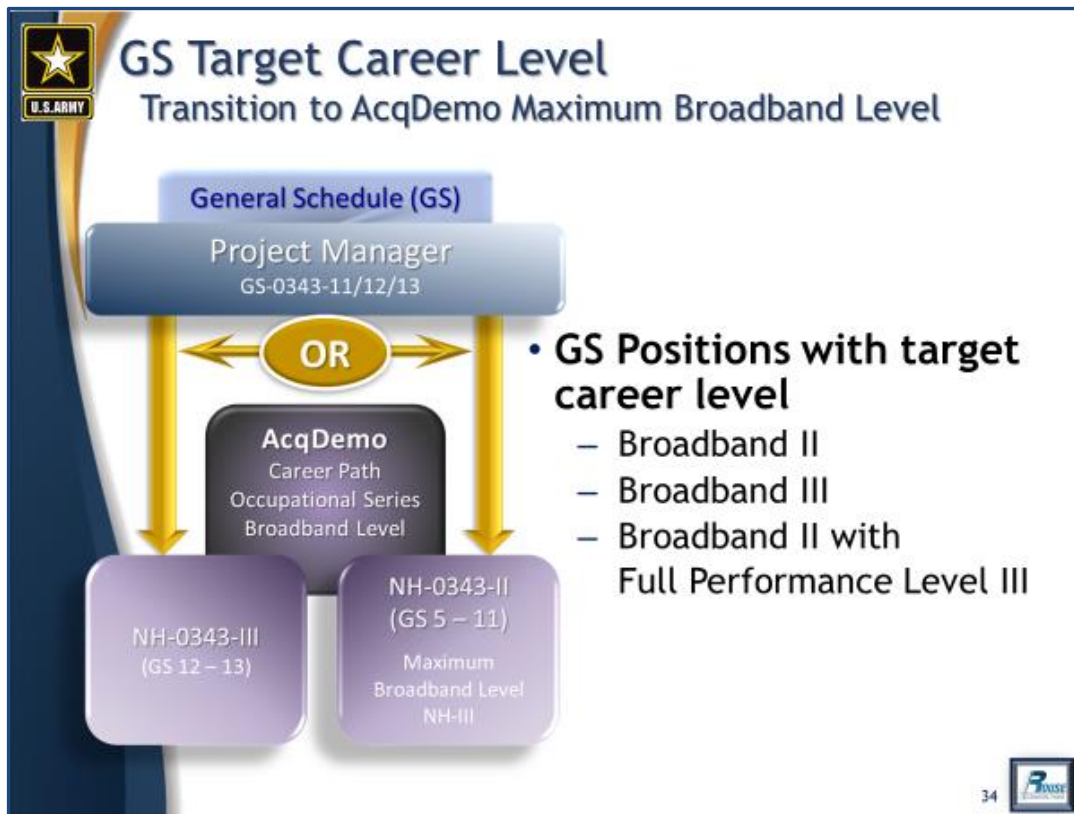


Each position under the demonstration project will have a designated maximum broadband level.

This maximum broadband level will be identified as the top broadband level within a career path for a particular position and the broadband level to which an incumbent, selected competitively or through merit promotion for a lower broadband level, may be advanced without further competition. Maximum broadband levels may vary based upon occupation or career path.

Newly created or re-described AcqDemo positions may be assigned a different maximum broadband level based on the AcqDemo organization's position management structure, change in mission, reorganization, and similar factors.

An employee's basic pay will be capped at the maximum rate for the designated broadband level until the employee has been promoted into the next higher broadband.



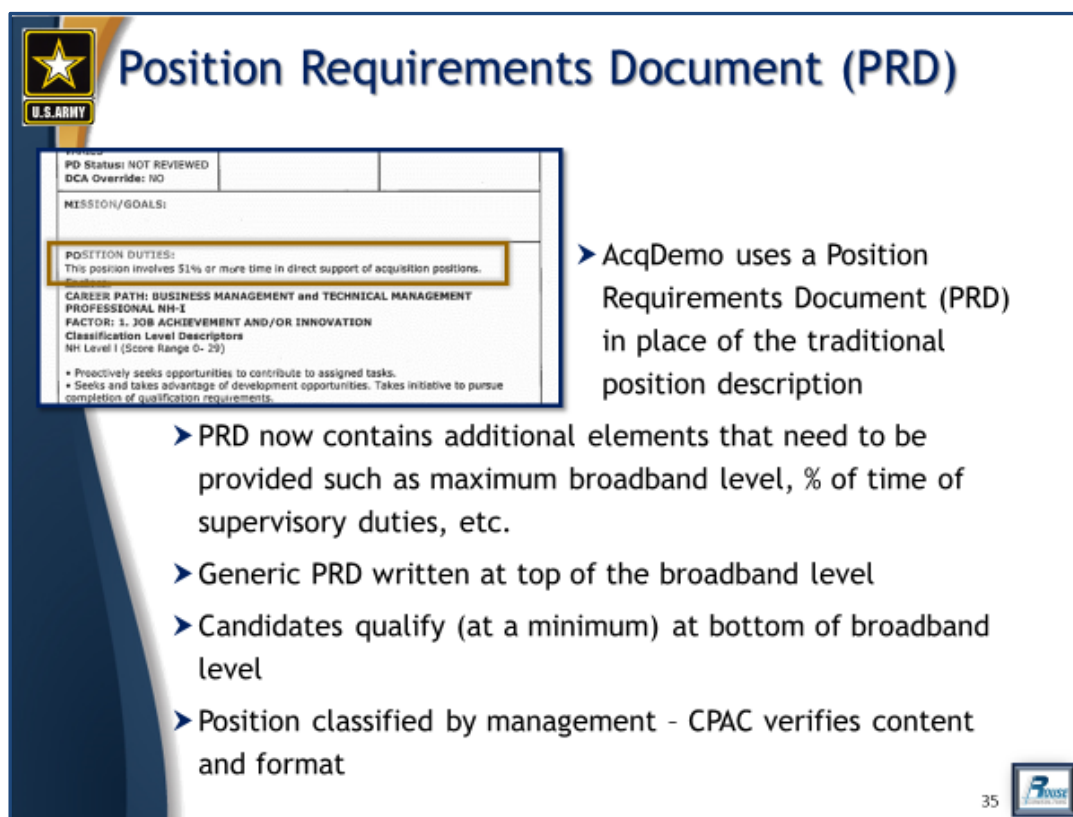
In this example, the conversion is not as straightforward.

A position can begin at an entry-level GS grade with full performance level potential at a higher GS grade to which the employee can be non-competitively promoted after demonstrating the competencies necessary to perform at the higher level(s).

A determination needs to be made for transition in terms of which broadband level is appropriate for the AcqDemo position. As a result, the employee could be transitioned into AcqDemo at either a broadband II or III.

Lastly, based on a clearly established original intent of the recruitment action, management makes the determination that although the employee may currently be performing at the broadband II level, the position has the potential to evolve to the broadband III level. In this instance, a Maximum Broadband Level position would be established for transition and the employee would have a Maximum Broadband Level of NH-III associated with the encumbered position. Management could then decide when the position evolves to the higher level and when the employee has successfully reached a level of contribution expected for that higher level to be eligible for promotion to the Maximum Broadband Level position.

A classification determination is made first, and then based on that decision, the employee is transitioned to the appropriate AcqDemo career path, occupational series and broadband level – with base pay set accordingly



Position Requirements Document (PRD)

U.S. ARMY

PD Status: NOT REVIEWED
DCA Override: NO

MISSION/GOALS:

POSITION DUTIES:
This position involves 51% or more time in direct support of acquisition positions.

CAREER PATH: BUSINESS MANAGEMENT and TECHNICAL MANAGEMENT
PROFESSIONAL NM-I
FACTOR: 1. JOB ACHIEVEMENT AND/OR INNOVATION
Classification Level Descriptors
NM Level I (Score Range 0- 29)

- Proactively seeks opportunities to contribute to assigned tasks.
- Seeks and takes advantage of development opportunities. Takes initiative to pursue completion of qualification requirements.

- AcqDemo uses a Position Requirements Document (PRD) in place of the traditional position description
- PRD now contains additional elements that need to be provided such as maximum broadband level, % of time of supervisory duties, etc.
- Generic PRD written at top of the broadband level
- Candidates qualify (at a minimum) at bottom of broadband level
- Position classified by management - CPAC verifies content and format

35

Under AcqDemo's classification system, a new Position Requirements Document (PRD) replaces the current agency-developed Position Description (PD) form. The boxed text reflects the requirement for personnel, if not in a DAWIA position, to perform duties that are in support of acquisition positions at least 51% of the time to be eligible for inclusion in AcqDemo.

The PRD combines the position information; staffing requirements; factors, descriptors, and discriminators; expected contribution criteria for the assigned broadband level; and position evaluation statement into a single document.

PRD's are written at the top of the broadband to provide more flexibility in work assignments and to encourage employee growth and development within each broadband.

An applicant's basic eligibility for a position will be determined using OPM's operating manual, "Qualifications Standards for General Schedule Positions," and DAWIA requirements, as appropriate.

Experience gained in both permanent and time-limited competitive and excepted service positions as well as private sector positions may be considered as appropriate. Credit may also be given for paid and unpaid job-related experience, e.g., work in civic, religious, welfare, service, and organizational activities.

We see some similarities in the information residing on a PRD as on the PD it replaces. The major difference is the different relationships for the classification of

work in the AcqDemo system—factors that describe the type and level of work at the appropriate level using the Broadband Level descriptors.

The summary written is not a re-hash of the major duties. Instead, it's a description of work products or outcomes deemed necessary and expected at that broadband level. Again, grades or grade equivalences are not part of the PRD.

Also included are any special knowledge, skills, or abilities that may be required by the position.

Supplemental position and/or qualification information may be added such as certification requirements, estimated amount of travel, or security clearance levels.

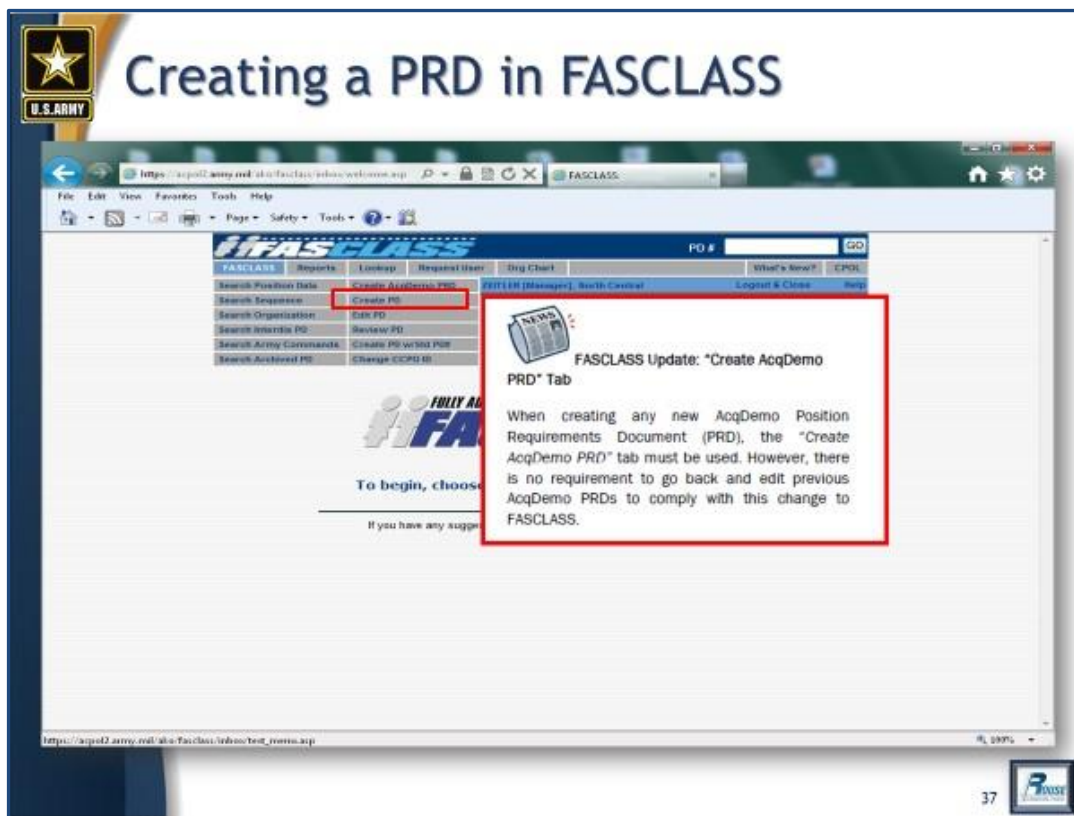


Generating PRDs in FASCLASS

- Access via secure web site
- Automatically prompts the user to enter all required data elements of the AcqDemo PRD
- User will need to enter basic position requirements
 - Title, series, broadband, DAWIA, other certifications
 - Organization's mission
 - Position purpose
 - Major duties and responsibilities
- Adds the classification and appraisal factors appropriate for the assigned broadband

36





As a result of the repeal of NSPS, AcqDemo was granted the authority to create AcqDemo PRDs in FASCLASS. Our Demo is the only alternative personnel system with this authority.

U.S. ARMY

Creating a PRD in FASCLASS

https://asp02.army.mil/afasclass/pos_desc/create_pos_x... FASCLASS: Create AcqDemo...

Create AcqDemo Position Description

To create a new position description, fill in all applicable fields then click Create Position.
Click the icon, to bring up a list of valid values. For quick copy of an existing PD, click .

The electronic signature of the individual requesting the personnel action certifies that the position or necessary to carry out government functions for which they are responsible... Legated Classification Authority, when you use your PWW to authorize (approve) a Request for Personnel Action you are certifying that the associated position description has been classified to the appropriate career path, title, series and broadband level.

RPA #:

*CCPD ID:

DCA: No

Classified By:

*Career Path:

*Position Title:

*Citation 1:

Citation 2:

Citation 3:

More Citations:

COREDOC PD: No

Career Ladder PD: No

Career Pos 1:

Career Pos 2:

Career Pos 3:

Career Pos 4:

Career Pos 5:

Career Pos 6:

FLSA:

Financial Disclosure: No

Acquisition Position: No

*Series:

*Broadband Level:

Replaces PD#:

Created By:

Classified Date (yyyy-mm-dd):

Target Grade:

*Career Category:

*Career Level:

*Career Category:

[AcqDemo](#)
[Federal Register](#)
[Qualification Standards](#)

38

Note, those who currently create PDs for GS positions, AcqDemo PRD builds are similar.

Creating a PRD in FASCLASS


The screenshot shows the FASCLASS web application interface. The title bar indicates the URL is https://asprod1.army.mil/dm/fasclass/pers/pos/create_prd.jspx. The interface includes a U.S. Army logo and a title "Creating a PRD in FASCLASS".

Key sections and fields visible:

- Functional Code:** A dropdown menu.
- Information Assurance:** A dropdown menu set to "No".
- Career Level:** A dropdown menu.
- Career Category:** A dropdown menu.
- Mission/Goals:** A text area with a callout box stating: "If directed by the command, include a position overview description before entering the duties".
- Position Duties:** A text area.
- Factors:** A section with a list of factors (FACTOR 1 through FACTOR 4) and a callout box stating: "Factor Descriptors will automatically populate based on the Career Path and Broadband selected for the position".


The interface also includes a "Factors" section with a list of factors (FACTOR 1 through FACTOR 4) and a "Position Duties" section. A callout box states: "If directed by the command, include a position overview description before entering the duties". Another callout box states: "Factor Descriptors will automatically populate based on the Career Path and Broadband selected for the position".

Factors will be automatically added depending on the Career Path and broadband level identified in the upper section.



Fair Labor Standards Act (FLSA) Determination

- FLSA applies to AcqDemo positions
- Status is determined by:
 - Duties and responsibilities assigned
 - Broadband level definitions and level descriptors for each broadband level
 - 5 CFR Part 551 FLSA criteria

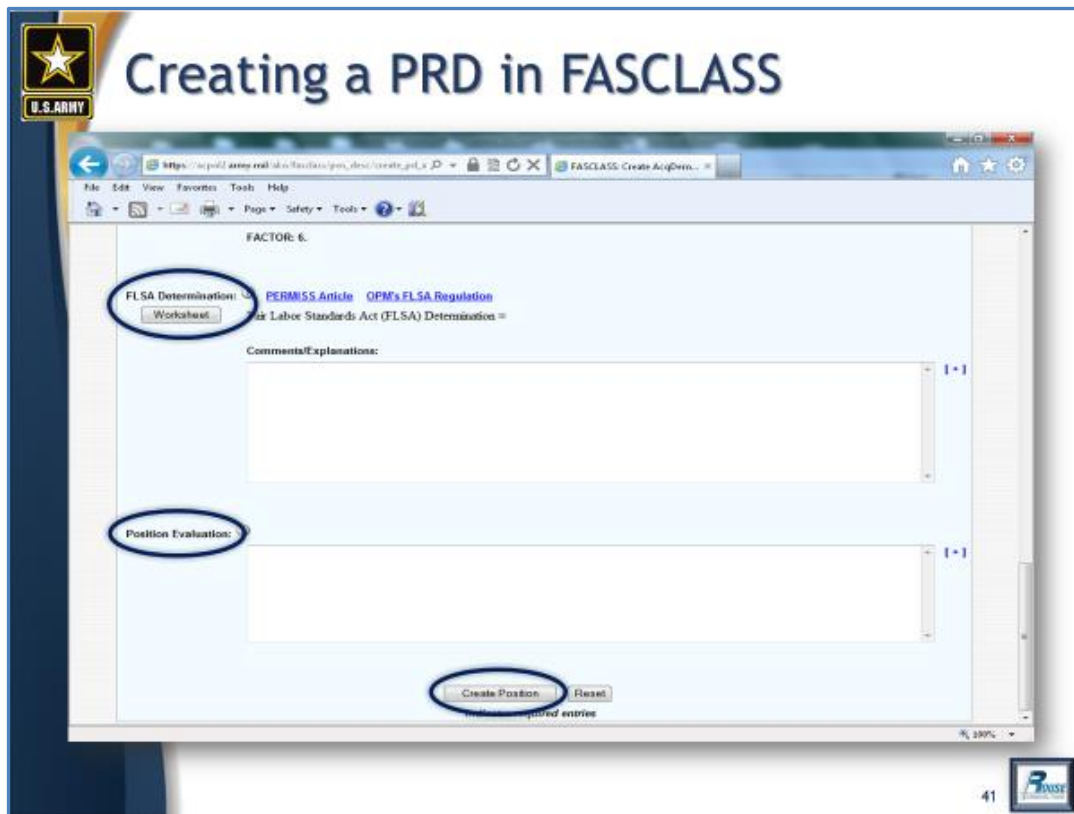


As with all other personnel systems, the Fair Labor Standards Act (FLSA) applies to classifying AcqDemo positions.

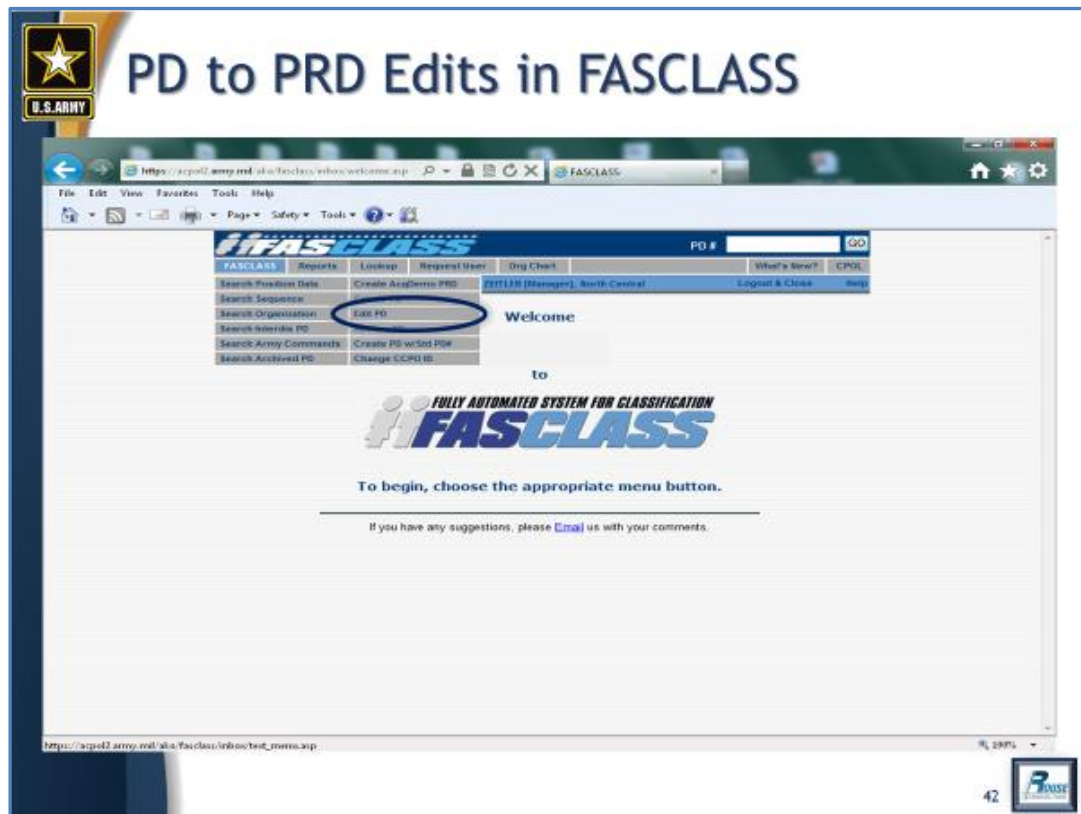
Because duties and responsibilities should change for conversion, the current FLSA status of a position remains the same under AcqDemo. However, FLSA status will be verified as part of the classification review for conversion and could change upon review.

For the verification of current positions or classification of new positions, FLSA status is determined by the following:

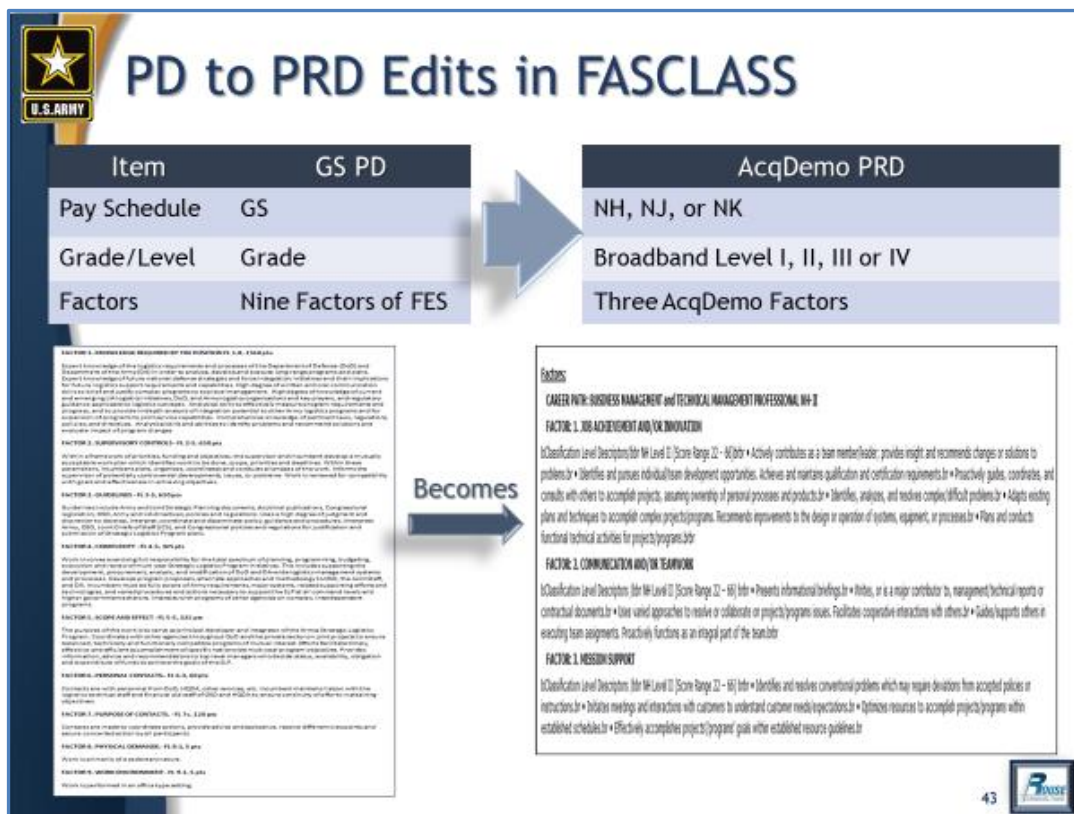
- Duties and responsibilities assigned
- Broadband level definitions and level descriptors for each broadband level
- 5 CFR Part 551 FLSA criteria



FLSA worksheets are still required. As a reminder, GS grades or equivalencies are not part of the AcqDemo PRD.



The “Edit PD” selection allows CPAC personnel to edit or modify AcqDemo PRDs.



Unlike the requirements of the Factor Evaluation System (FES), AcqDemo differs:

- **FES PD** uses 9 factors at various levels to describe/summarize levels of work for each factor.
- **AcqDemo PRD** uses the same 3 factors to both describe levels of work and to rate an employee's level of contribution (we'll talk more about "rating" later)
- **FES PD** requires that a summary of the type of work at the appropriate level is described.
- **AcqDemo PRD** requires that the Expected Performance Criteria and Level descriptors are used for the factor at the appropriate broadband level.

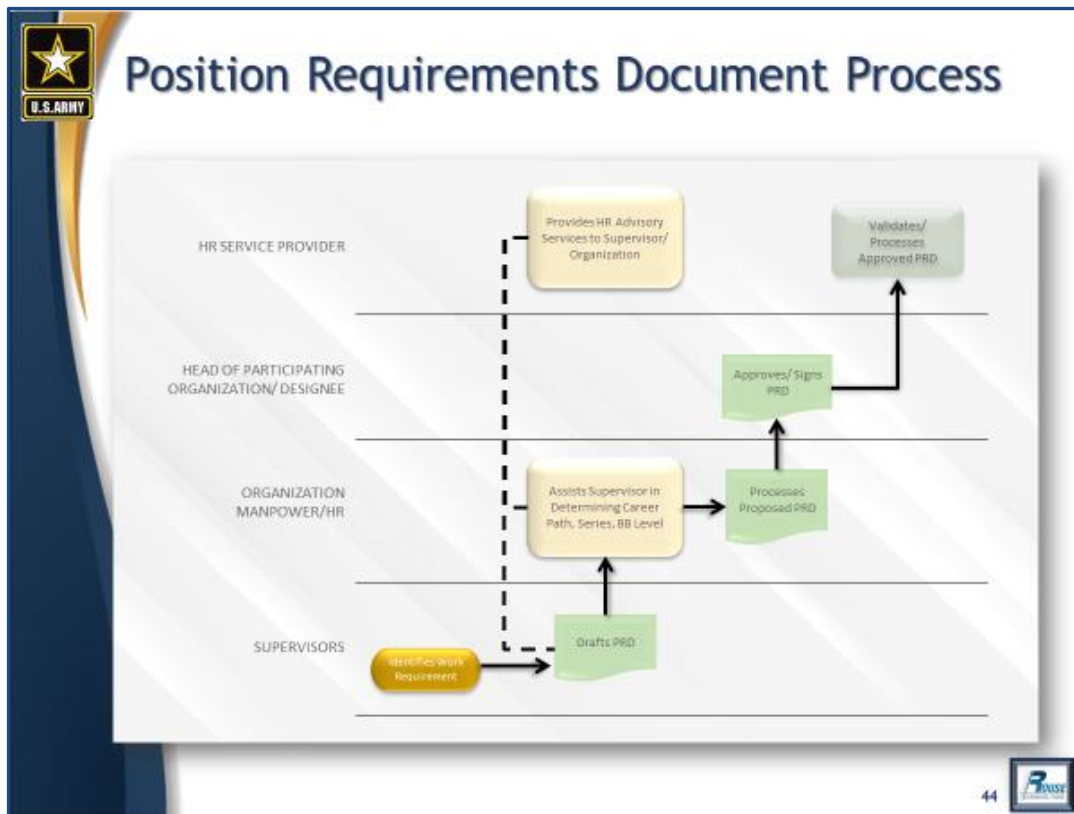
(NOTE: This means that a PRD for an NH-0201-03, Human Resources Specialist, and an NH-0301-03, Program Analyst, will have the same factor summary for each factor on both PRDs.)

- **FES PD** points, based on the level used to summarize the level of work for each factor, equates to a General Schedule grade.
- **AcqDemo PRD** has no specific grade associated with it—only a broadband level.

In AcqDemo the PRD is written at the highest grade of the broadband. In our example here we are using BBL III for our Business Management and Technical Management Professional (NH pay schedule). BBL has both GS-12 and GS-13 within


that band. To be *QUALIFIED* for any broadband, an employee has only to be minimally qualified at the lowest GS grade of that broadband.

The key under AcqDemo is that unlike other pay systems, AcqDemo provides Management and the HR Specialist factor information that has been in the past, the most frustrating to draft.



This flowchart outlines the typical process for developing a new PRD.

Supervisors will develop the duties and responsibilities for their positions. Depending on the Component/organization, PRDs will be created either manually, by using one of the fillable templates on the HCI AcqDemo web site, or one of the multiple automated classification tools available across the AcqDemo community such as FASCLASS. Once the PRD has been created, it's classified (approved/signed) by the classification authority – the Head of the Participating Organization or official Designee.




Activity – Determine Position Career Path


Quick Class Activity

Identify the appropriate career path for the following occupational series:

- 0107 Health Insurance Administrator
- 0243 Apprenticeship and Training
- 1152 Production Control


45 

Use the AcqDemo OCC List at Tab 2 to complete this exercise.




Classification Appeals

- Final appellate level for AcqDemo employee appeals now DoD rather than OPM
 - Only occupational series, title, or broadband level can be appealed
- DoD final AcqDemo appellate decisions are binding on all administrative, certifying, payroll, disbursing, and accounting offices within DoD



Supervisor → Organization Head → Component/Agency Head (Army G-1 (CP)) → DoD/DCPAS


46 

If unsatisfied with the position's classification, the employee may formally appeal the occupational series, title, or broadband level of their own position at any time.

The employee must first raise the areas of concern to their supervisor. If dissatisfied with the supervisory response, then the appeal may be elevated to the Component or Agency level in accordance with instructions. For Army, this is Army G-1 (CP). If still dissatisfied with the Army G-1 decision, the employee may appeal to the DoD appellate level. Appellate decisions rendered by DoD are final.

An employee may not appeal the accuracy of the position requirements document, the demonstration project classification criteria, the pay-setting criteria, the propriety of a salary schedule, or matters grievable under an administrative or negotiated grievance procedure or an alternative dispute resolution procedure.

Check your local policy for specific process timeline details.




Practice Scenario

Introduction and Overview


You are a Human Resources Specialist assisting a hiring manager to...

- Develop and Classify an AcqDemo PRD
- Recommend viable recruitment strategies
- Help set pay for the position/candidate
- Assess potential impacts of the appraisal process

47 

Introduction


This practice scenario places you in the role of a Human Resources Specialist performing a variety of specialized functions as management's business partner. You will assist your hiring manager develop and classify an AcqDemo PRD, recommend viable recruitment strategies to fill the position, and help your manager determine how to best compensate the candidate. Once the PRD has been classified, the position staffed, and an appropriate pay range established, you'll assess potential impacts the appraisal process may have on the position and its incumbent.



Practice Scenario Position Classification

A hiring manager, Richard, has authorization to fill a new full-time position. He's contacted you to review a new PRD draft for the position and needs your help assigning the correct career path, broadband level and title to the PRD.

- Review the PRD
- Select a spokesperson from your group
- Present your solution as if discussing it with the hiring official

48 

Classify a New PRD

You have been contacted by a supervisor in one of your serviced organizations. Richard, the hiring manager, has been authorized to establish and fill a new full-time position. He has drafted a new PRD for the position and needs your help assigning the correct career path, broadband level, and title to the PRD.

Review the PRD, select a spokesperson from your group, and be prepared to present your solution to the class as if you were discussing it with the hiring official.

Discussion notes:





Topics of Discussion

- Types of Appointments
- External Appointment Authorities
- Targeted Recruitment and Outreach
 - Internal Staffing Processes
 - Rule of Many
 - Probationary Periods
 - Voluntary Emeritus Program
 - Sabbaticals



50

AcqDemo Recruitment and Staffing flexibilities adhere to the general principles of fairness and equity and abide by Merit System Principles and Prohibited Personnel Practices. Selection processes for acquisition positions are aligned with the mission and goals of the organization and focus on attracting and successfully hiring the best qualified applicants. Recruitment efforts reflect the need to expand diversity and inclusion in organizations that best represent stakeholder populations. Veterans' Preference is considered a positive factor in the selection of the best qualified candidates.

To support and enhance AcqDemo recruitment and staffing efforts, flexibilities have been developed for both internal and external staffing and placement endeavors. Let's take a look...



Types of Appointments

Permanent appointments

- Career
- Career-conditional

Temporary appointments

- Temporary Limited - NTE 1 year, two 1-year extensions
- Modified Term - NTE 5 years, +1-year extension

Excepted Service – e.g., Pathways Programs

Targeted Career Level

- Eligibility determined by organization or component
- Recent graduates (within 2 years of completing academic course requirements, or up to 6 years if due to military service obligations)



51

Under its Appointment Authority, AcqDemo provides three methods for expanding and contracting the workforce as needed. They are:

Permanent Appointments

Employees who are serving on permanent appointments (this matches the existing Career or Career-Conditional options under GS).

Temporary Appointments

AcqDemo temporary appointments match the existing GS authority for temporary appointments which is "not-to-exceed-one-year". Temporary appointments are for 1 year only, with an option for two 1-year extensions for a maximum total of 3 years of service. Employees who convert to AcqDemo during a temporary appointment will maintain their original "not-to-exceed date." Extensions of the temporary appointment after conversion not-to-exceed a total of 3 years may be granted.

Modified Term

The modified term is an appointment authority that is based on the existing term appointment but may extend up to five years with a one-year locally-approved extension (maximum six years). The one-year extension must be approved by the commander or his designated representative. Reasons for making a modified term appointment include, but are not limited to, carrying out specific projects, staffing new or existing programs of limited duration, filling a position in activities undergoing review for reduction or closure, and replacing permanent employees who have been temporarily assigned to another position, are on extended leave, have entered military service, or hiring college students for the Acquisition Student Intern Program.



Competitive and Non-Competitive Actions

Competitive

- Promotions
Movement to a position with a ***higher earning potential*** than the current position
- Temporary Promotions exceeding a cumulative total of 1 year within any consecutive 24-month period
- Addition of supervisory duties to a position within its assigned broadband level that is to a ***greater salary potential*** due to potential to move beyond a control point

Non-Competitive

➤ Reassignments	➤ Temporary Promotions NOT exceeding a cumulative total of 1 year within any consecutive 24-month period
➤ Re-Promotions	➤ Candidates with priority consideration
➤ Change in position having no greater earning potential than current position	➤ Addition of supervisory duties in same broadband level when there is <i>no greater earning potential</i>
➤ Accretion of Duties/ Impact of Person on the Job	
➤ RIF placement	
➤ Maximum Broadband Level Promotions	

52 

Not unlike GS, here are the competitive and non-competitive actions you will encounter under AcqDemo.

AcqDemo temporary promotions and details to higher broadband levels may remain non-competitive as long as their combined duration(s) do not exceed a total of 1 year within any given consecutive 24-month period.



Direct Hire Appointment (DHA) Authorities



- Reduce hiring timelines
- Simplify the process
- Title 5, U. S. C. authorities also available
 - Veterans' Recruitment Authorities
 - Individuals with Disabilities
 - Consultant and Expert
 - Intergovernmental Personnel Act appointments

53



AcqDemo's hiring authorities were developed to reduce hiring timelines and simplify hiring processes with greater flexibilities. Participating organizations will determine the appropriate use of these authorities relating to their recruitment needs, specific occupational series and broadband levels linked to the mission of the organization. Organizations may use these authorities where there is a shortage of candidates and a critical hiring need.

In addition to AcqDemo hiring authorities, participating organizations may still use **ALL** existing Title 5 authorities. Examples are the Veterans' Recruitment Authorities, Individuals with Disabilities, Consultant and Expert, and Intergovernmental Personnel Act appointments.




DHA Authority for the NH Career Path

Qualified candidates may be directly hired into positions classified in the NH career path

Applies to...

- DAWIA-covered positions and/or
- Other NH positions supporting DAWIA-covered positions 51% or more of the time



Under AcqDemo, the Head of a participating organization has the authority to appoint qualified candidates directly into positions classified in the NH, Business Management and Technical Management Career Path. Candidates must have at least a baccalaureate degree as required by the Office of Personnel Management (OPM) or DoD qualification standards for acquisition positions. Administrative Professional positions directly supporting Acquisition positions at least 51% of the time must also meet OPM and DoD qualification standards to be eligible for appointment.

This expedites the hiring process because organizations no longer have to apply to OPM for approval to use these Direct Hire Authorities.



DHA Authority for Veterans

Qualified **veteran** candidates may be directly hired into positions classified to *either the NH or NJ* career path

Applies to...

- DAWIA-covered positions and/or
- Other NH *or* NJ positions supporting DAWIA-covered positions 51% or more of the time



55 

The Head of a Participating Organization may also use direct hire authority to appoint qualified **veterans** directly into acquisition positions AND to positions supporting Acquisition positions at least 51% of the time. An added feature to this AcqDemo direct hire authority is the option to appoint veterans to positions in the Technical Management Support, NJ, career path **OR** to the Business Management and Technical Management, NH, career path.




DHA Authority for Student Interns

- ▶ Students enrolled in a recognized baccalaureate degree program required to qualify for a DAWIA-covered position
- ▶ Students enrolled in a recognized degree program providing the competencies, knowledge, skills, etc., required to qualify for a DAWIA-covered position
- ▶ Additional essential credit hours or related experience in an acquisition-related field as defined by DoD internal issuances also considered qualifying



Under the Acquisition Student Intern Appointment Authority, the Head of a Participating Organization may directly appoint candidates enrolled in a program of undergraduate or graduate instruction at an institution of higher education leading to either:


- A baccalaureate degree, a BS or BA, in a course of study as required by OPM qualification standards for an acquisition position in an acquisition career field, or
- A degree, the completion of which provides the competencies, knowledge, and skills required by an acquisition position. This may also include any additional essential credit hours or related experience in an acquisition-related course or position as defined by DoD internal issuances.



Scholastic Achievement Appointment Authority

For qualified candidate appointments to DAWIA-covered positions with positive education requirements.


Career Path and Broadband	Requirements		
	Degree	GPA (4.0 Scale)	Level of Experience
NH-II	Baccalaureate	3.25+ in occupation-specific courses ~ 3.0+ overall ~	None
	Master's or PhD	3.5 for graduate courses in occupation-required field of study	None
NH-III	Master's or PhD	3.5 for graduate courses in occupation-required field of study	May be considered in combination with education

57 

As a way to attract candidates to the acquisition workforce, AcqDemo Participating Organizations may use the Scholastic Achievement Appointment Authority. They may directly appoint candidates with degrees to acquisition positions with positive education requirements in the NH-II or NH-III broadband levels of the Business Management and Technical Management Professional, NH, career path.

Note the Grade Point Average (GPA) criteria required to qualify under this authority. Relevant work experience may also be considered in combination with scholastic achievement.


Appointments may be made to permanent or term positions.



Targeted Recruitment and Outreach

- ▶ Hiring managers may make on-the-spot tentative job offers at job fairs and other recruiting events and websites
 - Must use AcqDemo noncompetitive or direct hiring authority
 - Managers make offers in consultation with their Human Resources Offices
- ▶ Offers are contingent upon meeting appropriate requirements
 - Examples include clearing local priorities, security clearances, and/or certifications

~ Additional Component / Agency policy may apply ~

58 

Hiring managers and HR Specialists should partner to identify the best sources for their targeted recruitment and outreach strategies to fill permanent and limited term competitive and excepted service positions with highly qualified candidates. Organizations should constantly target and reach out to specific groups of talented individuals who meet acquisition position requirements. They should also push for diversity and inclusion to ensure the workforce represents all segments of society.

Managers and HR Specialists should use a variety of sources, such as university and college placement offices, in-person and virtual job fairs, professional associations, alumni associations, employee referrals, USAJOBS and non-federal employment websites, contractors, and retiring or separated military members. Organizations are not limited to these examples in their search for candidates and are encouraged to experiment with different and unique methods remembering to adhere to Merit System Principles.

In consultation with HR offices, managers can make on-the-spot tentative job offers at job fairs and other recruiting events when using a noncompetitive and direct hire authority. The offer is contingent upon clearing local priorities, including the priority placement program, reemployment priority list, and interagency career transition assistance plan. Requirements for security clearances and certification must also be met.

Your organization may develop local policies for its targeted recruitment and outreach program. Check to see what and how your organization has chosen to utilize this recruitment strategy.

You can download a 2-page summary reference for all these direct hire authorities from the AcqDemo website (acqdemo.hci.mil). Go to “Tools” then “Job Aids” and click on “Direct Hire Authorities.”



Defense College Acquisition Internship Program (DCAIP)

- Competitive program established to attract full-time college students for Acquisition Workforce (AWF) positions
 - Exposes undergraduate students to DoD AWF culture
 - Provides real-world experience in various acquisition career fields
 - Paid, 10-week, summer hire opportunity
 - Full-time students fill DoD-funded TERM positions during summer and winter breaks, if desired
 - Interns successfully completing the program may be offered non-competitive conversion to permanent positions



59




Department of Defense (DoD) has a College Acquisition Internship Program (DCAIP). This is a highly competitive program that seeks to attract a diverse group of bright and innovative full-time college students for Acquisition Workforce (AWF) positions located throughout the country.

The program is a paid, 10-week, summer hire opportunity designed to expose students, pursuing undergraduate degrees, to the DoD AWF culture and to provide real world experience in various acquisition career fields.


DoD centrally funds TERM positions specifically for full-time students currently enrolled in institutions of higher learning for a period during their summer and winter break, if desired.

Students who successfully complete the internship program may be offered non-competitive conversion into permanent positions within the federal government.



DCIPS Interchange Agreement

- Candidates currently serving in the following programs may be competitively appointed to positions throughout the DoD Enterprise
 - Defense Civilian Intelligence Personnel System (DCIPS)
 - Defense Security Service (DSS)
 - National Reconnaissance Office (NRC)
 - Office of the Secretary of Defense (OSD)
 - Military Departments
 - Army, Navy, Marine Corps, and Air Force
- Civil service employees in competitive civil service positions may be appointed to DCIPS positions

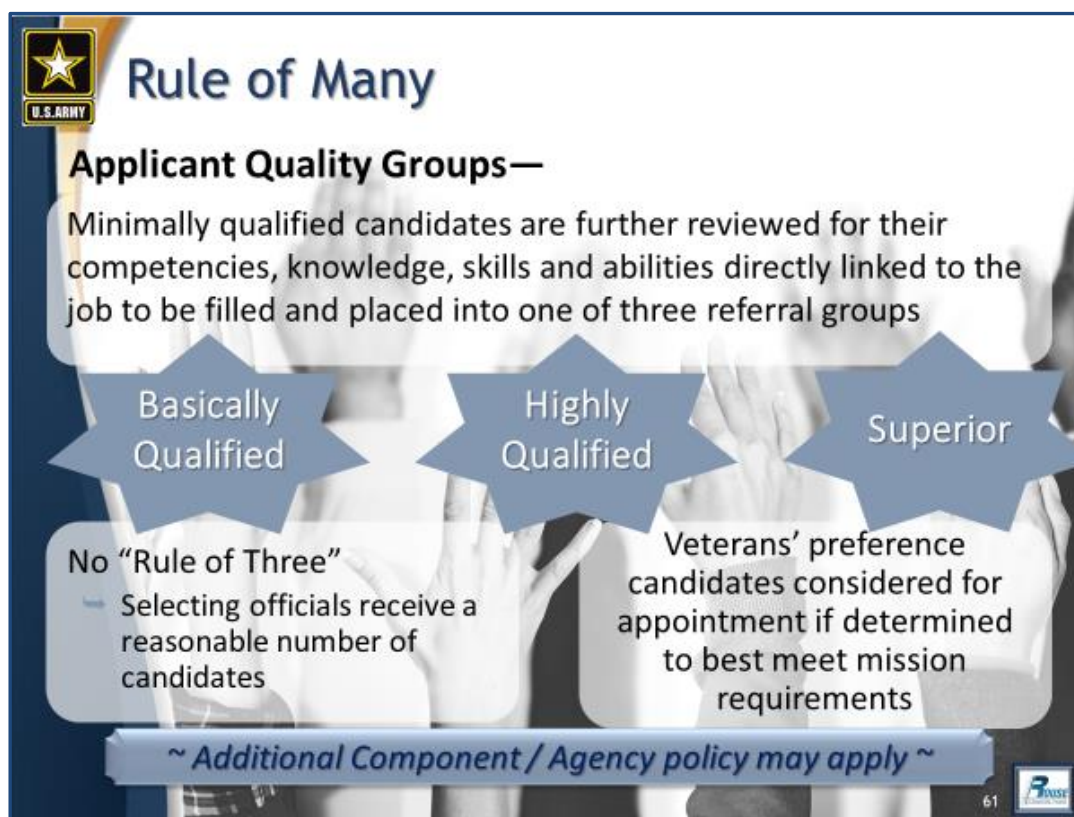


Employees serving in:

- Defense Civilian Intelligence Personnel System (DCIPS)
- Defense Security Service (DSS)
- National Reconnaissance Office
- DoD Consolidated Adjudication Facility (DoD CAF)
- Office of the Secretary of Defense
- Military Departments (Army, Navy (including Marine Corps), & Air Force)

May be appointed to positions in the competitive civil service in and among the DoD Components

Likewise, employees serving in positions in the competitive civil service may be appointed to positions under DCIPS in the DoD Components.




The AcqDemo Federal Register provides for a Simplified Hiring Process. This process is what we refer to as Categorical Ranking – something unique to the AcqDemo community when it first started back in the year 2000 but was later adopted as a best practice. This method is now used under Title 5 in the General Schedule.

Basically, Categorical Ranking is a process by which candidates are assigned to one of three quality groups—basically qualified, highly qualified, or superior. Placement into a quality group may be based on an examination of individual qualifications and work experience, if any.

Because the Rule of Three is not applicable under this hiring process, management is not limited to a specified number of candidates to make their selection.


Veteran’s Preference applies during the selection process. A Veteran should be selected if they are found to best meet mission requirements. “To best meet mission requirements” means the applicant has the knowledge, skills, abilities, and/or competencies to substantially exceed the minimum qualification requirements for the position.

AcqDemo provides for this method of Delegated Examining at the local level. Consult with your Component Representative for more specifics on how to administer AcqDemo’s Rule of Many.



List of Candidates

- Under the simplified recruitment process, a selecting official may identify a qualified candidate directly or request a list of candidates.
- An unscreened referral list is pulled from the vacancy announcement and forwarded to the selecting official.
- Applicants who claim veterans' preference may be included with candidates having no preference eligibility.



Under the simplified recruitment process, a selecting official may identify a qualified candidate directly or request a list of candidates.

An unscreened referral list is pulled from the vacancy announcement and forwarded to the selecting official.

Applicants who claim veterans' preference may be included with candidates having no preference eligibility.



Determining Applicant Eligibility

- Basic eligibility is determined using...
 - OPM's *Qualifications Standards for General Schedule Positions*;
 - DAWIA requirements;
 - Experience gained in permanent and time-limited competitive, excepted service, and private sector positions; and/or
 - Unpaid job-related experience, for example...
 - Civic, religious, welfare, service, and organizational activities

63




AcqDemo Qualifications

- Minimum eligibility requirements are those corresponding to lowest GS grade in AcqDemo broadband level of position being filled
- Qualifying experience
 - One year at the next lowest broadband level in AcqDemo OR equivalent in another pay-banded system; OR
 - One GS grade lower than the lowest GS grade in AcqDemo broadband level of position being filled; OR
 - Combination of AcqDemo and GS experience
- Base pay is not a qualifying factor


64





AcqDemo Veteran's Preference

- Treated as a “positive factor”
- Should be considered for appointments if found to be best qualified to meet mission requirements
- Non-selection of a veteran found to be best qualified to meet mission requirements
 - Must be documented in writing
 - Made part of permanent selection record



Veteran's Preference is treated as a “positive factor.”

When making final selections, veterans should be considered for appointments if they are found to best meet mission requirements.

The reasons for not selecting a veteran found to best meet mission requirements must be documented in writing and made part of the permanent selection record.



Modified Term Appointment

- Based on existing term appointments
- Up to 5 years + 1 Year extension (6 years total)
- Most selections made under competitive examining process or direct hire procedures
 - May give non-competitive modified term appointment to eligible qualified selectee listed in 5 CFR 316.302(b), items (1) through (8)

66



Modified Term Appointment

- May become permanent (Conversion to Career Conditional) *without further competition after 2 years* if:
 - Stated in the vacancy announcement
 - Initial appointment was a competitive action
 - Service counts toward probationary period
 - Must stay in the same Occ Series, Career Path and broadband level
 - Served two continuous years without a break in service of 3 days or less

67



A Modified Term appointment—


- Is based on existing Term Appointments
- Can last up to 5 years + 1 year extension for 6 years total.
- A competitive examining process or direct hire procedure is used to make most selections.
- May become permanent (Conversion to Career Conditional) *without further competition* after 2 years if:
 - Stated in the vacancy announcement
 - Initial appointment was a competitive action
 - Service counts toward probationary period
 - Must stay in the same occupational series, career path and broadband level

§ 316.302 Selection of term employees applies to AcqDemo modified term appointments.

Noncompetitive term appointment. An agency may give a noncompetitive term appointment, without regard to the requirements of [parts 332](#) and [333 of this chapter](#), to an individual who is qualified for the position and who is eligible for:


- (1) Reinstatement under [§ 315.401 of this chapter](#);
- (2) Veterans recruitment appointment (VRA) under [§ 307.103 of this chapter](#). Term appointments under this section are permitted only at the grade levels authorized for VRA appointments. Such appointments are competitive service appointments not excepted VRA appointments and do not lead to conversion to career-conditional appointment;
- (3) Career-conditional appointment under [§ 315.601](#), [315.604](#), [315.605](#), [315.606](#), [315.607](#), [315.608](#), [315.609](#), [315.612](#), or [315.711 of this chapter](#);
- (4) Appointment under [5 U.S.C. 3112](#) (veterans with compensable service-connected disability of 30 percent or more). The disability must be documented by a notice of retirement or discharge due to service-connected disability from active military service dated at any time, or by a notice of compensable disability rating from the Department of Veterans Affairs, dated 1991 or later;
- (5) Appointment under [31 U.S.C. 732\(g\)](#) for current and former employees of the General Accounting Office;
- (6) Appointment under [28 U.S.C. 602](#) for current and former employees of the Administrative Office of the U.S. Courts;
- (7) Reappointment on the basis of having left a term appointment prior to serving the 4-year maximum amount of time allowed under the appointment. Reappointment must be to a position in the same agency appropriate for filling under term appointment and for which the individual qualifies. Combined service under the original term appointment and reappointment must not exceed the 4-year limit; or
- (8) Conversion in the same agency from a current temporary appointment when the employee is or was within reach on a certificate of eligibles for term appointment *at any*

time during service in the temporary position. Within reach means that the person could have been selected for the position under competitive hiring procedures, including veterans' preference. The certificate must have been actually used for term appointment. The person must have been continuously employed in the position from the date found within reach to the date converted to a term appointment.



AcqDemo Vacancy Announcements

- Areas of considerations and length of open periods determined by...
 - Nature of positions covered by examination
 - Career potential
 - Characteristics of the local labor market
- Consider delegated examining unit (DEU) agreement when advertising area of consideration and length of open periods
- Positions must be advertised representing lowest GS grade, step 1 through highest GS grade, step 10 of the broadband
- Management sets pay upon selection of applicant and expected contribution of position

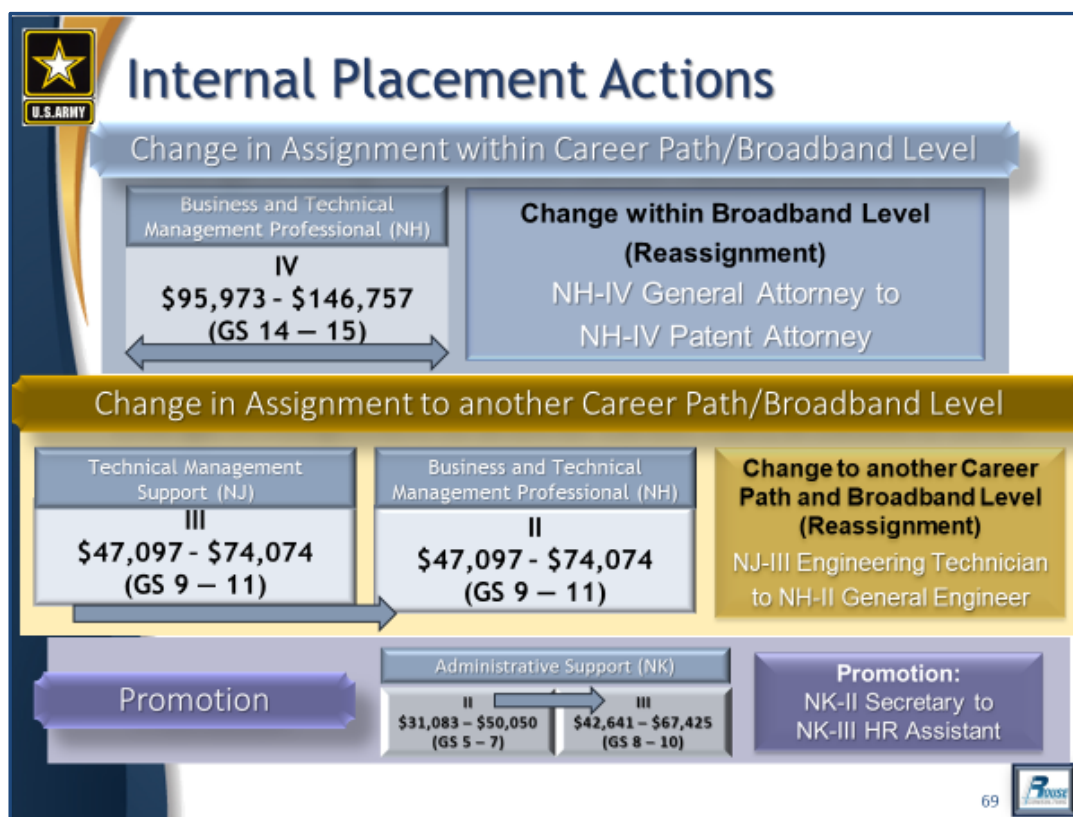


Short-term or long-term job announcements may be posted for current and/or projected vacancies, multiple vacancies, broadband levels, and/or geographic locations as appropriate based upon the availability of qualified candidates and the type of position being filled.

Hiring managers have, in consultation with their human resources offices, the option of making on-the-spot tentative job offers at job fairs and other recruiting events when using a noncompetitive or direct hiring authority.

These offers are contingent upon meeting applicable public notice requirements, clearing local priorities to include priority placement program, reemployment priority list, and interagency career transition assistance plan, and meeting any other requirements (e.g., security clearances, certifications).

Army AcqDemo participating organizations with control points/pay lanes will include both the broadband salary range and the control point/pay lane salary range in the vacancy announcements. (Reference: Army Supplement to the AcqDemo Operations Guide, paragraph 4.7.1, “Announcements and Control Point/Pay Lane”).



Change in Assignment

Today's working environment mandates organizations have maximum flexibility to assign individuals to the highest priority work. Broadbanding enables the organization to assign an employee work within broad descriptions, consistent with the needs of the organization and the individual's qualifications. Work assignments may be accomplished verbally if covered by the PRD or via pen-and-ink revisions if the new assignment does not constitute a classification change or a change to the rate of basic pay.

For instance, a technical expert can be assigned to any project, task, or function requiring similar technical expertise. Likewise, a manager could be assigned to manage any similar function or organization consistent with that individual's qualifications. This flexibility allows broader latitude in assignments and further streamlines the administrative process and system.

Promotion

A promotion within AcqDemo is considered to be to either a higher broadband level within the existing career path or to a different career path with a higher maximum basic pay potential.

An increase in basic pay, resulting from a promotion, will not exceed more than 20% of the employee's existing basic pay, unless 20% would not place the employee at the minimum basic pay of the higher broadband level to which he or she is being promoted. In this case a higher percentage may be applied so that the employee's basic pay is at least at the minimum basic pay of the higher broadband level.



Management Identification of Internal Candidates (MIIC)

- Simplified competitive method of filling internal positions
 - Small (i.e., limited or focused) area of consideration (AOC)
 - Is internal to organization's permanent federal workforce
 - Hiring manager is familiar with qualifications and skills of potential applicants in AOC
 - Requires at least 2 qualified internal federal employee candidates
- Does not require the issuance of a formal vacancy announcement
- Requires 3-day job opportunity announcement and the PPP must be cleared

70



Management Identification of Internal Candidates (MIIC)

- Used in two different scenarios:
 - Promotion
 - From a lower broadband to a higher broadband
 - Only qualified candidates are within the hiring managers cognizance
 - Movement within a Broadband Level
 - To a position with higher pay potential by a management directed reassignment, e.g.,
 - Higher control point
 - Wider scope
 - More difficult assignment, and/or
 - Supervisory duties

71



AcqDemo Operating Guide Version 3.4, June 15, 2022

4.10.3 Simplified Internal Merit Promotion

The Management Identification of Internal Candidates (MIIC) merit staffing initiative is a simplified internal AcqDemo flexibility developed under the authority of 5 CFR 335.103(b). This allows some positions to be filled competitively when the area of consideration, as determined by the AcqDemo organization, consists of at least two permanent internal candidates being considered and the hiring manager has first-hand knowledge of the qualifications and skills of the potential candidates. A formal 3-day job opportunity announcement posting and an issuance of a certificate of eligibles is required to allow Military Spouse Preference (MSP) eligibles to apply. This requirement is the result of DoD streamlining the Priority Placement Program (PPP) that moved Military Spouses from a registration process to an application process as outlined in the Priority Placement Handbook dated November 2019.

4.10.3.1 MIIC could be used in two different scenarios:

4.10.3.1.1 Promotion: For movement from a position at a lower broadband level to a higher broadband level where the only qualified candidates are within a smaller area of consideration under a manager's cognizance, e.g., a Division, Branch, or Section Head or the position is in a highly specialized area, as determined by the Commander of the organization, and all of the employees are located in that area.


4.10.3.1.2 Movement Within a Broadband Level: For movement within a broadband level (e.g., NH-III to NH-III) to a position with higher pay potential by a management directed reassignment, e.g., vacant position basic pay is above a control point such as the midpoint of the broadband level, is in a higher monetary tier (or pay range within the broadband level), or encompasses wider scope, more difficult assignments, and/or supervisory duties. A pay increase can only be granted through the annual CCAS process. Even though the action results in moving to a higher control point within the broadband (e.g., NH-III to NH-III or a nonsupervisory NH- IV moving to a supervisory NH-IV), the employee cannot receive a pay increase until the next pay pool process.

4.10.3.2 The steps to follow for a MIIC are:

- a) Consult, call, or meet with the servicing HR advisor.
- b) Validate or establish new Position Requirements Document (PRD).
- c) Advertising the Position:
 - 1) When a position is filled through competitive procedures, including merit promotion, a 3-day vacancy announcement is required to allow MSP eligibles to exercise their priority status. The organization may limit the area of consideration based on local operating procedures.
 - 2) The hiring managers may solicit interest via a memorandum providing the USAJOBS link with pertinent information about the position such as


organizational location, duties, qualifications, control points, final date for submitting interest, etc.

- 3) The Priority Placement Program (PPP) must be cleared.
- 4) Documentation: A list of the candidates considered as well as the selection criteria used to make the selection must be retained for two years.



Expanded Detail and Temporary Promotion Authority

- Non-competitive actions to higher broadband level
 - Temporary promotion, detail, or combination of all to AcqDemo positions cannot exceed 1 year total within a 24-month period
 - Competition required if temporary promotion or detail action is needed beyond 1 year
- Ability to effect longer temporary promotion and detail terms eliminates need for 120-day or other short-term extensions
 - Waived under AcqDemo



AcqDemo Organizations are able to effect temporary promotions and details to higher broadband level positions than AcqDemo employees currently hold or previously held ***without competition as long as the temporary promotion, detail, or a combination of a detail and temporary promotion does not exceed one year within a 24-month period to positions within the demonstration project.***

If any detail and/or temporary promotion is needed beyond one year, competition is required.

Extending the detail or temporary promotion in 120-day or other short-term extensions is waived under AcqDemo.



Probationary Periods

Two-year initial probationary period mandatory for all newly appointed employees to competitive service permanent positions



Expanded supervisory and/or managerial probationary periods


New supervisors not having previously completed a supervisory probationary period will be required to complete a 1-year probationary period	Additional supervisory probationary period of 1 year may be required when officially assigned to a different supervisory position constituting a major change in supervisory responsibilities
---	---

73 

All newly appointed employees in the competitive service with DoD serve a two-year, initial probationary period. The traditional probationary period is extended by one year for all DoD appointees and its purpose remains the same—to evaluate an employee’s suitability at DoD. A probationary employee’s appointment may be terminated at any time within this two-year period.

The requirement for a one-year initial probationary period for all new supervisors has not changed. However, under AcqDemo, a supervisor may be required to serve an additional year of probation when officially reassigned to a supervisory position with a major change in supervisory responsibilities. An example of an extended probationary period requirement would be moving from a journey-level supervisory position to an Acquisition Workforce Position or moving from an Acquisition Workforce Position to a Key Leadership Position.

Participating Organizations establish official policy if they choose to apply this additional probationary period and identify specific positions associated with the requirement. If a supervisor is returned to a non-supervisory position because of conduct, contribution and/or performance, the employee will receive basic pay no lower than the position from which he or she was reassigned or promoted.




Voluntary Emeritus Program

Voluntary assignments and gratuitous services may be accepted from—

AcqDemo retired or separated civilian employees who served in either DAWIA-covered positions or positions in direct support of DAWIA-covered positions	Non-AcqDemo DoD retired or separated civilian employees and former military members who worked in DAWIA-covered positions
--	---

- ▶ Geared towards the NH career path
- ▶ Maintains ties with the acquisition community
- ▶ Permits higher level professionals to share knowledge via mentoring and training
- ▶ Does not affect retirement pay or buyout
- ▶ Allows for compensation of travel expenses and allowances

74 

Participating Organizations may accept voluntary assignments and gratuitous services from AcqDemo retired or separated civilian employees who served in acquisition positions or positions in direct support of acquisition positions. This opportunity is further extended to non-AcqDemo or separated civilian employees and military members who have served in acquisition positions.

The program allows higher level professionals to maintain ties to the acquisition community, to share corporate knowledge, and to provide mentoring and training to less experienced staff. The Voluntary Emeritus Program gives AcqDemo managers the opportunity to initiate a viable knowledge transfer mechanism for their organizations.

A written agreement is required to clearly state the service provided to the Acquisition community is gratuitous. To encourage the use of these assignments, the program does not affect the volunteer's retirement pay, or buyout if applicable, and allows for payment of travel expenses and allowances. The Head of the Participating Organization approves participation in the program after being routed through the senior acquisition manager with recommendations from one or more acquisition managers familiar with the skills, knowledge and experience of the volunteer.



Sabbaticals

- ▶ Unique employee development opportunity
 - Must have 7 or more years of Federal service
- ▶ Benefits both employee and organization
- ▶ Employees selected to participate...
 - Receive full salary, service credit and benefits
 - Requires a service obligation agreement for three times the length of the sabbatical
- ▶ 3 to 12 months in duration
 - Provide a product, service, report, or study benefitting the organization and acquisition community as a whole
 - Demonstrate enhanced individual acquisition effectiveness




75

Employees with seven or more years of Federal service may be eligible for a sabbatical—an opportunity to engage in a work or study experience that will contribute to their professional development. This program can be used for training with business, manufacturing, or on-the-job work experience with public, private, or non-profit organizations. Regardless of the setting, the activity must contribute to both an employee's development and the organization's mission.

If selected, employees will be paid their full salary and allowances and accrue federal service credit while on the sabbatical. Employees approved for a paid sabbatical must sign a service obligation agreement and commit to staying with the sponsoring organization for a period equal to three times the length of the sabbatical. The service obligation begins when the sabbatical concludes.


Sabbaticals last from three to twelve months, and must result in a product, service, report, or study that will benefit the acquisition community and increase the employee's own effectiveness as a member of that community. If the participating organization chooses to offer this development opportunity, interested employees should apply through their chain of command.



Practice Scenario Strategic Staffing

Richard, the hiring manager, now wants to recruit and hire someone to fill his new full-time position. He wants to make sure he's explored all possibilities available for this effort. Consider possible scenarios associated with this recruitment and advise Richard how best to proceed given all the possible candidate sources and hiring flexibilities available.

- Develop an external recruiting scenario
- Develop an internal recruiting scenario
- Select a spokesperson from your group
- Present your recommendations for both scenarios as if you were discussing them with the hiring official

76 

Fill the New Position


Now it's time to fill this newly classified PRD. What will be your recommended recruiting method(s)? With so many options for external direct hires and internal selection and assignment opportunities you'll have to carefully consider the best way to recruit and fill this position. Is the position hard to fill? Could it represent an upward mobility opportunity within the organization? What about talent management considerations – can you use this position for career broadening purposes? Would it be an appealing opportunity for a college recruit? An intern? And how will the selected recruiting method fulfill the organization's needs and workforce strategy?

Develop two recruiting scenarios external and internal to the organization. You may decide more than one recruiting option for either or both scenarios is appropriate and/or advantageous. Build your cases, select a group spokesperson (preferably someone other than the previous group representative), and prepare to present your recruiting strategy(ies) to your hiring manager (a.k.a., the class).



External Recruiting Scenario:

Internal Recruiting Scenario:






Topics of Discussion



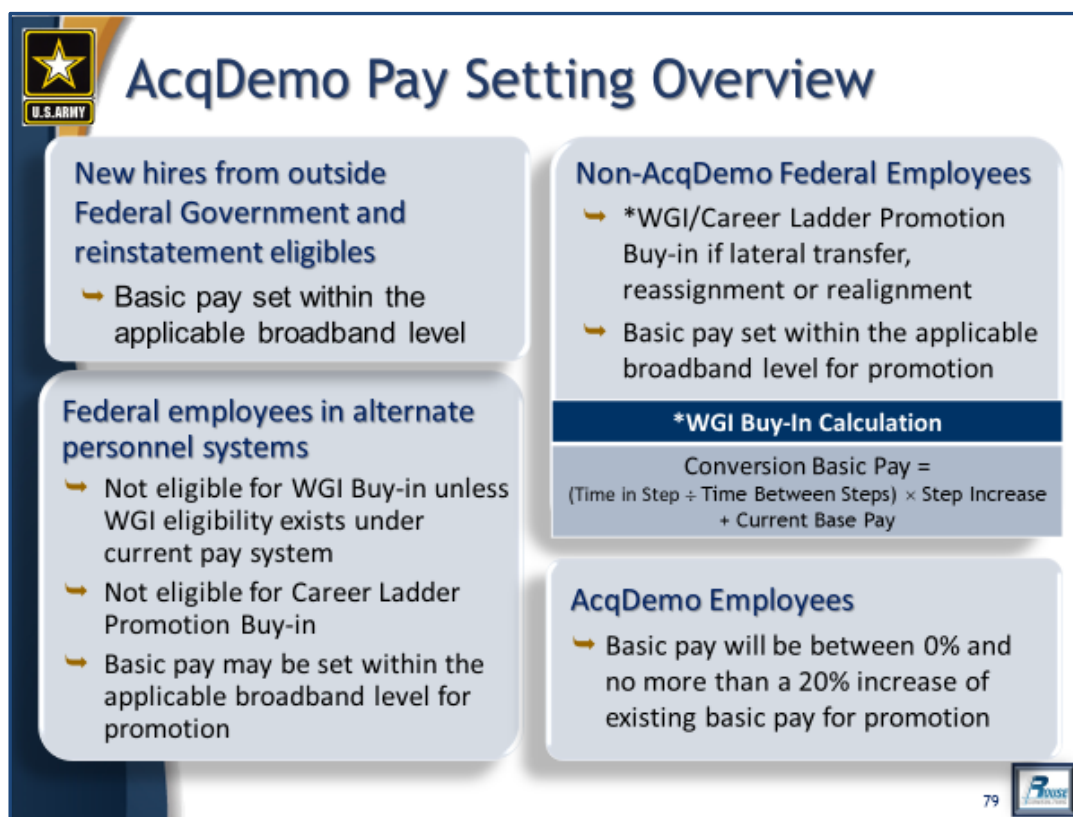
- AcqDemo Pay Setting Overview
- Conversion Pay Setting
- AcqDemo Highest Previous Rate
- Pay Retention
- Accelerated Compensation for Developmental Positions (ACDP)
- Supervisory and Team Leader Cash Differentials
- Recruitment, Relocation and Retention Incentives
- Non-CCAS Awards
- Aggregate Limitation on Basic Pay
- Involuntary and Voluntary Changes to Lower Broadband Level and/or Career Path

78



AcqDemo pay administration opens the door to being competitive in the labor market while keeping the cost to the organization within established budgetary limits. This section reviews general pay setting rules for new and existing employees, describes the concept of a compensation strategy, and discusses several compensation management choices a Participating Organization may decide to use.

In AcqDemo, the term “Basic Pay” equates to Title 5’s “Base Pay” in that AcqDemo’s “Basic Pay” does NOT include locality or any other form of adjusted base pay. Because it is a contribution-based pay system, AcqDemo does not have to use special pay tables to be competitive. Its “Basic Pay” essentially encompasses all forms of Title 5 adjusted pay except for locality and, therefore, carries the same weight as Title 5 “Base Pay.”



AcqDemo Pay Setting Overview

New hires from outside Federal Government and reinstatement eligibles

- Basic pay set within the applicable broadband level

Federal employees in alternate personnel systems

- Not eligible for WGI Buy-in unless WGI eligibility exists under current pay system
- Not eligible for Career Ladder Promotion Buy-in
- Basic pay may be set within the applicable broadband level for promotion

Non-AcqDemo Federal Employees

- *WGI/Career Ladder Promotion Buy-in if lateral transfer, reassignment or realignment
- Basic pay set within the applicable broadband level for promotion

***WGI Buy-In Calculation**

$$\text{Conversion Basic Pay} = (\text{Time in Step} \div \text{Time Between Steps}) \times \text{Step Increase} + \text{Current Base Pay}$$

AcqDemo Employees

- Basic pay will be between 0% and no more than a 20% increase of existing basic pay for promotion

79


Pay Setting under AcqDemo is fairly simple.

If an individual is hired from outside the Federal Government (contractor or military, for example), that individual's basic pay may be set by management anywhere within the applicable broadband level range – taking into account current basic pay, market conditions, qualifications, education, and expected contribution level.

If an individual is hired into AcqDemo from within the Federal Government (via lateral transfer or reassignment), the individual's current non-AcqDemo base pay is matched unless the addition of a Within-Grade Increase, or WGI, is applicable. Because most of the Department and Federal Government is under the General Schedule, hiring employees from GS positions is the norm. The AcqDemo guidance provides for a WGI buy-in for employees newly entering the Demo. This adjustment provides these employees with a prorated portion of the WGI amount they have earned to date in their General Schedule position.

For those employees being hired into AcqDemo via promotion action, their basic pay may be set between a 0% - 20% increase.

All basic pay must be set at least at the minimum of the broadband level. This means when required to meet the broadband minimum, basic pay for promotions may exceed the 20% maximum. When Federal employees are hired with a basic pay above the AcqDemo broadband level, pay retention may apply.



Broadbands

Business and Technical Management Professional (NH)			
I \$20,172 - \$36,116 (GS-1 - GS-4)	II \$31,083 - \$74,074 (GS-5 - GS-11)	III \$68,299 - \$105,579 (GS-12 - GS-13)	IV \$95,973 - \$146,757 (GS-14 - GS-15)
Technical Management Support (NJ)			
I \$20,172 - \$36,116 (GS-1 - GS-4)	II \$31,083 - \$55,430 (GS-5 - GS-8)	III \$47,097 - \$74,074 (GS-9 - GS-11)	IV \$68,299 - \$105,579 (GS-12 - GS-13)
Administrative Support (NK)			2022 AcqDemo Broadband Basic Pay Table <i>(w/o Locality Pay)</i>
I \$20,172 - \$36,116 (GS-1 - GS-4)	II \$31,083 - \$50,050 (GS-5 - GS-7)	III \$42,641 - \$67,425 (GS-8 - GS-10)	

80




AcqDemo breadbands represent natural breaks in professional growth which are typical of acquisition business environments:

- Level I = entry level positions
- Level II = journeyman level positions
- Level III = professional or master level positions
- Level IV = senior management or master level positions, as well as experts within a particular functional specialty

This structure is designed to facilitate pay progression and internal assignment of duties, and to allow for more competitive recruiting of quality candidates at differing pay rates.

It is important to understand how broadbanding works, as professional growth and compensation relate directly to broadbanding. Advancement *within* broadband levels is contingent upon contribution to the mission. Advancement *to a higher* broadband level requires a promotion.

The AcqDemo design does not vary from the GS grade equivalent pay structure as the minimums and maximums of each broadband level match the limits of the GS grades included.




Conversion Pay Setting

- **GS Employees Converting to AcqDemo**
 - WGI buy-in is a prorated calculation based on number of completed weeks toward next Step increase. A tool is available on the AcqDemo website to determine individual buy-in amount, if applicable.

WGI Buy-In Calculation:

$$\text{AcqDemo Basic Pay} = (\text{Time in Step} \div \text{Time Between Steps}) \times \text{Step Increase} + \text{Current Base Pay}$$

- **Career Ladder Promotion Buy-In**
 - Prorated calculation based on the number of completed weeks towards the next higher grade
 - If both step increase and career ladder buy-ins apply, calculate step increase buy-in first, then calculate career ladder buy-in
 - Special Rate and Retained Rate policies also detailed in AcqDemo Operating Guide if applicable



Within-Grade Increase (WGI) buy-in option is only available if hiring from a graded position in a pay system that offers WGIs or equivalent.

Operating Procedures Reference:

2.9.1.1 Buy-ins

WGIs inherent in the GS system are discontinued under this demonstration project. In order to compensate employees equitably at the time of their organization's initial conversion into AcqDemo, adjustments to the employees' basic pay for a step increase and/or non-competitive career ladder promotion will be made. This process is known as a "buy-in."

2.9.1.2 Calculation

Specifically, "buy-in" adjustments to an employee's basic pay for a step increase and/or a non-competitive career ladder promotion will be computed based on the organization's implementation date, according to a prorated share computed upon the number of weeks an employee has completed towards the next higher step or grade. A week is considered to be in effect at 0001 hours on each Sunday.

2.9.1.3 Eligibility

Employees will not be eligible for the WGI buy-in if their current rating of record is unacceptable at the time of conversion, are at step 10, or are receiving retained pay at the time of conversion will not be eligible for a WGI buy-in. An employee on retained


pay whose basic pay exceeds the maximum basic pay of the broadband level (as determined by the employee's grade) is not eligible for a buy-in adjustment. As such, an employee's rate of basic pay remains the same under AcqDemo as it was previously. Employees on retained grade at the time of conversion into AcqDemo will receive a "buy-in" for their within-grade increase provided they would have received a WGI prior to expiration of their retained grade. Their basic pay will then be set at that rate in the career path and broadband level for their position of record. Employees on grade retention at the time of conversion transition into AcqDemo who would not receive a WGI prior to expiration of their grade retention will not receive a buy-in for their WGI. Their basic pay will be set at the rate in the broadband for their position of record. Employees whose pay exceeds the top rate of the broadband level will have their pay retained.

2.9.2 Career Ladder Promotions

Similar computation applies for career ladder promotion buy-in. If both the step increase and the career ladder buy-in apply, calculate the step increase buy-in first, and then calculate the career ladder buy-in. For employees whose special rate exceeds their locality rate, the pay conversion will be processed first to derive a new rate of basic pay under the demonstration. Next, the WGI/career ladder promotion buy-in adjustment is added to the new rate. (This processing sequence is significant because it yields a higher rate of basic pay under the demonstration than the reverse sequence would.)

2.9.2.1 Career Ladder promotion buy-in may cause an employee's rate of basic pay under the demonstration project to exceed the top of the broadband level corresponding to the employee's pre-demonstration project permanent grade. If the employee's rate of basic pay exceeds the maximum rate of basic pay for the broadband level containing the employee's GS grade, the employee will remain at that broadband level and will receive a retained rate

2.9.2.2 For employees on career ladder positions, no within-grade increase (WGI) equity adjustment will be made if the employee's basic pay is adjusted for a promotion that would be effective before the next scheduled WGI.



Conversion Pay Setting Exercise

Individual Activity

Review the conversion information and calculate:

- WGI Buy-In**

$$\left(\frac{\text{Time in Step}}{\text{Time Between Step}} \right) \times \text{Step Increase} = \text{WGI Buy-In}$$

$$\left(\frac{\text{___ weeks}}{\text{___ weeks}} \right) \times \$\text{___} = \$\text{___}$$
- New Basic Pay and New Locality**

$$\text{WGI Buy-In} + \text{Current Basic Pay} = \text{New Basic Pay}$$

$$\$ \text{___} + \$ \text{___} = \$ \text{___}$$

$$\text{New Basic Pay} \times \text{Locality \%} = \text{New Locality}$$

$$\$ \text{___} \times \text{___ \%} = \$ \text{___}$$
- New Total Pay**

$$(\text{New Basic Pay} + \text{New Locality Amount}) = \text{New Adjusted Basic Pay}$$

$$(\$ \text{___} + \$ \text{___}) = \$ \text{___}$$

Time Between Steps

GS / Step	1	2	3	4	5	6	7	8	9	10
		1 Year 52 Weeks	1 Year 52 Weeks	2 Years 104 Weeks	2 Years 104 Weeks	2 Years 104 Weeks	3 Years 156 Weeks	3 Years 156 Weeks	3 Years 156 Weeks	

82

Given —

Current GS Grade and Step = GS-13, Step 4

(Use the GS Base Pay amount listed in the current GS Pay Table)

Time in Step = 45 weeks

Locality Pay Percentage for RUS = 16.20%

Time Between Steps: _____

Time in Step: _____

Within Grade Amount: \$ _____

Percentage of time toward next step: _____ %

Buy-In Amount: \$ _____

New Basic Pay: \$ _____

Locality Pay: \$ _____

New Adjusted Basic Pay: \$ _____

- **Time Between Steps.** The number of weeks between steps for the current GS grade and step.

Steps 1 – 4 = 52 weeks,

Steps 5 – 7 = 104 weeks

Steps 8 – 10 = 156 weeks

There is no WGI Buy-In for employees on Step 10.

- **Time in Step.** This is the number of weeks between the last step increase to the entry on duty (EOD) date of the new position (or conversion date into AcqDemo). Do not round up – it must be a full completed week.
- Find the “Within Grade Amount” for the employee’s current GS grade located in the last column on the GS Pay Table.
- Divide the **Time in Step** by the **Time Between Steps**. This will yield the prorated amount of time (as a percentage) the employee has spent in grade toward the next step increase.
- Multiply the employee’s current step’s “Within Grade Amount” by the resulting percentage in the previous step (use the GS Pay Table far right-hand column titled “Within Grade Amounts”). This will render the “Buy-In Amount.”
- Add the resulting number to the employee’s current basic pay. This will establish the “New Basic Pay.”
- Multiply the “New Basic Pay” by the “Locality Pay” percentage yielding the employee’s new Locality Pay.
- Add the New Basic Pay and the Locality Pay Amount. This will be the New Total Adjusted Basic Pay.

The AcqDemo Program Office provides a conversion calculator to assist this process. It can be located online at acqdemo.hci.mil, select “Tools,” then select “Conversion Calculator.”



Buy-Ins

- **No Buy-In if...**
 - Step Increases are being withheld for Less Successful Performance
 - On Performance-Improvement Plan
 - Salary Exceeding Maximum of Broadband Level
 - Step 10
- **Special Situations**
 - Special Salary Rates Not Applicable
 - Convert to GS non-special salary rate, then buy-in
 - On Retained Pay - Salary Not Exceeding Maximum of Broadband Level
 - Retained Grade

Buy-in calculator: <https://acqdemo.hci.mil/acqdemoconversioncalculator.html>



Employees are not eligible for the WGI buy-in if their current rating of record is unacceptable at the time of conversion, are at step 10, or are receiving retained pay at the time of conversion will not be eligible for a WGI buy-in.

Employees who are on a Performance Improvement Plan (PIP) at the time of conversion will not be converted into the AcqDemo until successful completion of the PIP. These employees are ineligible for a buy-in until they successfully complete the PIP. Upon completion, the employee will be bought in as of the date of the successful completion of the PIP, and their buy-in adjustment to basic pay will be calculated as of the original conversion date of the organization.

An employee on retained pay whose basic pay exceeds the maximum basic pay of the broadband level (as determined by the employee's grade) is not eligible for a buy-in adjustment. This employee's rate of basic pay remains the same under AcqDemo as it was previously.


Employees on retained grade at the time of conversion into AcqDemo will receive a "buy-in" for their within-grade increase provided they would have received a WGI prior to expiration of their retained grade. Their basic pay will then be set at that rate in the career path and broadband level for their position of record.

Special salary rates (SSRs) are no longer applicable to AcqDemo employees. Employees on special salary rates at the time of conversion into AcqDemo will receive a new basic rate.

The process of converting a SSR employee's pay to an AcqDemo basic pay is the same as other GS employees, EXCEPT for 1 additional step. Before applying the buy-in methodology for regular GS employees, you must *first* convert the special salary rate pay (grade and step) to the corresponding traditional GS basic pay. To do so, divide the current SSR salary by 1 plus the locality area percentage (e.g., 2022 RUS percentage is 16.20%, so the divisor would be 1.1620), then follow the remaining 3 steps used in a traditional GS buy-in.


Example: Nurse, GS-0610-11, step 5 in Ft. Knox, KY with RUS locality of 16.20%

<i>Current SSR pay:</i>	\$75,973
<i>New AcqDemo basic pay:</i> <i>(\$75,973 * 1.1620)</i>	\$65,381
<i>Time Between Steps:</i>	104 weeks
<i>Time in Step:</i>	84 weeks
<i>Within Grade Amount:</i> <i>(Use GS base pay WGI amount)</i>	\$1,899
<i>Percentage of time toward next step:</i> <i>(84/104)</i>	80.76923%
<i>Buy-In Amount:</i> <i>(Prorated WGI percentage * WGI amount)</i>	\$1,534 <i>(\$1,899 * 0.8076923)</i>
<i>New Basic Pay:</i> <i>(New AcqDemo basic pay + WGI buy-in)</i>	\$66,914 <i>(\$65,381 + \$1,534)</i>
<i>Locality Pay:</i> <i>(RUS @ 16.20%)</i>	\$10,041 <i>(\$66,914 * 0.1620)</i>
<i>New Adjusted Basic Pay:</i> <i>(New basic pay + Locality Adjustment)</i>	\$77,754 <i>(\$66,914 + \$10,041)</i>



Buy-Ins from Another Pay-Banded System


- Follow conversion-out rules in Federal Register Notice for pay-banded system employee is leaving
 - Many STRL “Lab Demos” use current salary to determine equivalent GS grade and step, e.g., “Step 4 Rule”
 - Other conversion-out processes
- Adjust Date of Last Equivalent Increase (DLEI) based on date of last regular performance pay
 - Reference - 5 CFR §531.407



Each pay banding system has their own conversion out rules, located in their Federal Register. It is important that you follow those rules before converting the employee into AcqDemo or mistakes can and have happened.

One misconception that has plagued CPAC and HR professionals is believing all banded systems have the same GS grades aligned to the same band levels. In some cases that is true however the majority of cases it is not true.

STRs have a variety of bands that have different grades. Be mindful of which system the employee comes from and THEIR conversion out rules.... please don't assume!!!!



Determining GS Grade and Pay Equivalency

► Grade-Setting Provisions

- Representative Rate (Step 4 Rule)
- Special provisions for employees on pay retention

AcqDemo
Career Path and
Broadband

NH-IV
\$169,232

GS 15: step 4 and above									
1	2	3	4	5	6	7	8	9	10
148,484	153,424	158,383	163,333	168,282	173,232	176,300	176,300	176,300	176,300
GS 14									
126,233	130,441	134,649	138,856	143,064	147,272	151,479	155,687	159,894	164,102

~ Pay is set to next higher step from current adjusted rate of basic pay ~

85


Once in AcqDemo, it will become necessary to understand the GS-equivalency for AcqDemo positions. This comes into play not only for determining eligibility for things such as training opportunities that may be based on GS grade levels but also in understanding what GS grade is warranted when leaving the AcqDemo program.

Under AcqDemo regulations, grade-setting provisions are based on what we call the Step 4 rule or the Representative Rate. Exit-out criteria requires the use of adjusted rate of basic pay (locality) pay tables to establish a GS-equivalent grade. The salaries shown here are those of the 2022 Washington DC locality area (31.53%). The employee's current adjusted rate of basic pay (including locality) is compared to step 4 of the highest grade encompassed by the broadband level using the locality schedule (or other appropriate schedule for the occupation). If the current rate of basic pay meets or exceeds that step 4 pay, the employee converts out of AcqDemo at the highest grade. If the employee's current adjusted rate of basic pay falls below the step 4 rate of the highest grade in the broadband level, it is then compared to step 4 of the next lower grade in the broadband level and the same criteria is applied. This process continues until the employee's current adjusted rate of basic pay exceeds a step 4 rate of any grade encompassed by the broadband. If the adjusted rate fails to meet step 4 of the lowest grade encompassed by the broadband, the employee will exit out of AcqDemo at the lowest GS grade of the broadband.

In our example, an NH-IV employee making \$169,232 is compared to the step 4 of the GS-15 and GS-14 scales. First, start with the highest GS grade in the broadband level. \$169,232 is compared to GS-15 step 4 of \$163,333. Because the employee's current salary equals or exceeds the step 4 amount, the employee converts out of


AcqDemo at the GS-15 level. If the salary had been less than the GS-15 step 4, the employee would have converted out at GS-14. An exception may be that the position could clearly be linked back to the GS-15 level.

Once the grade is set, the converted pay is then determined. If the current salary falls between two GS steps, pay is set at the higher step. If the employee's current salary exceeds the range of the position to be converted to, they are placed on Pay Retention.



When GS Equivalency Determination Is Needed

- GS-equivalent grade and step determinations required when...
 - Employee moves to a non-AcqDemo position
 - Losing agency converts employee to GS grade and step
 - Final pay setting in new position is responsibility of the gaining agency
 - Employee is affected by
 - Centralized Selection Boards
 - Training and Education
 - Applying for non-AcqDemo vacancy announcements
- Step 4 Rule used anytime an employee is seeking a position needing a GS equivalency or to a Lab Demo position




For employees going to a non-AcqDemo position, the losing agency converts the employee to a GS grade and step. Pay setting is the responsibility of the gaining agency.

For employees affected by Centralized Selection Boards, training and education, or applying for non-AcqDemo vacancy announcements, use the Step 4 rule:



- Compare AcqDemo salary to the highest grade in the broadband level at step 4.

The Step 4 rule will be used anytime an employee is seeking a position where a GS equivalency is needed or to a Lab Demo position.



AcqDemo Highest Previous Rate (HPR)


- Additional pay setting tool to be considered for a number of placement actions
- Permits setting pay at a higher rate than a rate established under normal AcqDemo rules
- Uses higher rate of basic pay employee received in another Federal job
- Use of AcqDemo HPR subject to discretion and policies of the Head of the Participating Organization
- Rules for use are consistent with those used under the General Schedule



This feature is like the Title 5 HPR you may be accustomed to using. If an employee has received a higher basic pay in another Federal job than one established using normal AcqDemo pay setting rules, the organization may set pay at that higher rate. This is the AcqDemo Highest Previous Rate, or HPR, rule. It mirrors the HPR used in Title 5 and may be used for reemployment, transfer, reassignment, promotion, demotion, change in type of appointment, termination of a critical position pay authority, movement from a non-GS pay system, or termination of grade or pay retention.




Use of AcqDemo HPR is at the discretion of the Head of the Participating Organization and is subject to policies established by the organization's senior leaders or Personnel Policy Board.

Under no circumstances will the employee's basic pay exceed the maximum basic pay for the broadband level upon the placement action.



Retained Pay Employees and the General Pay Increase (GPI)

- The 50% GPI annual pay adjustment *may* be reduced or denied if most recent:
 - Quality of performance rating is “Unacceptable”




88

Employees on retained pay in AcqDemo are treated the same as GS employees when it comes to applying the annual General Pay Increase, or GPI—the maximum they may receive is 50% of the GPI. AcqDemo gives the option to Participating Organizations to withhold all or part of the 50% GPI allotment if a retained pay employee’s contribution is considered “Unacceptable.” The Unacceptable rating may have been determined by an annual or interim contribution assessment. This will be documented in the Participating Organizations published AcqDemo Business Rules which are provided to the employees.

Retained pay employees may not receive a basic pay increase, a Contribution Rating Increase (CRI), as part of the CCAS process but may be eligible for a Contribution Award (CA) if their contribution assessment supports it.



If your organization has decided to use this flexibility, a policy will exist. Be sure to review the policy regarding the GPI allowance to retained pay employees with an Unacceptable rating.



Retained Pay Employees and Adverse or Contribution-Based Actions

- Pay **will** be reduced for involuntary change to lower broadband level
 - Percentage determined by Participating Organization
 - Pay set no lower than assigned broadband basic pay minimum


Ineligible for retained pay if placed into lower broadband as a result of adverse or contribution-based action



89

Other circumstances can cause a change in retained pay status. Retained pay will be terminated and basic pay reduced if an employee is placed in a lower broadband as a result of an adverse or contribution-based action. The Participating Organization determines the percentage the pay is to be reduced under these circumstances but may not set pay any lower than the minimum pay of the broadband to which the employee has been reassigned.


If, however, an employee is placed in a lower broadband due to circumstances outside the employee's control, such as a position reclassification or reduction in force, the employee is eligible for pay retention.





Accelerated Compensation for Developmental Positions (ACDP)

Eligible employees...

- ... Are in acquisition positions OR non-acquisition positions supporting DAWIA-covered positions at least 51% of the time
(Classified to NH I, II, and III broadband levels)
- ... Participate in formal training programs, internships, or other developmental capacities
- ... Demonstrate successful or better growth and development in job-related competencies
- ... Exceed contribution expectations associated with their Expected Overall Contribution Score (EOCS)




90 




ACDP

- Provides opportunity to increase basic pay twice per CCAS appraisal cycle
 - Each basic pay increase may not exceed 10%
 - Increase in basic pay will trigger an increase in employee's EOCS
 - Employee is eligible for additional rating increase through the CCAS process

ACDPs will not be funded by pay pool allocations





Accelerated Compensation for Developmental Positions, or ACDP for short, allows for more frequent basic pay increases for developmental positions than would normally occur with just the annual CCAS pay pool payout.

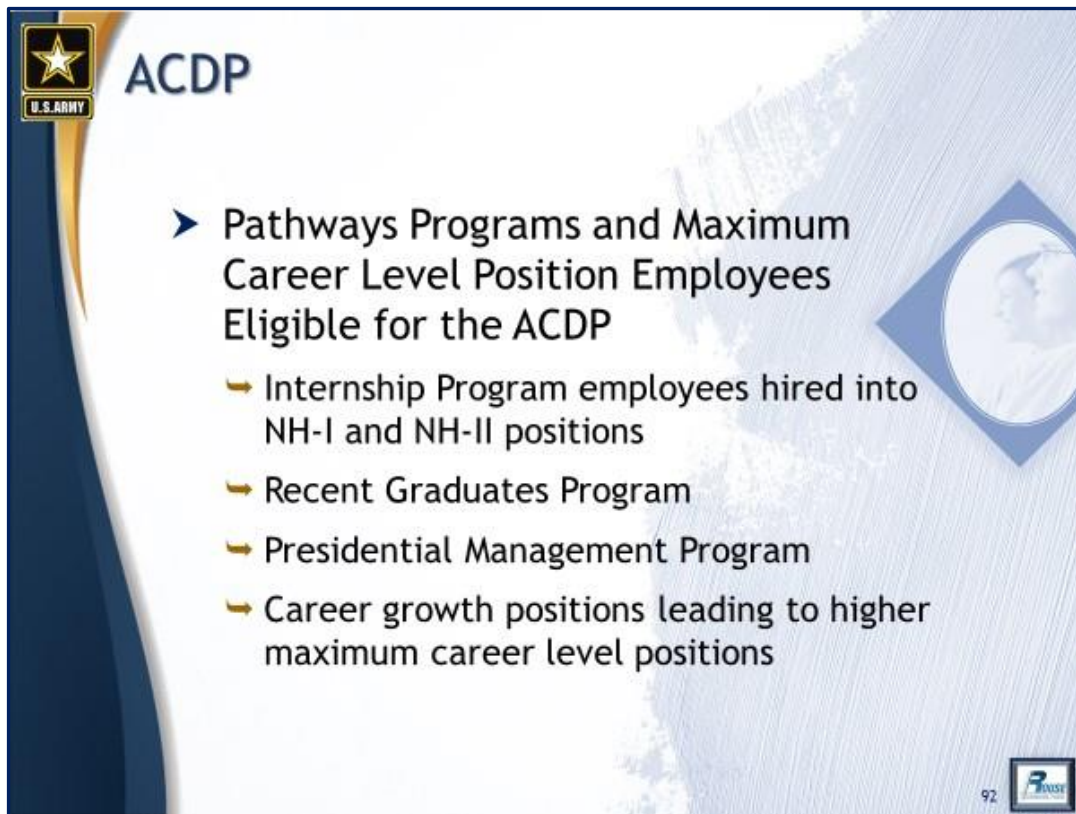
It recognizes employees in DAWIA-covered positions, and those in non-acquisition workforce positions requiring 51% or more time in direct support of acquisition positions, in an acquisition career field classified to Broadband Levels I, II, and III of the Business Management and Technical Management Professional (NH) Career Path who:

- Are participating in formal training programs, internships, or other developmental capacities;
- Have demonstrated successful or better growth and development in the attainment of job related competencies;
- Have demonstrated effective accomplishment of a level of work higher than that represented by an ACDP employee's current rate of basic pay.

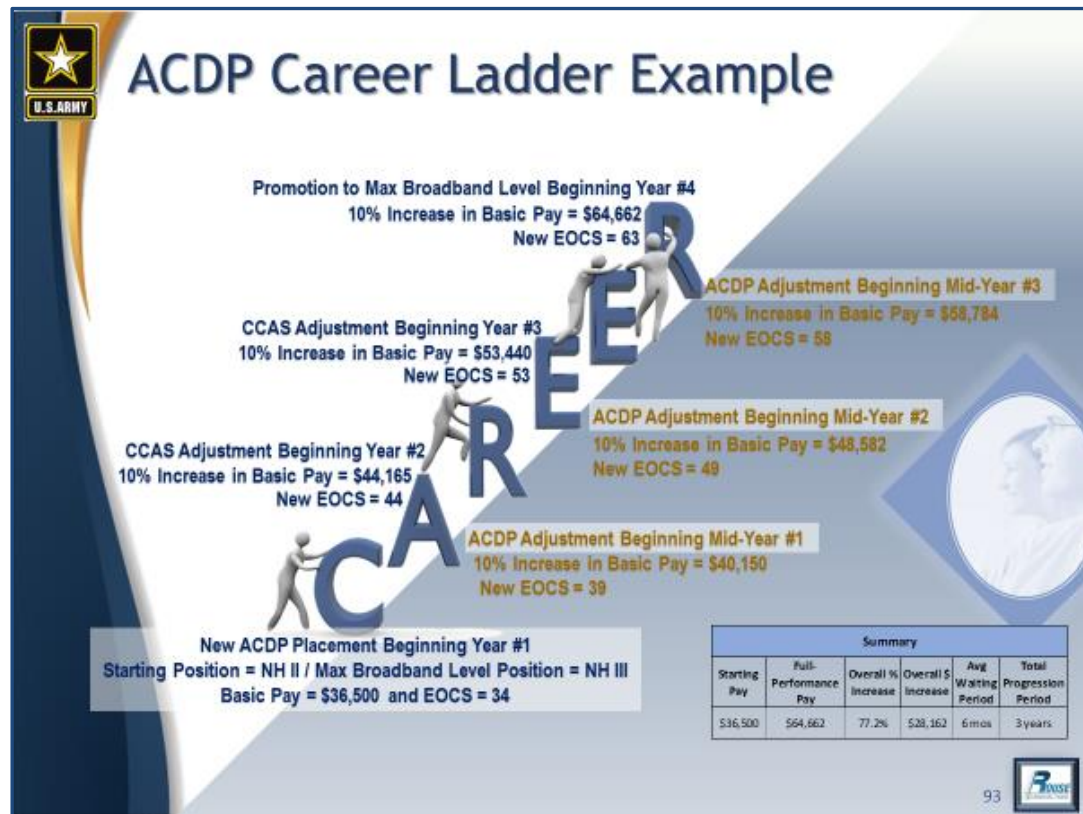
The term "Career Ladder Position" is typically used for these types of appointments.

Standards by which ACDP increases will be provided and development criteria by which additional basic pay increases may be given will be established in combination with CCAS and documented in internal business rules, policies, and procedures of each Participating Organization. Check your local policy for additional information.


The amount of the ACDP increase may not cause the employee's basic pay to exceed the top of the employee's broadband level, the target pay for the employee's maximum broadband level, or compensation strategy set by internal business rules, policies, or procedures for both the position's value and employee's contributions.



Employees hired into NH-I and II positions through the Internship Program, Recent Graduates Program, or Presidential Management Program under the OPM Pathways Programs, or into a career growth position leading to a higher maximum career level position may be eligible for the ACDP.



Here is an example of how an employee in an ACDP position may progress from an ACDP NH-II position “targeted” to an NH-III Maximum Broadband Level over a three-year timeframe with maximum 10% interim ACDP salary increases. Please note these calculations do not include the annual General Pay Increase and are provided for example only. Actual amounts will vary depending on the current salary structure and local policies.




Supervisory and Team Leader Cash Differentials

Intended to incentivize and compensate supervisors and team leaders

Can be effectively applied when...

- ... Inequities exist between supervisory and non-supervisory subordinate pay
- ... Positions are extremely difficult to fill
- ... Organizational level and scope, difficulty, and value of position warrants additional compensation


A cash differential is NOT included as part of basic pay

94 

In the GS system, going from a non-supervisory role to a supervisory role typically involves a promotion from a GS-12 to a GS-13 position. As both of those positions in AcqDemo are NH-III positions, there is normally no opportunity to offer an employee a basic pay increase at the time of the position change. Instead, a pay increase may occur as a result of the CCAS process with a payout in January. The Supervisory and Team Leader Cash Differential was created to provide an additional incentive for difficult to fill or particularly challenging positions and allows for an increase in pay at the time of the position change.

A cash differential is not paid from pay pool funds and is NOT included as part of basic pay for entitlement calculations such as retirement or Thrift Savings Plans. It is, however, subject to the total aggregate limitation on pay. Because it is not part of basic pay, supervisors or team leaders who are at the maximum basic pay for their respective broadband level may still receive a cash differential.


Differentials are paid on a pay-period basis with a not-to-exceed limitation of one year or less and are reviewed each year at the same time as the CCAS annual assessment. Because of the annual review, cash differentials may be terminated or reduced as assessed against budgetary constraints, changes in assignment or scope of work, or an employee's removal from the supervisory or team leader position regardless of cause. Termination or reduction of a cash differential is not an adverse action and is not subject to appeal or grievance.



Supervisory and Team Leader Cash Differentials (Continued)

Some caveats...

- Supervisory differential may not exceed 10% of basic pay
- Team leader differential may not exceed 5% of basic pay
- Reviewed annually with CCAS Assessment to validate continuing need
 - ➔ May be terminated or reduced

95 

Supervisory employees on retained pay are eligible to receive a supervisory cash differential not to exceed 10% of the maximum basic pay for the broadband level of their position. Team leader employees on retained pay are eligible to receive a team leader cash differential not to exceed 5% of the maximum basic pay for the broadband level of their position.


Cash differentials are not automatic simply because an employee is placed in a supervisory or team leader position. They are to be used selectively—not routinely—to compensate only those supervisors or team leaders who fully meet criteria established by AcqDemo rules and organizational policy. The contribution of supervisors and team leaders to the mission of their organization will be assessed separately under CCAS and a signed statement by an employee receiving a cash differential acknowledges all the stipulations required. Check your local policy regarding the use and management of Supervisory and Team Leader Cash Differentials.

Supervisory and Team Leader cash differentials:

- Are not included as part of basic pay for entitlement calculations (e.g., retirement and Thrift Savings Plan)
- Are subject to the total aggregate limitation on pay.
- Are paid on a pay period basis; reviewed every year at the same time as the CCAS annual assessment.
- May be terminated or reduced as dictated by fiscal limitations or changes in assignment or scope of work.


- Must be terminated if the employee is removed, regardless of cause, from the position or voluntarily leaves the position for which the differential was granted.
- That are terminated or reduced is not considered an adverse action and is not subject to appeal or grievance.
- Require a signed Statement of Understanding by an employee receiving a cash differential acknowledging all of the stipulations is required.

Because it is not part of basic pay, supervisors or team leaders who are at the maximum basic pay for their respective broadband level may still receive a supervisory cash differential.



Supervisory and Team Leader Cash Differentials (Continued)

- A Request for Personnel Action (RPA) is not required to extend the cash differential if the dollar amount for basic pay remains constant
- A **new** RPA is required if basic pay changes as the result of an increase in pay (i.e., GPI, CRI, etc.)
- An RPA is also required to terminate the Cash Differential when an employee moves to a different position



Remarks required on the RPA:

To effect payment of the cash differential:


SUPERVISORY (OR TEAM LEADER) CASH DIFFERENTIAL

- 1st Line Supervisor: Name, email address and phone number
- CPAC Specialist: Name, email address and phone number
- Approval memo and Statement of Understanding attached
- P75 – Salary in Block 20 includes a supervisory cash differential of (\$XX,XXX)
- OR P76 - Salary in Block 20 includes a team leader cash differential of (\$XX,XXX)
- XX% of current basic pay,
- \$XX,XXX will be added as Other Pay
- \$XXX,XXX (basic pay) + \$XX,XXX (Locality Rate XX.XX%) = \$XXX,XXX
(Adjusted Basic Pay) + \$XX,XXX (Other Pay) + \$XXX,XXX (Total Salary)

Termination of Cash Differential:

SUPERVISORY (OR TEAM LEADER) CASH DIFFERENTIAL (TERMINATION)



- 1st Line Supervisor: Name, email address and phone number
- CPAC Specialist: Name, email address and phone number
- \$XXX,XXX (basic pay) + \$XX,XXX (Locality Rate XX.XX%) = \$XXX,XXX
(Adjusted Basic Pay/Total Salary)




“The 3 Rs”

Recruitment, Relocation and Retention Incentives

- Title 5 authorities available to AcqDemo participants
- Can be a percentage of pay or fixed dollar amount
- Gives organizations additional monetary incentive options in certain circumstances
- Governed by 5 CFR 575, parts A and C




97



Because they are an essential weapon in an organization’s recruiting and retention arsenal, AcqDemo organizations may make full use of federal recruitment, relocation and retention incentives. A percentage of basic pay or fixed dollar amount, these incentives benefit the organization in the war for talent and may make the difference in a highly qualified candidate’s decision to accept or decline an offer of employment or elect to stay with an organization instead of going to another employer.

Recruitment incentives provide a critical edge in the organization’s ability to place a uniquely qualified candidate into a difficult, hard to fill position. A relocation incentive can help offset a candidate’s moving expenses when the organization is unable to pay permanent change of station costs. And retention incentives help to make the organization competitive when a highly qualified employee entertains an offer of employment elsewhere. It gives the organization a chance to retain valuable skills and knowledge that may otherwise just walk out the door.

Refer to the Code of Federal Regulations, specifically 5 CFR 575 parts A and C, and any local policies regarding the “3 Rs” for more detailed information on how to administer these incentives and the specific requirements associated with their strategic application.



Non-CCAS Awards


Title 5 U.S.C. non-rating-based awards available to AcqDemo participating organizations

- Separate from CCAS contribution awards
- Not part of pay pool funding

Special Act awards of \$25,000 or less can be granted to covered employees

- Must comply with DoD, Component, or Agency criteria and instructions
- Subject to AcqDemo Service Acquisition Executive approval

Subject to the aggregate limitation on pay




98

To provide additional options to motivate and reward individuals and groups, some portion of the CCAS award budget is reserved for special acts and other types of awards as they occur. Awards may include, but are not limited to, special acts, patents, invention awards, suggestions, and on-the-spot. The funds for these traditional Title 5 awards are allocated separately within the constraints of the organization's budget in the CCAS funding pools. A minimum of 10% of the contribution award budget is automatically withheld and reserved for cash awards given throughout the CCAS appraisal year. Participating Organizations may elect to reserve more than the 10% minimum depending on their compensation strategy.



In addition to Title 5 pay flexibilities, all these AcqDemo pay flexibilities are available to organizations for use and application in their compensation management programs. The AcqDemo regulations (Federal Register notice and DoD Operating Guide) require Participating Organizations to develop a *Compensation Strategy* and submit a copy to the AcqDemo Program Office no later than 30 June of each year. The Participating Organization's compensation strategy may be included in their Business Rules document or may be a separate, stand-alone document and must be promulgated to the Participating Organization's AcqDemo population.

The following content addresses the meaning of a compensation strategy and its relationship to an overall compensation management program.



Aggregate Limitation on Pay

- Aggregate Limitation on Pay caps total amount of allowances, differentials, bonuses, awards, or other payments combined with employee's basic pay in any calendar year
- The calendar year aggregate limitation on pay is equal to Level I of the Executive Schedule and applies to AcqDemo employees
 - Reference 5 U.S.C. 5307 and 5 CFR part 530, subpart B




99

The calendar year aggregate limitation on pay under 5 U.S.C. 5307 and 5 CFR part 530, subpart B, of the rate payable for level I of the Executive Schedule applies to AcqDemo employees.



In addition, the maximum rate of basic pay for each broadband level will be limited to the maximum rate of basic pay for the highest referenced grade included in the broadband level.

Other than where a retained rate applies, basic pay rates will be limited to the maximum rate of basic pay payable for each broadband level.




Involuntary Changes in Pay, Broadband Level, Career Path

- Involuntary changes in pay, broadband level, or career path can be the result of an adverse action or contribution-based
- Actions include:
 - Change to lower broadband level with or without reduction in pay
 - Reduction in basic pay within existing broadband level and career path
 - Move to a new position in different career path





If change in pay, broadband level, or career path is an adverse action or is contribution-based, an employee may receive:

- An involuntary reduction in broadband level with or without a reduction in basic pay;
- An involuntary reduction in basic pay within his/her existing broadband level and career path; and/or
- An involuntary move to a new position in a different career path.



Involuntary Changes in Pay, Lower Broadband Level, Career Path

- Involuntary reductions in pay result in basic pay level consistent with employee's demonstrated contribution level
- Involuntary change to lower broadband level
 - Basic pay reduced by percentage determined by Participating Organization
 - Basic pay set no lower than minimum basic pay of assigned broadband level
- Contribution-based change to lower broadband level does not entitle employee to pay retention
- Employee subject to Non-adverse action or contribution-based involuntary changes remain eligible for pay retention
 - For example, position reclassification




101

If the change in pay, broadband level, or career path is the result of an adverse action or is contribution-based:



Involuntary reductions in pay will result in a basic pay level consistent with an employee's demonstrated contribution level.

- For involuntary change to lower broadband level, the employee's *basic pay will be reduced* by a percentage determined by Participating Organizations but will be set no lower than the minimum basic pay of the broadband level to which assigned.
- Employees placed into a lower broadband due to an adverse or contribution-based action are not entitled to pay retention.
- If an employee is subject to an involuntary change to a lower broadband level/change in career path by other than an adverse or contribution-based action, such as a reclassification of his/her position, the employee is entitled to pay retention if all conditions in title 5 U.S.C. 5363 and 5 CFR part 536, subparts A and C are met.



Voluntary Change to Lower Broadband Level, Career Path

- Voluntary change to lower broadband level or career path
 - Salary may be set at any point within the newly assigned broadband level
 - New salary cannot exceed employee's current salary or maximum salary of newly assigned broadband - whichever is lower
- Requests for voluntary changes should provide supporting rationale
- Official personnel action required



When an employee accepts a voluntary change to lower broadband level or a different career path, salary may be set at any point within the broadband level to which appointed, except that the new salary will not exceed the employee's current salary or the maximum salary of the broadband level to which assigned, whichever is lower.

An employee's request for voluntary change to a lower broadband level or different career path should provide a reason(s) for the request. All actions shall be documented by use of an official personnel action and appropriately filed.



Practice Scenario

Setting An Appropriate Pay Range

Richard has selected his candidate for the job. Since salaries are negotiable in AcqDemo, Richard needs to have a range of salaries available that are appropriate for the position in order to make a competitive salary offer to his desired candidate.

- Establish a salary range for Richard considering...
 - Internal equity:
 - The position's relative value to other positions in the organization
 - The expected level of contribution for employees in similar positions
 - The expected level of contribution of the selected candidate
 - External competitiveness:
 - Local labor market demands
 - The organization's physical location
 - The organization's working culture

103



Practice Scenario

Setting an Appropriate Pay Range - Group Discussion

1. What is the candidate's demographic profile?
 - Age, source of recruitment, level of experience, etc.
2. What is the position's relative value within the organization?
3. What is the appropriate expected contribution level within the broadband?
 - Low end, medium range or high end

We will discuss your findings as a group when you present your case to the class.

104



Establish an Appropriate Pay Range for the New Position

Congratulations! Your recruiting strategy(ies) were successful, and Richard has selected his optimal candidate for the job. In AcqDemo, salaries are negotiable, so an appropriate salary range needs to be established for this position for Richard to offer an appropriate salary to his selected candidate. The pay range should align with (1) the position's relative value (i.e., the knowledge, skills and competencies required by this position compared to other positions in the organization—the position management structure) and (2) the contribution expectations of the selected employee fulfilling the position's work requirements.

When setting this pay range, consider also external environmental factors such as the demands of the local labor market, the organization's physical location, and the working culture of the organization. What is a reasonable salary range given all these internal and external factors?


Using the recruiting scenarios established in Part III, the organization's compensation strategy and position management structure, and the selected candidate's individual characteristics, recommend an appropriate salary range for this position. You will have to (1) describe the candidate's demographics (e.g., age, source of recruitment, level of experience, etc.), (2) describe the position's relative value within the organization, and (3) identify an appropriate expected contribution level within the broadband (e.g., low end, medium range or high end) for both the position and the candidate. We will discuss your findings as a group when you present your case to the class.

NOTES:

[illegible]

Practice Scenario Wrap-Up


The advice and guidance you provide as human resource professionals and management partners is essential to the success of the organizations you service both now and into the future. Our hope is by working through some practical application of the flexibilities and opportunities available with AcqDemo you can envision the possibilities you may offer/recommend to your hiring managers as they strive to achieve mission success and recruit/retain the best talent for their work. In this manner, you, as a human resource professional, will truly become a valuable business partner to your serviced organization's management.



Activity - *The Way Forward Discussion*


Table discussion:

- Have your concerns identified in the beginning of class changed?
- How can you best execute your role in AcqDemo?
 - How can HR professionals help senior leaders, managers, and employees in AcqDemo?
 - What additional guidance will you need?
 - What are the main focus areas that you need to go back to your organizations and work on?

106 


Start a dialogue with your colleagues to strategize, discuss your roles, and identify other resources and opportunities to support the organization.

Record a summary of your discussion and share your discussion with the class.



AcqDemo Program Highlights

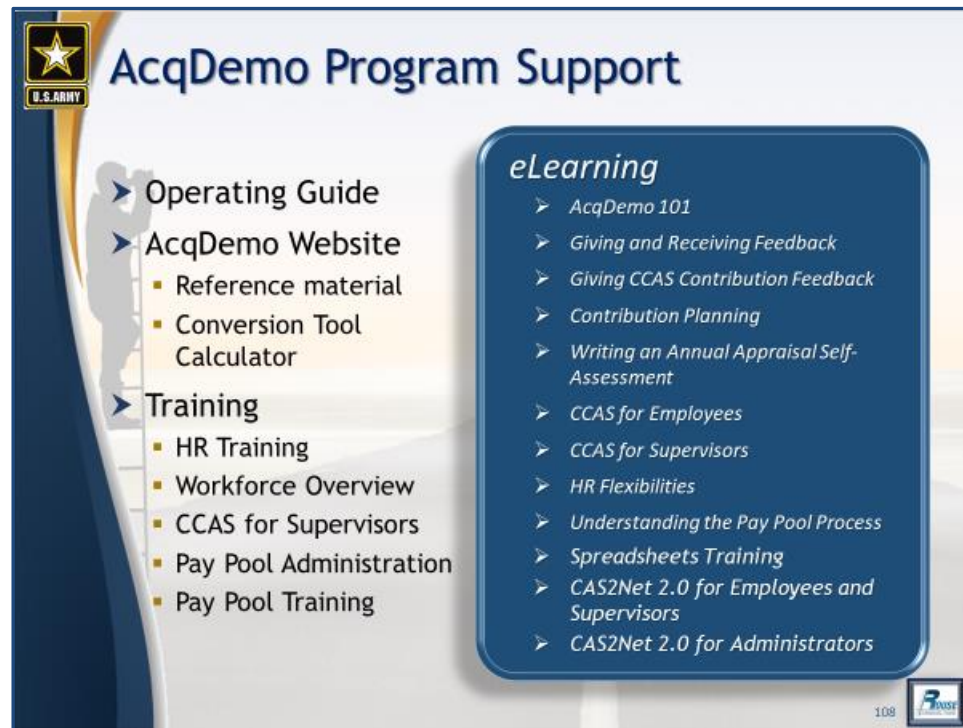
- AcqDemo has been running continuously since 1999
- Provides a rapid ability to design and implement personnel management initiatives and processes for the Acquisition Community
- Pay setting flexibilities competitively attract highly-skilled professionals
- Broadbanded classification provides flexibility in assigning and moving personnel
- CCAS provides ability to advance basic pay based on contribution versus longevity
- Appraisal system allows organizations to reward high contributors, while encouraging inadequate contributors to improve their contributions



107

Here are some AcqDemo highlights...

- AcqDemo has been running continuously since 1999.
- The system simplifies the implementation of new and improved management initiatives and processes for the Acquisition Community.
- Pay setting flexibilities can attract highly skilled professionals.
- The broadbanded classification structure provides greater flexibility to adapt to changing mission requirements by streamlining personnel assignments and internal moves.
- Replacing pay increases based on longevity with contribution-based pay
 - ... affords management with the ability to reward individual achievements and
 - ... encourages employees with inadequate contributions to improve.



The AcqDemo Program Office provides a variety of support. These include overall program operating procedures; a website that includes reference material, tutorials, and newsletters.

The AcqDemo website also provides training on subjects including HR training, Workforce Overview, CCAS for Supervisors, Pay Pool Administration, and Pay Pool Training.

For program details, visit the AcqDemo website: acqdemo.hci.mil

The following e-Learning courses are also available:

- AcqDemo 101
- Giving and Receiving Feedback
- Giving CCAS Contribution Feedback
- Contribution Planning
- Writing an Annual Appraisal Self-Assessment
- CCAS for Employees
- CCAS for Supervisors
- HR Flexibilities
- Understanding the Pay Pool Process
- Spreadsheets Training
- CAS2Net 2.0 for Employees and Supervisors
- CAS2Net for Administrators

New courses will be developed, and existing courses updated as needed. Check the AcqDemo website for the latest training information.



Appendix B – Occupational Series and Titles

**SERIES INCLUDED IN THE DoD CIVILIAN ACQUISITION WORKFORCE
PERSONNEL DEMONSTRATION PROJECT**

BUSINESS MANAGEMENT & TECHNICAL MANAGEMENT PROFESSIONAL (NH)	
OCCUPATIONAL SERIES NUMBER	OCCUPATIONAL SERIES TITLE
0011	BOND SALES PROMOTION
0017	EXPLOSIVES SAFETY
0018	SAFETY AND OCCUPATIONAL HEALTH MANAGEMENT
0020	COMMUNITY PLANNING
0023	OUTDOOR RECREATION PLANNING
0025	PARK RANGER
0028	ENVIRONMENTAL PROTECTION SPECIALIST
0030	SPORTS SPECIALIST
0050	FUNERAL DIRECTING
0062	CLOTHING DESIGN
0072	FINGERPRINT IDENTIFICATION
0080	SECURITY ADMINISTRATION
0089	EMERGENCY MANAGEMENT
0095	FOREIGN LAW SPECIALIST
0099	GENERAL STUDENT TRAINEE
0101	SOCIAL SCIENCE
0106	UNEMPLOYMENT INSURANCE
0110	ECONOMIST
0130	FOREIGN AFFAIRS
0131	INTERNATIONAL RELATIONS
0135	FOREIGN AGRICULTURAL AFFAIRS
0136	INTERNATIONAL COOPERATION
0140	WORKFORCE RESEARCH AND ANALYSIS
0142	WORKFORCE DEVELOPMENT
0150	GEOGRAPHY
0160	CIVIL RIGHTS ANALYSIS
0170	HISTORY
0180	PSYCHOLOGY
0184	SOCIOLOGY
0185	SOCIAL WORK
0188	RECREATION SPECIALIST
0190	GENERAL ANTHROPOLOGY
0193	ARCHEOLOGY
0199	SOCIAL SCIENCE STUDENT TRAINEE
0201	HUMAN RESOURCES MANAGEMENT

BUSINESS MANAGEMENT & TECHNICAL MANAGEMENT PROFESSIONAL (NH)	
OCCUPATIONAL SERIES NUMBER	OCCUPATIONAL SERIES TITLE
0241	MEDIATION
0243	APPRENTICESHIP AND TRAINING
0244	LABOR MANAGEMENT RELATIONS EXAMINING
0260	EQUAL EMPLOYMENT OPPORTUNITY
0299	HUMAN RESOURCES MANAGEMENT STUDENT TRAINEE
0301	MISCELLANEOUS ADMINISTRATION AND PROGRAM
0306	GOVERNMENT INFORMATION
0308	RECORDS AND INFORMATION MANAGEMENT
0340	PROGRAM MANAGEMENT
0341	ADMINISTRATIVE OFFICER
0343	MANAGEMENT AND PROGRAM ANALYSIS
0346	LOGISTICS MANAGEMENT
0360	EQUAL OPPORTUNITY COMPLIANCE
0391	TELECOMMUNICATIONS
0399	ADMINISTRATION AND OFFICE SUPPORT STUDENT TRAINEE
0401	GENERAL NATURAL RESOURCES MANAGEMENT AND BIOLOGICAL SCIENCES
0403	MICROBIOLOGY
0405	PHARMACOLOGY
0408	ECOLOGY
0410	ZOOLOGY
0413	PHYSIOLOGY
0414	ENTOMOLOGY
0415	TOXICOLOGY
0430	BOTANY
0434	PLANT PATHOLOGY
0435	PLANT PHYSIOLOGY
0437	HORTICULTURE
0440	GENETICS
0454	RANGELAND MANAGEMENT
0457	SOIL CONSERVATION
0460	FORESTRY
0470	SOIL SCIENCE
0471	AGRONOMY
0475	AGRICULTURAL MANAGEMENT
0480	FISH AND WILDLIFE ADMINISTRATION
0482	FISH BIOLOGY
0485	WILDLIFE REFUGE MANAGEMENT
0486	WILDLIFE BIOLOGY
0487	ANIMAL SCIENCE
0499	BIOLOGICAL SCIENCE STUDENT TRAINEE

BUSINESS MANAGEMENT & TECHNICAL MANAGEMENT PROFESSIONAL (NH)	
OCCUPATIONAL SERIES NUMBER	OCCUPATIONAL SERIES TITLE
0501	FINANCIAL ADMINISTRATION AND PROGRAM
0505	FINANCIAL MANAGEMENT
0510	ACCOUNTING
0511	AUDITING
0512	INTERNAL REVENUE AGENT
0526	TAX SPECIALIST
0560	BUDGET ANALYSIS
0599	FINANCIAL MANAGEMENT STUDENT TRAINEE
0601	GENERAL HEALTH SCIENCE
0602	MEDICAL OFFICER
0603	PHYSICIAN ASSISTANT
0610	NURSE
0630	DIETICIAN AND NUTRITIONIST
0631	OCCUPATIONAL THERAPIST
0633	PHYSICAL THERAPIST
0635	KINESIOTHERAPY THERAPIST
0637	MANUAL ARTS THERAPIST
0639	EDUCATIONAL THERAPIST
0644	MEDICAL TECHNOLOGIST
0660	PHARMACIST
0662	OPTOMETRIST
0665	SPEECH PATHOLOGY AND AUDIOLOGY
0668	PODIATRIST
0669	MEDICAL RECORDS ADMINISTRATION
0670	HEALTH SYSTEMS ADMINISTRATOR
0671	HEALTH SYSTEMS SPECIALIST
0680	DENTAL OFFICER
0690	INDUSTRIAL HYGIENE
0699	MEDICAL AND HEALTH STUDENT TRAINEE
0701	VETERINARY MEDICAL SCIENCE
0799	VETERINARY STUDENT TRAINEE
0801	GENERAL ENGINEERING
0803	SAFETY ENGINEERING
0804	FIRE PROTECTION ENGINEERING
0806	MATERIALS ENGINEERING
0807	LANDSCAPE ARCHITECTURE
0808	ARCHITECTURE
0810	CIVIL ENGINEERING
0819	ENVIRONMENTAL ENGINEERING
0830	MECHANICAL ENGINEERING
0840	NUCLEAR ENGINEERING

BUSINESS MANAGEMENT & TECHNICAL MANAGEMENT PROFESSIONAL (NH)	
OCCUPATIONAL SERIES NUMBER	OCCUPATIONAL SERIES TITLE
0850	ELECTRICAL ENGINEERING
0854	COMPUTER ENGINEERING
0855	ELECTRONICS ENGINEERING
0858	BIOMEDICAL ENGINEERING
0861	AEROSPACE ENGINEERING
0871	NAVAL ARCHITECTURE
0881	PETROLEUM ENGINEERING
0890	AGRICULTURAL ENGINEERING
0893	CHEMICAL ENGINEERING
0896	INDUSTRIAL ENGINEER
0899	ENGINEERING AND ARCHITECTURE STUDENT TRAINEE
0901	GENERAL LEGAL AND KINDRED ADMINISTRATION
0904	LAW CLERK
0905	GENERAL ATTORNEY
0950	PARALEGAL SPECIALIST
0965	LAND LAW EXAMINING
0967	PASSPORT AND VISA EXAMINING
0987	TAX LAW SPECIALIST
0991	WORKERS' COMPENSATION CLAIMS EXAMINING
0993	RAILROAD RETIREMENT CLAIMS EXAMINING
0996	VETERANS CLAIMS EXAMINING
0999	LEGAL OCCUPATIONS STUDENT TRAINEE
1001	GENERAL ARTS AND INFORMATION
1008	INTERIOR DESIGN
1010	EXHIBITS SPECIALIST
1015	MUSEUM CURATOR
1016	MUSEUM SPECIALIST
1020	ILLUSTRATOR
1035	PUBLIC AFFAIRS
1040	LANGUAGE SPECIALIST
1060	PHOTOGRAPHY
1071	AUDIOVISUAL PRODUCTION
1082	WRITING AND EDITING
1083	TECHNICAL WRITING AND EDITING
1084	VISUAL INFORMATION
1099	INFORMATION AND ARTS STUDENT TRAINEE
1101	GENERAL BUSINESS AND INDUSTRY
1102	CONTRACTING
1103	INDUSTRIAL PROPERTY MANAGEMENT
1104	PROPERTY DISPOSAL
1109	GRANTS MANAGEMENT

BUSINESS MANAGEMENT & TECHNICAL MANAGEMENT PROFESSIONAL (NH)	
OCCUPATIONAL SERIES NUMBER	OCCUPATIONAL SERIES TITLE
1130	PUBLIC UTILITIES SPECIALIST
1140	TRADE SPECIALIST
1144	COMMISSARY MANAGEMENT
1145	AGRICULTURE PROGRAM SPECIALIST
1146	AGRICULTURAL MARKETING
1150	INDUSTRIAL SPECIALIST
1160	FINANCIAL ANALYSIS
1165	LOAN SPECIALIST
1169	INTERNAL REVENUE OFFICER
1170	REALTY
1171	APPRAISING
1173	HOUSING MANAGEMENT
1176	BUILDING MANAGEMENT
1199	BUSINESS AND INDUSTRY STUDENT TRAINEE
1210	COPYRIGHT
1220	PATENT ADMINISTRATION
1221	PATENT ADVISER
1222	PATENT ATTORNEY
1223	PATENT CLASSIFYING
1224	PATENT EXAMINING
1226	DESIGN PATENT EXAMINING
1299	COPYRIGHT AND PATENT STUDENT TRAINEE
1301	GENERAL PHYSICAL SCIENCE
1306	HEALTH PHYSICS
1310	PHYSICS
1313	GEOPHYSICS
1315	HYDROLOGY
1320	CHEMISTRY
1330	ASTRONOMY AND SPACE SCIENCE
1340	METEOROLOGY
1350	GEOLOGY
1360	OCEANOGRAPHY
1370	CARTOGRAPHY
1372	GEODESY
1373	LAND SURVEYING
1380	FOREST PRODUCTS TECHNOLOGY
1382	FOOD TECHNOLOGY
1384	TEXTILE TECHNOLOGY
1386	PHOTOGRAPHIC TECHNOLOGY
1397	DOCUMENT ANALYSIS
1399	PHYSICAL SCIENCE STUDENT TRAINEE

BUSINESS MANAGEMENT & TECHNICAL MANAGEMENT PROFESSIONAL (NH)	
OCCUPATIONAL SERIES NUMBER	OCCUPATIONAL SERIES TITLE
1410	LIBRARIAN
1412	TECHNICAL INFORMATION SERVICES
1420	ARCHIVIST
1499	LIBRARY AND ARCHIVES STUDENT TRAINEE
1501	GENERAL MATHEMATICS
1510	ACTUARIAL SCIENCE
1515	OPERATIONS RESEARCH
1520	MATHEMATICS
1529	MATHEMATICAL STATISTICS
1530	STATISTICS
1540	CRYPTOGRAPHY
1541	CRYPTANALYSIS
1550	COMPUTER SCIENCE
1560	DATA SCIENCE
1599	MATHEMATICS AND STATISTICS STUDENT TRAINEE
1601	EQUIPMENT, FACILITIES, AND SERVICES
1630	CEMETARY ADMINISTRATION SERVICES
1640	FACILITY OPERATIONS SERVICES
1654	PRINTING SERVICES
1667	FOOD SERVICES
1670	EQUIPMENT SERVICES
1699	EQUIPMENT, FACILITIES, AND SERVICES STUDENT TRAINEE
1701	GENERAL EDUCATION AND TRAINING
1702	EDUCATION AND TRAINING
1710	EDUCATION AND VOCATIONAL TRAINING
1712	TRAINING INSTRUCTION
1715	VOCATIONAL REHABILITATION
1720	EDUCATION PROGRAM
1740	EDUCATION SERVICES
1750	INSTRUCTIONAL SYSTEMS
1799	EDUCATION STUDENT TRAINEE
1801	GENERAL INSPECTION, INVESTIGATION, ENFORCEMENT, AND COMPLIANCE
1802	COMPLIANCE INSPECTION AND SUPPORT
1810	GENERAL INVESTIGATION
1811	CRIMINAL INVESTIGATOR
1822	MINE SAFETY AND HEALTH INSPECTION
1825	AVIATION SAFETY
1862	CONSUMER SAFETY INSPECTION
1863	FOOD INSPECTION
1889	IMPORT COMPLIANCE

BUSINESS MANAGEMENT & TECHNICAL MANAGEMENT PROFESSIONAL (NH)	
OCCUPATIONAL SERIES NUMBER	OCCUPATIONAL SERIES TITLE
1895	CUSTOMS AND BORDER PROTECTION
1899	INVESTIGATION STUDENT TRAINEE
1910	QUALITY ASSURANCE
1980	AGRICULTURAL COMMODITY GRADING
1999	QUALITY INSPECTION STUDENT TRAINEE
2001	GENERAL SUPPLY
2003	SUPPLY PROGRAM MANAGEMENT
2010	INVENTORY MANAGEMENT
2030	DISTRIBUTION FACILITIES AND STORAGE MANAGEMENT
2032	PACKAGING
2099	SUPPLY STUDENT TRAINEE
2101	TRANSPORTATION SPECIALIST
2121	RAILROAD SAFETY
2123	MOTOR CARRIER SAFETY
2125	HIGHWAY SAFETY
2130	TRAFFIC MANAGEMENT
2150	TRANSPORTATION OPERATIONS
2152	AIR TRAFFIC CONTROL
2181	AIRCRAFT OPERATIONS
2183	AIR NAVIGATION
2199	TRANSPORTATION STUDENT TRAINEE
2210	INFORMATION TECHNOLOGY MANAGEMENT
2299	INFORMATION TECHNOLOGY STUDENT TRAINEE

TECHNICAL MANAGEMENT SUPPORT (NJ)	
OCCUPATIONAL SERIES NUMBER	OCCUPATIONAL SERIES TITLE
0019	SAFETY TECHNICIAN
0021	COMMUNITY PLANNING TECHNICIAN
0102	SOCIAL SCIENCE AID AND TECHNICIAN
0181	PSYCHOLOGY AID AND TECHNICIAN
0187	SOCIAL SERVICES
0332	COMPUTER OPERATION
0342	SUPPORT SERVICES ADMINISTRATION
0390	TELECOMMUNICATIONS PROCESSING
0404	BIOLOGICAL SCIENCE TECHNICIAN
0421	PLANT PROTECTION TECHNICIAN
0455	RANGE TECHNICIAN

TECHNICAL MANAGEMENT SUPPORT (NJ)	
OCCUPATIONAL SERIES NUMBER	OCCUPATIONAL SERIES TITLE
0458	SOIL CONSERVATION TECHNICIAN
0459	IRRIGATION SYSTEM OPERATION
0462	FORESTRY TECHNICIAN
0592	TAX EXAMINING
0620	PRACTICAL NURSE
0621	NURSING ASSISTANT
0622	MEDICAL SUPPLY AIDE AND TECHNICIAN
0625	AUTOPSY ASSISTANT
0640	HEALTH AID AND TECHNICIAN
0645	MEDICAL TECHNICIAN AND LABORATORY AIDE
0646	PATHOLOGY TECHNICIAN
0647	DIAGNOSTIC RADIOLOGIC TECHNOLOGIST
0648	THERAPEUTIC RADIOLOGIC TECHNOLOGIST
0649	MEDICAL INSTRUMENT TECHNICIAN
0650	MEDICAL TECHNICAL ASSISTANT
0661	PHARMACY TECHNICIAN
0664	RESTORATION TECHNICIAN
0667	ORTHOTIST AND PROSTHETIST
0672	PROSTHETIC REPRESENTATIVE
0675	MEDICAL RECORDS TECHNICIAN
0679	MEDICAL SUPPORT ASSISTANCE
0681	DENTAL ASSISTANT
0682	DENTAL HYGIENE
0683	DENTAL LABORATORY TECHNICIAN/AIDE
0698	ENVIRONMENTAL HEALTH TECHNICIAN
0802	ENGINEERING TECHNICAL
0809	CONSTRUCTION CONTROL TECHNICAL
0817	SURVEY TECHNICAL
0818	ENGINEERING DRAFTING
0856	ELECTRONICS TECHNICAL
0873	MARINE SURVEY TECHNICAL
0895	INDUSTRIAL ENGINEERING TECHNICAL
0962	CONTACT REPRESENTATIVE
0963	LEGAL INSTRUMENTS EXAMINING
0990	GENERAL CLAIMS EXAMINING
0992	LOSS AND DAMAGE CLAIMS EXAMINING
0995	DEPENDENT AND ESTATES CLAIMS EXAMINING
1016	MUSEUM AID AND TECHNICIAN
1152	PRODUCTION CONTROL
1202	PATENT TECHNICIAN
1211	COPYRIGHT TECHNICIAN
1311	PHYSICAL SCIENCE TECHNICIAN

TECHNICAL MANAGEMENT SUPPORT (NJ)	
OCCUPATIONAL SERIES NUMBER	OCCUPATIONAL SERIES TITLE
1316	HYDROLOGIC TECHNICIAN
1341	METEOROLOGICAL TECHNICIAN
1371	CARTOGRAPHIC TECHNICIAN
1374	GEODETIC TECHNICIAN
1411	LIBRARY TECHNICIAN
1421	ARCHIVES TECHNICIAN
1521	MATHEMATICS TECHNICIAN
1531	STATISTICAL ASSISTANT
1702	EDUCATION AND TRAINING TECHNICIAN
2005	SUPPLY CLERICAL AND TECHNICIAN
2185	AIRCREW TECHNICIAN

ADMINISTRATIVE SUPPORT (NK)	
OCCUPATIONAL SERIES NUMBER	OCCUPATIONAL SERIES TITLE
0029	ENVIRONMENTAL PROTECTION ASSISTANT
0085	SECURITY GUARD
0086	SECURITY CLERICAL AND ASSISTANCE
0105	SOCIAL INSURANCE ADMINISTRATION
0107	HEALTH INSURANCE ADMINISTRATION
0119	ECONOMICS ASSISTANT
0186	SOCIAL SERVICES AID AND ASSISTANCE
0189	RECREATION AID AND ASSISTANCE
0203	HUMAN RESOURCES ASSISTANCE
0204	MILITARY PERSONNEL CLERICAL AND TECHNICIAN
0303	MISCELLANEOUS CLERK AND ASSISTANT
0304	INFORMATION RECEPTIONIST
0305	MAIL AND FILE
0318	SECRETARY
0319	CLOSED MICROPHONE REPORTING SERIES
0326	OFFICE AUTOMATION CLERICAL AND ASSISTANCE
0335	COMPUTER CLERK AND ASSISTANCE
0344	MANAGEMENT AND PROGRAM CLERICAL AND ASSISTANCE
0350	EQUIPMENT OPERATOR
0356	DATA TRANSCRIBER
0357	CODING
0361	EQUAL OPPORTUNITY ASSISTANCE
0382	TELEPHONE OPERATING
0503	FINANCIAL CLERICAL AND TECHNICIAN
0525	ACCOUNTING TECHNICIAN
0530	CASH PROCESSING
0540	VOUCHER EXAMINING
0544	CIVILIAN PAY
0545	MILITARY PAY
0561	BUDGET CLERICAL AND ASSISTANCE
0986	LEGAL ASSISTANCE
0998	CLAIMS ASSISTANCE AND EXAMINING
1016	MUSEUM AID
1105	PURCHASING
1106	PROCUREMENT CLERICAL AND TECHNICIAN
1603	EQUIPMENT, FACILITIES, AND SERVICES ASSISTANCE
2091	SALES STORE CLERICAL
2102	TRANSPORTATION CLERK AND ASSISTANT
2131	FREIGHT RATE
2151	DISPATCHING

ADMINISTRATIVE SUPPORT (NK)	
OCCUPATIONAL SERIES NUMBER	OCCUPATIONAL SERIES TITLE
2154	AIR TRAFFIC ASSISTANCE

HR Training for HR Professionals—Scenario-Based Exercise

Position Requirements Document (PRD) #1

Position Title:
(Check one)

☐

Program Analyst

*(Nonsupervisory positions primarily involved in planning, analyzing and/or evaluating the effectiveness of line or operating programs are titled **Program Analyst**.)*

☐

Management Analyst

*(Nonsupervisory positions primarily concerned with analyzing, evaluating, and/or improving the efficiency of internal administrative operations, organizations, or management are titled **Management Analyst**.)*

☐

Management and Program Analyst

*(Positions which involve a mix of these functions, where neither is predominant are titled **Management and Program Analyst**.)*

Series:

0343, Management and Program Analysis Series

Career Path:

Broadband Level:

Enterprise Mission:

Provide full life-cycle support of naval aviation aircraft, weapons and systems operated by Sailors and Marines. This support includes research, design, development and systems engineering; acquisition; test and evaluation; training facilities and equipment; repair and modification; and in-service engineering and logistics support.

Organization Mission:

Purpose of Position:

The purpose of the work is to provide line managers with objectively based information for making decisions on the administrative and programmatic aspects of agency operations and management. The expert analyst is primarily involved in planning, analyzing and/or evaluating the effectiveness of line or operating programs.

Major Duties:

This position is responsible for special studies and for providing analysis and advice in the areas of personnel management (employee relations, EEO, discipline, grievance, travel, training and career development, etc.), position management, resources (acquisition, management, allocation, secretarial services, etc.), organization planning (structure, staffing), and administration. Develops and establishes guidelines on methods which

are the responsibility of the organization. Responsible for resolving difficult staffing issues for managers.

Initiates, plans and conducts comprehensive studies in all assigned areas, analyzes current organizational structure and proposed changes, determines effectiveness in meeting program goals. Assesses problems, objectives and requirements and formulates corrective action. Defines and develops justification for resources and directs or performs all work necessary for implementation of changes.

Analyzes the requirements in all assigned areas by defining, planning establishing, and executing a complete support program. Monitors such operations to ensure that requirements are met. Continuously directs modifications to eliminate inadequacies and/or deficiencies.

Provides authoritative advice, technical assistance and support. On a continuing basis, advises managers on a wide range of plans, proposals, policies and procedures that influence the organization, manpower, and position management programs. Plans and establishes methods for requiring the type of information needed to ensure these programs are improved. Monitors problem areas to measure progress toward reaching objectives in an efficient, effective and economic manner, and makes recommendations for correction.

Coordinates civilian personnel matters and serves as point of contact on personnel matters such as overall staffing requirements, processing of personnel actions, employee relations (i.e., disciplines, grievances), etc.

Initiates, plans, directs or conducts comprehensive studies and reviews of subjects that are several organizational levels in depth. Typically, the organization(s) being studied are subdivided into lower echelons, and several organizational elements are at field locations over which the parent organization exercises technical and management control. Studies the incumbent directs/conducts also may relate to subjects that are extremely complex and diversified. Generally, such an activity has a major economic impact on the local economy/job market, e.g., management of the size of the workforce, or because of the activity's procurement of large quantities of material.

Improves overall effectiveness and efficiency of the organization's management. Provides authoritative advice, technical assistance, and support to many types of line managers across the enterprise and in related federal organizations including private contractors. Applies accepted management practices, theories, techniques and methodology to assigned problems/studies which involves making use of a substantive knowledge of applicable organization, functions, procedures, and legislation. Gathers, assembles, analyzes, and evaluates facts, draws appropriate conclusions, and devises solutions to assigned problems. Selects practices/theories, and devices analytical/evaluative techniques and methodology suited to assigned problems.

Participates in high-level management meetings as an authoritative representative of the enterprise's top management. Provides a wide range of substantive oral and written presentations and reports to high-level

officials, military and civilian, both within and outside the agency. Effectively prepares and presents a wide range of clear, concise charts and graphs covering a variety of problem subjects. Such material is designed to support the views presented and to gain the understanding and cooperation of stakeholders.

On a continuing basis, reviews and comments on a wide range of management plans and proposals relating to areas of expertise. Plans and establishes methods for acquiring the type of information needed to ensure the organization's management programs are improved. Monitors problem areas to measure progress toward reaching objectives efficiently, effectively and economically, and to make recommendations for correction.

**Skills/Knowledge
Required:**

- Expert knowledge of and skill to apply a wide range of qualitative and/or quantitative methods to assess and improve program effectiveness or to improve complex management processes and systems.
- Knowledge of the substantive nature of agency programs and activities; agency missions, policies, and objectives; management principles and processes to assess program development/execution for improvement of organizational effectiveness and efficiency. Knowledge of a comprehensive range of administrative laws, policies, regulations, and precedents applicable to the administration of one or more important agency/public programs.
- Knowledge of relationships with other programs and key administrative support functions with DOD, DON, other agencies, and other governments to address assigned areas that are marked by uncertainty because of continuing program changes, technological developments, and conflicting requirements.
- Skill in the application of fact-finding and investigative techniques to design and conduct comprehensive management studies, and to prepare solutions to especially broad, important, and severe management problems.
- Skill to negotiate effectively with management to accept and implement recommendations, where the proposals involve substantial agency resources, require extensive changes in established procedures, or may conflict with the desires of the activity studied.
- Knowledge and skill in communicating orally and in writing to prepare presentations, briefings and talks to high-ranking military (through Flag Officer) and civilian (through Senior Executive Service) managers.
- Skill to plan, organize, and direct team study work and effectively conduct critical negotiations with various levels of the chain-of-command.

HR Training for HR Professionals—Scenario-Based Exercise

Position Requirements Document (PRD) #2

Position Title:
(Check one)

☐

Contract Specialist

[(a) Positions which require a knowledge of preaward and postaward procedures to plan and conduct the contracting process from the description of the requirements through contract delivery; (b) Positions which require a knowledge of two or more contract functions with none predominant or grade-controlling; (c) Other contract work not covered by the specializations described below.]

☐

Contract Negotiator

(Covers positions which require a specialized knowledge of negotiation techniques to meet and reach agreement through discussion with a proposed contractor on the price and performance terms, and to set forth all these terms in a procurement document.)

☐

Contract Administrator

(Covers positions which require a specialized knowledge of postaward contracting procedures to oversee or ensure compliance with the terms of contracts, to determine the reasonableness of and to negotiate claims, to resolve disputes and other problems concerning obligations of either the Government or the contractor, and to negotiate contract modifications. This is the title of choice for positions which perform a combination of postaward functions involving both contract administration and contract termination.)

☐

Contract Termination Specialist

(Covers positions which predominately require a specialized knowledge of postaward procedures and negotiation techniques to represent the Government in terminations for convenience or default and in claims and settlements.)

☐

Contract Price/Cost Analyst

(Covers positions which require a specialized knowledge of cost and/or price analysis techniques to evaluate cost and/or price proposals, contract changes, repricing actions and final contract pricing; to obtain and review data from auditors and technical specialists; to recommend cost and profit negotiation objectives; to conduct or participate in negotiations on cost and/or price issues; or to develop and advise on policies and procedures relating to these functions.)

☐

Procurement Analyst

(Covers positions which require a broad knowledge of procurement policies and procedures to plan, analyze, or evaluate procurement programs; review proposed contractual actions for conformance with regulatory requirements and procurement practices; or develop policies and procedures or provide advice and guidance to subordinate activities concerning a variety of procurement issues.)

Series: 1102, Contracting Series

Career Path:

Broadband Level:

Enterprise Mission: Provide full life-cycle support of naval aviation aircraft, weapons and systems operated by Sailors and Marines. This support includes research, design, development and systems engineering; acquisition; test and evaluation; training facilities and equipment; repair and modification; and in-service engineering and logistics support.

Organization Mission:

Purpose of Position: The purpose of this position is to perform one or a combination of contracting work to acquire goods and services for the government from commercial or noncommercial sources when and where they are needed, at the most reasonable price, and in accordance with applicable laws and regulations. The incumbent is responsible for the full scope of contract analysis to include procurement of supplies, services, construction, or research and development using formal advertising or negotiation procedures; the evaluation of contract price proposals; and the administration or termination and close out of contracts.

Major Duties: Incumbent serves as a Procurement Surveillance Program Manager, responsible for surveillance of contracting policy implementation and compliance throughout the enterprise (i.e., Headquarters Activity and all Field Procurement Offices). Responsibilities require expert knowledge of Federal procurement regulations and DoD, Component and enterprise procurement policy.

Participates in all scheduled enterprise Procurement Surveillance Program inspections. Assists with administrative tasks associated with the conduct of Program Surveillance Programs, including coordination of program schedules, preparation of pre-review letters, team logistical planning and coordination, and preparation of findings/reports. Co-leads the Procurement Surveillance Program team in the absence of the program Coordinator.

Reviews annual self-assessments received from Field Procurement Offices and provides appropriate recommendations to the affected management official and the Procurement Surveillance Program lead.

Participates in "no-notice" compliance reviews of enterprise procurement activities to ascertain compliance with contracting law, regulation and policy.

Leads the reviews of official contract files, both during Field Procurement Office Procurement Surveillance Programs and at enterprise headquarters.

Participates in reviews, contract deficiency reports and other contract policy documentation or approvals, as directed, to ensure compliance with contracting policy. These reviews are performed on an on-going basis.

May be required to participate in agency-level working group(s) relative to procurement surveillance program or contracting policy implementation and compliance concerns. May also be required to assist in research and prepare responses to higher level data calls on contract related surveillance issues.

**Skills/Knowledge
Required:**

- Expert knowledge of Federal contracting law, regulation, policies and precedents, and related principles, policies and procedures to plan, lead, review, or audit the most complex procurement functions. Significant work experience in field of Government contracting is required.
- Expert knowledge of contract policy surveillance and audits. Ability to compile, compose and present factual information based on agency guidelines.
- Ability to participate in and in many cases, lead and communicate clear and concise guidance to teams on a variety of complex procurement issues, processes and reviews.
- Ability to identify key procurement surveillance indicators and quickly assimilate recommendations for corrective action.
- This is a Critical Acquisition Position. Unless specifically waived by the appropriate agency official (i.e., the Director of Acquisition Career Management, the Agency Acquisition Executive, or the Component Secretary) or if the employee is grandfathered under 10 U.S.C. 1736(c)(1), the following are statutorily mandated requirements (references: 10 U.S.C. 1732 and 1737).
 - Selectee must be an Acquisition Corps (AC) member at the time of permanent selection for the position or have been granted a waiver.
 - Selectee must execute, as a condition of employment, a written agreement to remain in Federal service in the position for at least three years. In signing such agreement, the employee does not forfeit any employment rights, nor does such an agreement alter any other terms or conditions of employment.

CAREER PATH: Business Management and Technical Management (NH)

FACTOR 1: Job Achievement and/or Innovation

FACTOR DESCRIPTION: This factor captures qualifications, critical thinking, calculated risks, problem solving, leadership, supervision, and personal accountability aspects appropriate for the positions classified to the broadband levels of the NH career path.

Expected Contribution Criteria	Classification Level and Appraisal Descriptors	Discriminators
<p>Produces desired results, in the needed timeframe, with the appropriate level of supervision through the use of appropriate knowledge, skills, abilities, and understanding of the technical requirements of the job. Achieves, demonstrates, and maintains the appropriate qualifications necessary to assume and execute key acquisition and/or support requirements. Demonstrates skilled critical thinking in identifying, analyzing, and solving complex issues, as appropriate. Takes and displays personal accountability in leading, overseeing, guiding, and/or managing programs and projects within assigned areas of responsibility.</p> <p>Work is timely, efficient and of acceptable quality. Completed work meets project/program</p>	NH Level I (Score Range 0 – 29)	
	<ul style="list-style-type: none"> Proactively seeks opportunities to contribute to assigned tasks. Seeks and takes advantage of development opportunities. Takes initiative to pursue completion of qualification requirements. Effectively accepts feedback on assigned and accomplished work, and incorporates it to create a better end product. Resolves routine problems within established guidelines. Seeks assistance as required. Takes initiative in determining and implementing appropriate procedures. Conducts activities on a collective task; assists supervisor, or other appropriate personnel, as needed. 	<ul style="list-style-type: none"> Leadership Role Mentoring/Employee Development Accountability Complexity/Difficulty Creativity Scope/Impact
	NH Level II (Score Range 22 – 66)	
	<ul style="list-style-type: none"> Actively contributes as a team member/leader; provides insight and recommends changes or solutions to problems. Identifies and pursues individual/team development opportunities. Achieves and maintains qualification and certification requirements. Proactively guides, coordinates, and consults with others to accomplish projects, assuming ownership of personal processes and products. Identifies, analyzes, and resolves complex/difficult problems 	<ul style="list-style-type: none"> Leadership Role Mentoring/Employee Development Accountability Complexity/Difficulty

<p>objectives. Leadership and/or supervision effectively promotes commitment to organization goals. Flexibility, adaptability, and decisiveness are exercised appropriately.</p> <p>For Supervisors (as appropriate): Recruits, develops, motivates, and retains quality team members in accordance with EEO/AA and Merit System Principles. Takes timely/appropriate personnel actions, communicates mission and organizational goals; by example, creates a positive, safe, and challenging work environment; distributes work and empowers team members.</p>	<ul style="list-style-type: none"> • Adapts existing plans and techniques to accomplish complex projects/programs. Recommends improvements to the design or operation of systems, equipment, or processes. • Plans and conducts functional technical activities for projects/programs. 	<ul style="list-style-type: none"> • Creativity • Scope/Impact
	NH Level III (Score Range 61 – 83)	
	<ul style="list-style-type: none"> • Considered a functional/technical expert by others in the organization; is regularly sought out by others for advice and assistance. • Pursues or creates certification, qualification, and/or developmental programs and opportunities for self and others. • Guides, motivates, and oversees the activities of individuals and teams with focus on project/program issues. Assumes ownership of processes and products, as appropriate. • Develops, integrates, and implements solutions to diverse, highly complex problems across multiple areas and disciplines. • Develops plans and techniques to fit new situations to improve overall program and policies. Establishes precedents in application of problem-solving techniques to enhance existing processes. • Defines, directs, or leads highly challenging projects/programs. 	<ul style="list-style-type: none"> • Leadership Role • Mentoring/Employee Development • Accountability • Complexity/Difficulty • Creativity • Scope/Impact
	NH Level IV (Score Range 79 – 100)	
	<ul style="list-style-type: none"> • Recognized as a technical/functional authority within and outside of the organization • Fosters the development of others by providing guidance or sharing expertise. Directs assignments to encourage employee development and cross-functional growth to meet organizational needs. Pursues professional self-development. • Leads, defines, manages, and integrates efforts of several groups or teams. Assumes and assigns ownership of processes and products, as appropriate. • Assesses and provides strategic direction for resolution of mission-critical problems, policies, and procedures. 	<ul style="list-style-type: none"> • Leadership Role • Mentoring/Employee Development • Accountability • Complexity/Difficulty

	<ul style="list-style-type: none"> • Works with senior management to establish new fundamental concepts and criteria and stimulate the development of new policies, methodologies, and techniques. Converts strategic goals into programs or policies. • Defines, establishes, and directs organizational focus on challenging and highly complex projects/programs. 	<ul style="list-style-type: none"> • Creativity • Scope/Impact
	<p align="center">NH - VERY HIGH SCORE (Mid-level Descriptors) (Three scores available -- 105, 110, or 115. Select only one score.)</p>	
	<p>In addition to fully meeting the expected contribution criteria:</p> <ul style="list-style-type: none"> • Contributed results substantially beyond what was expected in the face of extremely difficult obstacles; contributions were exemplary in quality, quantity, and/or impact to the stated expectations for the goals/objectives described in the contribution plan. • Created novel and innovative business methods and processes that contributed substantially beyond expectations to accomplishment of current work and the mission of the organization. • Demonstrated the highest standards of professionalism establishing the model for others to follow. Accomplishments and outcomes were of such magnitude that they contributed to the extraordinary success of the organization in exceeding its mission goals and objectives for the year. 	

THIS PAGE INTENTIONALLY LEFT BLANK

CAREER PATH: Business Management and Technical Management (NH)

FACTOR 2: Communication and/or Teamwork

FACTOR DESCRIPTION: This factor captures communication, both verbal and written; interactions with customers, coworkers, and groups; and assignments crossing functional boundaries appropriate for the positions classified to the broadband levels of the NH career path.

Expected Contribution Criteria	Classification Level and Appraisal Descriptors	Discriminators
<p>Effectively communicates, verbally and in writing, as needed to coordinate work and keep chain-of-command, coworkers, and customers informed of work-related issues, developments, and statuses. Actively seeks and promotes diverse ideas and inputs. Works well with and in groups, and with others to accomplish mission requirements.</p> <p>Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at the appropriate level. Personal and organizational interactions exhibit and foster teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately.</p>	NH Level I (Score Range 0 – 29)	
	<ul style="list-style-type: none"> Clearly explains status/results of assigned tasks. Provides timely data and written analyses for input to management/technical reports or contractual documents. Contributes ideas in own area of expertise. Interacts cooperatively with others. Routinely completes assignments, as required, in support of team goals. 	<ul style="list-style-type: none"> Oral Written Contribution to Team Effectiveness
	NH Level II (Score Range 22 – 66)	
	<ul style="list-style-type: none"> Presents informational briefings. Writes, or is a major contributor to, management/technical reports or contractual documents. Uses varied approaches to resolve or collaborate on projects/programs issues. Facilitates cooperative interactions with others. Guides/supports others in executing team assignments. Proactively functions as an integral part of the team. 	<ul style="list-style-type: none"> Oral Written Contribution to Team Effectiveness
	NH Level III (Score Range 61 – 83)	
	<ul style="list-style-type: none"> Presents briefings to obtain consensus/approval. Reviews and approves, or is a major contributor to/lead author of, management reports or contractual documents for external distribution. Provides inputs to policies. Introduces and/or implements innovative approaches to resolve unusual/difficult issues significantly impacting important policies or programs. Promotes and maintains environment of cooperation and teamwork. 	<ul style="list-style-type: none"> Oral Written Contribution to Team

	<ul style="list-style-type: none"> • Leads and guides others in formulating and executing team plans. Sought by team members to contribute to teaming effort. 	<ul style="list-style-type: none"> • Effectiveness
	NH Level IV (Score Range 79 – 100)	
	<ul style="list-style-type: none"> • Presents organizational briefings to convey strategic vision or organizational policies. • Prepares, reviews, and approves major reports or policies of organization for internal and external distribution. Resolves diverse viewpoints/controversial issues. • Solves broad organizational issues. Implements strategic plans within and across organizational components. Ensures a cooperative teamwork environment. • Leads/guides workforce in achieving organizational goals. Participates on high-level teams. Is sought out for solutions and/or strategies. 	<ul style="list-style-type: none"> • Oral • Written • Contribution to Team • Effectiveness
	NH - VERY HIGH SCORE (Mid-level Descriptors) (Three scores available -- 105, 110, or 115. Select one of these scores.)	
	<p>In addition to fully meeting the expected contribution criteria:</p> <ul style="list-style-type: none"> • Contributed results substantially beyond what was expected in the face of extremely difficult obstacles; contributions were exemplary in quality, quantity, and/or impact to the stated expectations for the goals/objectives described in the contribution plan; • Created novel and innovative business methods and processes that contributed substantially beyond expectations to accomplishment of current work and the mission of the organization; and/or • Demonstrated the highest standards of professionalism establishing the model for others to follow. Accomplishments and outcomes were of such magnitude that they contributed to the extraordinary success of the organization in exceeding its mission goals and objectives for the year. 	

CAREER PATH: Business Management and Technical Management (NH)

FACTOR 3: Mission Support

FACTOR DESCRIPTION: This factor captures understanding and execution of organizational goals and priorities; working with customers to develop a mutual understanding of their requirements; monitoring and influencing cost parameters or work, tasks, and projects; and establishing priorities that reflect mission and organizational goals appropriate for the positions classified to the broadband levels of the NH career path.

Expected Contribution Criteria	Classification Level and Appraisal Descriptors	Discriminators
<p>Possesses an operational understanding of organizational goals and priorities and fully complies with administrative policies, regulations, and procedures when performing job operations. Works with customers to develop a mutual understanding of their requirements. Probes for detail, as appropriate, and pays attention to crucial details of needs or requests. Monitors and influences cost parameters of work, tasks, and projects, ensuring an optimum balance between cost and value. Establishes priorities that reflect mission and organizational needs.</p> <p>Work is timely, efficient, and of acceptable quality. Completed work meets project/program objectives. Personal and organizational interactions enhance customer relations and actively</p>	NH Level I (Score Range 0 – 29)	
	<ul style="list-style-type: none"> • Performs assigned tasks within area of responsibility; identifies situations to supervisor or other appropriate personnel when existing guidelines do not apply. • Participates as a team member in meeting customer needs. • Productively plans individual time and assigned resources to accomplish tasks. • Effectively accomplishes assigned tasks. 	<ul style="list-style-type: none"> • Independence • Customer Needs • Planning/Budgeting • Execution/Efficiency
	NH Level II (Score Range 22 – 66)	
	<ul style="list-style-type: none"> • Identifies and resolves conventional problems which may require deviations from accepted policies or instructions. • Initiates meetings and interactions with customers to understand customer needs/expectations. • Optimizes resources to accomplish projects/programs within established schedules. • Effectively accomplishes projects/programs goals within established resource guidelines. 	<ul style="list-style-type: none"> • Independence • Customer Needs • Planning/Budgeting • Execution/Efficiency
	NH Level III (Score Range 61 – 83)	
	<ul style="list-style-type: none"> • Anticipates problems, develops sound solutions and action plans to ensure program/mission accomplishment. • Establishes customer alliances, anticipates and fulfills customer needs, and translates customer needs to programs/projects. • Identifies and optimizes resources to accomplish multiple projects'/programs' goals. • Effectively accomplishes multiple projects/programs goals within established guidelines. 	<ul style="list-style-type: none"> • Independence • Customer Needs • Planning/Budgeting • Execution/Efficiency

<p>promote rapport with customers. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.</p>	NH Level IV (Score Range 79 – 100)	
	<ul style="list-style-type: none"> • Defines, integrates, and implements strategic direction for vital programs with long-term impact on large numbers of people. Initiates actions to resolve major organizational issues. Promulgates innovative solutions and methodologies. 	<ul style="list-style-type: none"> • Independence
	<ul style="list-style-type: none"> • Assess and promulgate, fiscal, and other factors affecting customer and program/project needs. Works with customer at management levels to resolve problems affecting programs/projects (e.g., problems that involve determining priorities and resolving conflicts among customers' requirements). 	<ul style="list-style-type: none"> • Customer Needs
	<ul style="list-style-type: none"> • Formulates organizational strategies, tactics, and budget/action plan to acquire and allocate resources. 	<ul style="list-style-type: none"> • Planning/Budgeting
	<ul style="list-style-type: none"> • Optimizes, controls, and manages all resources across projects/programs. Develops and integrates innovative approaches to attain goals and minimize expenditures. 	<ul style="list-style-type: none"> • Execution/Efficiency
NH - VERY HIGH SCORE (Mid-level Descriptors) (Three scores available -- 105, 110, or 115. Select one of these scores.)		
<p>In addition to fully meeting the expected contribution criteria:</p> <ul style="list-style-type: none"> • Contributed results substantially beyond what was expected in the face of extremely difficult obstacles; contributions were exemplary in quality, quantity, and/or impact to the stated expectations for the goals/objectives described in the contribution plan; • Created novel and innovative business methods and processes that contributed substantially beyond expectations to accomplishment of current work and the mission of the organization; and/or • Demonstrated the highest standards of professionalism establishing the model for others to follow. Accomplishments and outcomes were of such magnitude that they contributed to the extraordinary success of the organization in exceeding its mission goals and objectives for the year. 		

SALARY TABLE 2022-GS
INCORPORATING THE 2.2% GENERAL SCHEDULE INCREASE
EFFECTIVE JANUARY 2022

Annual Rates by Grade and Step

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	WITHIN GRADE AMOUNTS
1	\$ 20,172	\$ 20,849	\$ 21,519	\$ 22,187	\$ 22,857	\$ 23,249	\$ 23,913	\$ 24,581	\$ 24,608	\$ 25,234	VARIES
2	22,682	23,222	23,973	24,608	24,886	25,618	26,350	27,082	27,814	28,546	VARIES
3	24,749	25,574	26,399	27,224	28,049	28,874	29,699	30,524	31,349	32,174	825
4	27,782	28,708	29,634	30,560	31,486	32,412	33,338	34,264	35,190	36,116	926
5	31,083	32,119	33,155	34,191	35,227	36,263	37,299	38,335	39,371	40,407	1,036
6	34,649	35,804	36,959	38,114	39,269	40,424	41,579	42,734	43,889	45,044	1,155
7	38,503	39,786	41,069	42,352	43,635	44,918	46,201	47,484	48,767	50,050	1,283
8	42,641	44,062	45,483	46,904	48,325	49,746	51,167	52,588	54,009	55,430	1,421
9	47,097	48,667	50,237	51,807	53,377	54,947	56,517	58,087	59,657	61,227	1,570
10	51,864	53,593	55,322	57,051	58,780	60,509	62,238	63,967	65,696	67,425	1,729
11	56,983	58,882	60,781	62,680	64,579	66,478	68,377	70,276	72,175	74,074	1,899
12	68,299	70,576	72,853	75,130	77,407	79,684	81,961	84,238	86,515	88,792	2,277
13	81,216	83,923	86,630	89,337	92,044	94,751	97,458	100,165	102,872	105,579	2,707
14	95,973	99,172	102,371	105,570	108,769	111,968	115,167	118,366	121,565	124,764	3,199
15	112,890	116,653	120,416	124,179	127,942	131,705	135,468	139,231	142,994	146,757	3,763

Appendix B – Processing AcqDemo Personnel Actions

November 2017

Demo Legal Authority: **P.L. 111-383**

Demo Regulation Citation: **FRN, Vol. 82, No. 216, dated 11/9/2017, (Title of Intervention) Section (Cite from FRN)** Example: FRN, Vol. 82, No. 216, dated 11/9/2017, (Acq- Reassignment) Section II.C.9.c.(1)

Nature of Action Codes (NOACs), Legal Authority Codes (LACs), and Remark Codes in the OPM Operating Manual, “*Guide to Processing Personnel Actions*” will be used under this demonstration project for standard Title 5 authorities not waived or modified by the AcqDemo under 5 U.S.C. Chapter 47, as appropriate. However, when a LAC, such as ZLM, calls for “Other citation (Law, Executive Order, or Regulation”, the AcqDemo FRN reference of “FRN, Vol. 82, No. 216, dated 11/9/2017, (Title) Section (XX)” will be used to fill in the blank if the action is described in the FRN. If not, follow the OPM Guide instructions. In addition, the AcqDemo Project LAC, “Z2W – P.L. 111-383,” will be entered as either the only or the second primary LAC for personnel actions described in the FRN for employees covered by AcqDemo.

For example: Hiring a selectee off an OPM certificate for a career-conditional appointment would be processed: NOAC 101, Career-Conditional Appointment and LAC ACM, CS Cert No.____. Using AcqDemo Direct Hire Authorities to recruit, select, and hire a candidate would be processed: NOAC 101, Career-Conditional Appointment (one of the appropriate LACs for the AcqDemo direct hire authority) Z5C, FRN, Vol. 82, No. 216, dated 11/9/2017, (Acq-Vet Bus and Tech Mgmt). Section II.B.4.b and LAC Z2W, P.L. 111-383. The remarks appropriate for the action would be selected from those in the OPM Operating Manual and Guide to Data Standards and any special AcqDemo remarks shown in the table below.

Rule	Intervention/ Action	Nature of Action Code	Legal Authority Code(s)	Remarks
Position Change				
1.	Maximum Broadband Level (e.g., ACDP). Reference 5.8 Positions with Growth Potential.	Std ¹ (or AcqDemo specific) position change NOAC.	Std LAC (or specific AcqDemo position change action) and Z2W – Pub. L. 111- 383, dated 1/7/2011	K-18 – Position is at the full performance level or band. Or K20 – Full Performance level of employee’s position is (–enter pay plan and broadband level).

¹ **Std** = Current NOACs and/or LACs found in OPM’s “*The Guide to Data Standards*” for Title 5 or AcqDemo authorized actions, e.g., NOAC 108, Term Appt. NTE (date); NOAC 703, Promotion NTE (date); LAC Z2W, Pub. L. 111-383 (AcqDemo).

Rule	Intervention/ Action	Nature of Action Code	Legal Authority Code(s)	Remarks
				NOTE: Under AcqDemo, full performance level is synonymous with maximum broadband level.
2.	² Non-competitive reassignment of a non-AcqDemo selectee to an AcqDemo position in a broadband level containing a referenced grade the same as the employee's current grade. Discretionary action wherein selectee may receive a basic pay increase not to exceed amount of selectee's WGI Buy-in, if appropriate. Competition is normally required to set pay higher than the WGI-Buy-in.	Two SF-50's may be required. NOACs are: 721 – Reassignment and 890 – Misc. Pay Adjustment If WGI/Career Ladder Buy-in is authorized, the two SF-50s are required. If no Buy-in, only one SF-50 for the 721 – Reassignment. Note: If reassignment changes locality area, reassignment is processed before any WGI/Career Ladder Buy-in.	For this reassignment: N2M – FRN Vol. 82, No. 216 dated 11/9/17, (Acq-Reassignment) Section II.C.9.c.(1) and Z2W – Pub. L. 111-383, dated 1/7/2011 For a misc. pay adjustment: ZLM – FRN Vol 82, Nov 2016 dated 11/9/17, (Acq-Misc. Pay Adj.) Section II.C.9.c.(1) and Z2W – Pub. L. 111-383, dated 1/7/2011	K-18 – Position is at the full performance level or band. For a misc. pay adjustment: P02 – Pay rate fixed to include rate increase due on same date.
3.	Reclassification (or description) of employee's position due to implementation of a new or	721 – Reassignment	VGP – 5 U.S.C. 5107 and Z2W – Pub. L. 111-383, dated 1/7/2011	K23 – Result of change in classification standards. Or K18 – Position is at the full performance level or band. Or

² Waiver to Part 335, section 335.103(c): Agency Promotion Programs. This section is waived to the extent necessary to expand discretionary exemptions to agency promotion programs to include non-competitive reassignments with WGI-Buy in potential as described in the FRN. Waiver to Chapter 53 U.S.C. Sections 5331-5336: General Schedule Pay Rates. These sections are waived in their entirety. The pay administration and compensation system provisions in the FRN apply in place of sections 5331 – 5336.

Rule	Intervention/ Action	Nature of Action Code	Legal Authority Code(s)	Remarks
	revised OPM classification standard			<p>K20 – Full performance level of employee’s position is (enter pay plan and broadband level)</p> <p>NOTE: Under AcqDemo, full performance level is synonymous with maximum broadband level.</p>
4.	Realignment occurs when an employee receives a subsequent organizational assignment to projects, tasks, or functions within their broadband level requiring the same occupational series, level and area of expertise, knowledge, skills, abilities, competencies, qualifications, and DAWIA certification, as appropriate, as their current position and typically without change in their rate of basic pay.	790 – Realignment	<p>UNM – (Cite the letter, memo, directive, or order that authorized the action.) and Z2W – Pub. L. 111-383, dated 1/7/2011</p>	<p>NOTE: Follow HRO instructions for whether a SF-52 or SF-50 should be used to record the realignment.</p>
5.	Reclassification (or description) of employee’s position (i.e., change in title, series, and/or	721 – Reassignment	<p>N7M – Reg. 335.102 Reclass and Z2W – Pub. L. 111-383, dated 1/7/2011</p>	<p>K26 – Result of additional duties and responsibilities. Or K27 – Result of position review. And</p>

Rule	Intervention/ Action	Nature of Action Code	Legal Authority Code(s)	Remarks
	duties) when Rule 3 does not apply.			K-18 – Position is at the full performance level or band. Or K20 – Full performance level of employee's position is (enter pay plan and broadband level) NOTE: Under AcqDemo, full performance level is synonymous with maximum broadband level.
6.	Change to a lower broadband level effected through a CCAS-based action when conduct is not a factor	713 - Chg to Lower Grade, Level or Band	QHM – Req. 432.101 Eq and Z2W – Pub. L. 111-383, dated 1/7/2011	Std remarks as appropriate.
7.	Removal based on unacceptable or unsatisfactory performance effected through a CCAS-based action (when employee's conduct is not a factor).	330 – Removal	QHM – Req. 432.101 Eq and Z2W – Pub. L. 111-383, dated 1/7/2011	Std remarks as appropriate.
Appointments				
8.	Based on selection under the AcqDemo Modified Term Appointment Option.	108 – Term Appointment Not-to-exceed (date). Not on agency rolls.	ZLM – FRN Vol. 82, No. 216 dated 11/9/17, (Acq-Modified Term) Section II.B.1.b. and Z2W – Pub. L. 111-383, dated 1/7/2011	If appointment is for more than two years, following remark may be appropriate: A35 – This appointment may confer eligibility to be noncompetitively converted to a term, career, or career-conditional appointment in the competitive service.
		508 – Conv to Term Appt NTE (date). On agency rolls.	ZLM – FRN Vol. 82, No. 216 dated 11/9/17, (Acq-Modified Term) Section II.B.1.b.	If appointment is for more than two years, following remark may be appropriate: A35 – This appointment

Rule	Intervention/ Action	Nature of Action Code	Legal Authority Code(s)	Remarks
			and Z2W – Pub. L. 111-383, dated 1/7/2011	may confer eligibility to be noncompetitively converted to a term, career, or career-conditional appointment in the competitive service.
		765 – Ext of Term Appt NTE (date). On agency rolls.	ZLM – FRN Vol. 82, No. 216 dated 11/9/17, (Acq-Modified Term) Section II.B.1.b. and Z2W – Pub. L. 111-383, dated 1/7/2011	If appointment is for more than two years, following remark may be appropriate: A35 – This appointment may confer eligibility to be noncompetitively converted to a term, career, or career-conditional appointment in the competitive service.
		501 – Conv to Career-Conditional Appointment	Z2W – Pub. L. 111-383, dated 1/7/2011	Standard remarks apply as appropriate.
		500 – Conv to Career Appointment	Z2W – Pub. L. 111-383, dated 1/7/2011	Standard remarks apply as appropriate.
9.	Based on selection under the AcqDemo Direct Hire Appointment Authority for the Business and Technical Management Professional Career Path.	Std ¹ (Std appointment NOACs).	Z5C – DoD Direct Hire – FRN Vol. 82, No 216 dated 11/9/17, (Acq-Bus and Tech Mgmt) Section II.B.4.b and Z2W – Pub. L. 111-383, dated 1/7/2011	Std remarks as appropriate.
10.	Based on selection under the AcqDemo Veteran Direct Hire Appointment Authority for the Business Management and Technical Management Professional and Technical	Std ¹ (Std appointment NOACs).	Z5C – DoD Direct Hire – FRN Vol. 82, No. 216 dated 11/9/17, (Acq-Vet Bus and Tech Mgmt.) Section II.B.4.c. and Z2W – Pub. L. 111-383, dated 1/7/2011	Std remarks as appropriate.

Rule	Intervention/ Action	Nature of Action Code	Legal Authority Code(s)	Remarks
	Management Support Career Paths.			
11.	Based on selection under the AcqDemo Acquisition Student Intern Appointment Authority.	Std ¹ (Std appointment NOACs).c	Z5C – DoD Direct Hire – FRN Vol. 82, No. 216 dated 11/9/17, (Acq-Student Intern) Section II.B.4.d. and Z2W – Pub. L. 111-383, dated 1/7/2011	Std remarks as appropriate.
12.	Based on selection under the AcqDemo Scholastic Achievement Appointment Authority.	Std ¹ (Std appointment NOACs).	Z5C – DoD Direct Hire – FRN Vol. 82, No. 216 dated 11/9/17, (Acq-Scholastic Achievement) Section II.B.4.e and Z2W – Pub. L. 111-383, dated 1/7/2011	Std remarks as appropriate.
13.	AcqDemo Delegated Examining-Category Rating	Std ¹ (Std appointment NOACs).	ZLM – FRN Vol. 82, No. 216 dated 11/9/17, (Acq-Category Rating) Section II.B.4.f(3) and Z2W – Pub. L. 111-383, dated 1/7/2011	K15 – Selected from Cert (enter #) under Delegated Examining; (enter name of installation issuing certificate).
14.	Voluntary Emeritus Program	Volunteer Service – Without Pay Termination of Volunteer Service – Without Pay	ZLM – FRN dated 11/9/17, (Voluntary Emeritus Program) Section II.B.4.f(5) and Pub. L. 111-383	Agreement between employer and volunteer. No SF-52 or SF-50 prepared.
Internal Staffing				
15.	Expanded Supervisory and/or Managerial Probationary Period associated with a position change	Std promotion, change to lower band, reassignment, position change, or detail NOAC.	Std LAC (or specific AcqDemo position change action) and Z2W – Pub. L. 111-383, dated 1/7/2011	Use OPM Remark Code E45 , E44 , or E46 as appropriate for employee's prior probationary period service.

Rule	Intervention/ Action	Nature of Action Code	Legal Authority Code(s)	Remarks
	a. Employee's failure to satisfactorily complete probationary period for supervisory (or managerial) position.	721 – Reassignment	Std LAC (or specific AcqDemo position change action), and Z2W – Pub. L. 111-383, dated 1/7/2011	K43 – Result of failure to satisfactorily complete probationary period for supervisory (or managerial) position.
	b. Employee's failure to satisfactorily complete probationary period for supervisory (or managerial) position.	713 – Change to Lower Grade, Level or Band	Std LAC (or specific AcqDemo position change action), and Z2W – Pub. L. 111-383, dated 1/7/2011	K43 – Result of failure to satisfactorily complete probationary period for supervisory (or managerial) position.
16.	Expanded Detail Authority to Higher Broadband Level Duties NTE one year in a 24-month period.	930 – Detail NTE (date) and if needed 931 – Extension of Detail NTE (date)	ZLM – FRN Vol. 82, No. 216 dated 11/9/17, (Acq-Expanded Detail Auth) Section II.B.6.c. and Z2W – Pub. L. 111-383, dated 1/7/2011 and if needed ZLM – FRN Vol. 82, No. 216 dated 11/9/17, (Acq-Expanded Detail Auth) Section II.B.6.c. and Z2W – Pub. L. 111-383, dated 1/7/2011	9QA – AcqDemo Expanded Detail Authority to Higher Broadband Level Duties NTE one year in a 24-month period.
17.	Reduction in Force	Std RIF NOACs.	Std LACs and Z2W – Pub. L. 111-383, dated 1/7/2011	Std remarks as appropriate.
Compensation				
18.	Accelerated Compensation for Developmental Positions	890 – Miscellaneous Pay Adjustment	ZLM – FRN Vol. 82, No. 216 dated 11/9/17, (Accelerated Comp for Dev Psns) Section II.B.6.c. and	9Q8 – Pay adjustment in block 20 reflects a (percentage) increase in basic pay for successful achievement of job-related competencies.

Rule	Intervention/ Action	Nature of Action Code	Legal Authority Code(s)	Remarks
			Z2W – Pub. L. 111-383, dated 1/7/2011	
19.	Expanded Non-Competitive Temporary Promotion Authority NTE one year in a 24-month period.	703 – Promotion NTE (date) and if needed 769 – Extension of Promotion NTE (date)	Std LAC (or specific AcqDemo LAC), and Z2W – Pub. L. 111-383, dated 1/7/2011 and if needed Std LAC (or specific AcqDemo LAC), and Z2W – Pub. L. 111-383, dated 1/7/2011	9Q9 – AcqDemo Expanded Temporary Promotion Authority NTE one year in a 24-month period.
20.	Reclassification of a position at a higher grade because of additional duties and responsibilities. (NOTE: Use for impact of the person on the job and accretion of duties promotions under AcqDemo.)	702 – Promotion	N7M – Reg. 335.102 Reclass and Z2W – Pub. L. 111-383, dated 1/7/2011	K26 – Result of additional duties and responsibilities. And K-18 – Position is at the full performance level or band.
21.	Supervisory/Team Leader Cash Differentials	810 – Change in Diff for a Supervisory/Team Leader Cash Differential NOTE: Applies to both types of differentials. It is used for establishment, change in percentage or termination of differential. Remarks	ZLM – FRN Vol. 82, No. 216 dated 11/9/17, (Acq-Change in Diff) Section II.C.12 And Z2W – Pub. L. 111-383, dated 1/7/2011	9Q6 – Salary in block 20 includes a supervisory cash differential of (\$_____) per pay period. 9Q7 – Salary in block 20 includes a team leader cash differential of (\$_____) per pay period. Cash differentials are reviewed and validated yearly during the annual CCAS assessment and may be terminated as dictated by fiscal limitations or changes

Rule	Intervention/ Action	Nature of Action Code	Legal Authority Code(s)	Remarks
		are different for each type.		in assignment or scope of work.
22.	Defense Senior Acquisition Executive Cash Award	Std award NOAC applicable to type of achievement.	Std LAC (or specific AcqDemo position change action) and Z2W – Pub. L. 111-383, dated 1/7/2011	Select appropriate std award remark for type of achievement.
23.	Contribution-based Compensation and Appraisal System	886 – Lump Sum Rating Based Individual Cash Award–Not in lieu of pay adjustment.	Z2W – Pub. L. 111-383, dated 1/7/2011	(CCAS Contribution Award)
		885 – Lump Sum Performance Payment Rating Based – In Lieu of Pay Adjustment due to range maximum or control point.	V3A – FRN Vol. 82, No. 216 dated 11/9/17, (Acq Range Maximum) Section II.D.4.a and Z2W – Pub. L. 111-383, dated 1/7/2011	(CCAS Carry Over)
		894 – General Pay Adjustment	ZLM – FRN Vol. 82, No. 216 dated 11/9/17, (Acq General Pay Adjustment) Section II.C.7 and Z2W – Pub. L. 111-383, dated 1/7/2011	(General Pay Increase)
		891 – Regular Performance Pay Performance-based Pay Increase Provided on an Annual Cycle.	Q3A – FRN Vol. 82, No. 216 dated 11/9/17, (Acq Regular Performance Pay) Section II.D.4 and Z2W – Pub. L. 111-383, dated 1/7/2011	(Contribution Rating Increase)
24.	Chapter 45 – Incentive Awards	842 – Individual Suggestion or Invention Award		(Chapter 45 Award)

Rule	Intervention/ Action	Nature of Action Code	Legal Authority Code(s)	Remarks
		846 – Individual Time Off Award		(Chapter 45 Award)
		849 – Individual Cash Award not Rating Based		(Chapter 45 Award given for a specific achievement such as an On-the Spot Award)
		849 – Individual Cash Award not CCAS Rating Based for an amount between \$10,000 not to exceed \$25,000 approved by a Service Acquisition Executive (SAE).	Z2W – Pub. L. 111-383, dated 1/7/2011	Non-CCAS rating based award for an AcqDemo employee for an amount between \$10,000 not to exceed \$25,000 approved by an AcqDemo Service Acquisition Executive.
Employee Development				
25.	Sabbatical	480 – Sabbatical Not-to-exceed (date).	V3M - 5 U.S.C. 3396I(1) and Z2W – Pub. L. 111-383, dated 1/7/2011	M53 – Employee is to suffer no loss of, or reduction in: pay, leave, credit for time or service, or performance or efficiency rating.
26.	Student Intern Relocation Incentive	816 – Relocation Incentive for AcqDemo Student Intern Relocation Incentive	VPW – FRN Vol. 82, No. 216 dated 11/9/17, (Acq-Student Intern) Section II.E.3	
Transition to AcqDemo				
27.	Conversion into AcqDemo	890 – Miscellaneous Pay Adjustment	ZLM – FRN Vol. 82, No. 216 dated 11/9/17, (Acq-Misc. Pay Adj.) Section II.F.1 and Z2W – Pub. L. 111-383, dated 1/7/2011	P02 – Pay rate fixed to include rate increase due on same date. NOTE: If no buy-in, no remark is required.

Appendix C – Competitive and Non-Competitive Movements of GS Employees entering AcqDemo, AcqDemo Employees Moving Within and Across AcqDemo Career Paths and Other Demo Employees Entering AcqDemo, and with Pay Setting Guidance.

Going To To Coming From	NH Career Path				NJ Career Path				NK Career Path			
	NH-I	NH-II	NH-III	NH-IV	NJ-I	NJ-II	NJ-III	NJ-IV	NK-I	NK-II	NK-III	
GS-1	N	C			N	C			N	C		
GS-2	N	C			N	C			N	C		
GS-3	N	C			N	C			N	C		
GS-4	N		C		N		C		N		C	
GS-5	L	N	C		L	N	C		L	N	C	
GS-6	L		C		L	N	C		L	N	C	
GS-7	L	N	C		L	N	C		L	N		C
GS-8	L		C		L	N		C	L	L	N	C
GS-9	L	N	C		L	L	N	C	L	L	N	C
GS-10	L		C		L	L	N	C	L	L	N	
GS-11	L	N		C	L	L	N		C	L	L	
GS-12	L	L	N	C	L	L	L	N	C	L	L	
GS-13	L	L	N		C	L	L	N		L	L	
GS-14	L	L	L	N	C	L	L		L	L		
GS-15	L	L	L	N	L	L	L		L	L		

Table 1 - Matrix of Competitive & Non-Competitive Movements of GS Employees into AcqDemo

N – Noncompetitive movement:

Placement, with a basic pay increase equivalent to employee's WGI Buy-in, into a broadband level containing a referenced grade the same as the employee's current GS grade. A basic pay increase larger than an employee's WGI Buy-in is available only under a competitive action.

NOTE: Use of highest previous rate does not require competition or a NOAC. Refer to Ops Chapter 4, Section 4.11 for additional information.

Nature of Action Codes:

721 Reassignment and 890 Miscellaneous Pay Adjustment for WGI Buy-in.

OR

721 Reassignment (Employee not eligible for a WGI Buy-in. Therefore, NOAC 890 Miscellaneous Pay Adjustment not needed. No pay increase unless highest previous rate is applicable.) Use of highest previous rate does not require competition or a NOAC.

C – Competitive movement:


Placement, with a promotion pay increase, in a broadband level containing the referenced GS grade the same as the employee's current grade (e.g., GS-12 competitively selected for promotion to an NH-III position with a higher earning potential. The broadband encompasses both GS-12 and GS-13

grade levels) or (2) placement in a broadband level that has a maximum basic pay and/or referenced grades higher than the employee's current GS grade. The basic pay for a permanent or temporary promotion action will be set within the broadband level for the employee's new position, starting at 0% not to exceed 20% of the employee's current base pay. However, if the minimum rate of the employee's new broadband level is more than 20 percent greater than his/her current base pay, then the minimum rate of the new broadband level is the new basic pay. The employee's basic pay shall not exceed the maximum basic pay range of the new broadband level.

Nature of Action Code: 702 Promotion or 703 Promotion NTE (date)

L – Change to Lower Broadband Level:

Nature of Action Code: 713 Change to Lower Grade, Level or Band

 – Not applicable

Going To Coming From ↑	NH-I	NH-II	NH-III	NH-IV	NJ-I	NJ-II	NJ-III	NJ-IV	NK-I	NK-II	NK-III
NH-I	N	C			N	C			N	C	
NH-II	L	N	C		L	L	N	C	L	L	L
NH-III	L	L	N	C	L	L	L	N	L	L	L
NH-IV	L	L	L	N	L	L	L	L	L	L	L
NJ-I	N	C			N	C			N	C	
NJ-II	L	C			L	N	C		L	L	C
NJ-III	L	N	C		L	L	N	C	L	L	L
NJ-IV	L	L	N	C	L	L	L	N	L	L	L
NK-I	N	C			N	C			N	C	
NK-II	L	C			L	C	C		L	N	C
NK-III	L	C			L	L	C		L	L	N

Table 2 - Competitive vs. Non-Competitive Movements Within and Across AcqDemo Career Paths

N – Noncompetitive movement:

Movement of an employee from his/her current AcqDemo position to another AcqDemo position in the same or a different career path having a broadband level with the same maximum basic pay would be a reassignment normally without a pay increase. If the employee is eligible for highest previous rate, this may offer an opportunity for a pay adjustment.

Nature of Action: 721- Reassignment

C – Competitive movement:


When an AcqDemo employee moves from his/her current broadband level to a higher broadband

level within the same career path (e.g. NK-I to NK-II) or a different career path and broadband level in which the new broadband level has a higher maximum basic pay than the broadband level from which the employee is moving (e.g., NK-II to NH-II) a permanent or temporary promotion action may occur. The basic pay for a permanent or temporary promotion action will be set within the broadband level for the employee's new position, starting at 0% not to exceed 20% of the employee's current basic pay. However, if the minimum rate of the employee's new broadband level is more than 20 percent greater than his/her current basic pay, then the minimum rate of the new broadband level is the new basic pay. The employee's basic pay shall not exceed the maximum basic pay range of the new broadband level.

Nature of Action: 702 – Promotion or 703 – Promotion NTE (date)

L – Movement to Lower Broadband Level:

Nature of Action: 713 Change to Lower Grade, Level or Band

 – Not applicable

GOING TO → COMING FROM ↑ STRL PAY BAND	NH-I (GS-1-4)		NH-II (GS-5-11)		NH-III (GS-12-13)		NH-IV (GS-14-15)		NJ-I (GS-1-4)		NJ-II (GS-5-8)		NJ-III (GS-9-11)		NJ-IV (GS-12-13)		NK-I (GS-1-4)		NK-II (GS-5-7)		NK-III (GS-8-10)	
DP-1 (GS-1-4)	N			C					N			C					N			C		
DP-2 (GS-5-9)	L		N	C					L		L		N	C			L		N		N	C
DP-3 (GS-9-11)	L		N			C			L		L		N			C	L		L		L	
DP-4 (GS-12-13)	L		L		N			C	L		L		L		N		L		L		L	
DP-5 (GS-14-15)	L		L		L		N		L		L		L		L		L		L		L	
DP-6 (GS >15)																						
DT-1 (GS-1-4)	N			C					N			C					N			C		
DT-2 (GS 5-8)	L		N	C					L		N	C		C			L		N		N	C
DT-3 (GS 9-10)	L		N	C					L		L		N	C			L		L		N	
DT-4 (GS 11-12)	L		N		N	C			L		L		L		N	C	L		L		L	
DT-5 (GS 12-13)	L		L	L	N			C	L		L		L		N		L		L		L	
DA-1 (GS 1-4)	N			C					N			C					N			C		
DA-2 (GS 5-8)	L		N	C					L		N	C		C			L		N		N	C
DA-3 (GS 9-10)	L		N	C					L		L		N	C			L		L		N	C
DA-4 (GS 11-12)	L		N		N	C			L		L		N		N	C	L		L		L	
DA-5 (GS 12-13)	L		L		N			C	L		L		L		N		L		L		L	
DA-6 (GS 14-15)	L		L		L	L	N		L		L		L		L		L		L		L	
DS-1 (GS 1-4)	N			C					N			C					N			C		
DS-2 (GS 5-8)	L		N	C					L		N	C		C			L		N		N	C
DS-3 (GS 9-10)	L		N	C					L		L		N	C			L		L		N	C
DS-4 (GS 11-12)	L		N		N	C			L		L		N		N	C	L		L		L	
DS-5 (GS 12-13)	L		L		N			C	L		L		L		N		L		L		L	
DS-6 (GS >13)	L		L		L	L		C	L		L		L		L		L		L		L	
DG-1 (GS 1-3)	N								N								N					
DG-2 (GS 4-5)	N	C	N	C					N	C	N	C					N	C	N	C		
DG-3 (GS 5-6)	L		N	C					L		N	C					L		N	C		
DG-4 (GS-6-7)	L		N	C					L		N	C					L		N	C		C
DG-5 (GS 8-9)	L		N	C					L		N		N	C			L		L		N	C
DG-6 (GS 10-11)	L		N			C			L		L		N			C	L		L		N	C
NM-2 (GS 6-8)	L		N	C					L		N			C			L		N		N	C
NM-3 (GS-9-12)	L		N		N	C			L		L		N		N	C	L		L		N	
NM-4 (GS 13-14)	L		L		N		N	C	L		L		L		N		L		L		L	
NM-5 (GS 14-15)	L		L		L		N		L		L		L		L		L		L		L	
NM-6 (GS >15)																						

Table 3 - Sample of Competitive & Non-Competitive Movements of Employees with PaySetting from another Demo (NAVAIR) into AcqDemo

GOING TO COMING FROM STRL PAY BAND	NH-I (GS-1-4)		NH-II (GS-5-11)		NH-III (GS-12-13)		NH-IV (GS-14-15)		NJ-I (GS-1-4)		NJ-II (GS-5-8)		NJ-III (GS-9-11)		NJ-IV (GS-12-13)		NK-I (GS-1-4)		NK-II (GS-5-7)		NK-III (GS-8-10)	
DR-1 (GS-7-11)	L		N			C			L		L		N	C		C	L		L		L	
DR-2 (GS-12-13)	L		L		N			C	L		L		L		N		L		L		L	
DR-3 (GS-14)	L		L		L		N	C	L		L		L		L		L		L		L	
DR-4 (GS-15)	L		L		L		N		L		L		L		L		L		L		L	
DR-5 (GS>15)																						
DX-1 (GS-1-4)	N			C					N			C					N			C		
DX-2 (GS 5-7)	L		N	C					L		N	C		C			L		N			C
DX-3 (GS 8-10)	L		N	C					L		L		N	C			L		L		N	
DX-4 (GS 11-12)	L		N	C	N	C			L		L		L		N	C	L		L		L	
DO-1 (GS 7-11)	L		N			C			L		L		N	C		C	L		L		L	
DO-2 (GS 12-13)	L		L		N			C	L		L		L		N		L		L		L	
DO-3 (GS-14)	L		L		L		N	C	L		L		L		L		L		L		L	
DO-4 (GS-15)	L		L		L		N		L		L		L		L		L		L		L	
DU-1 (GS 1-4)	N			C					N			C					N			C		
DU-2 (GS 5-6)	L		N	C					L		N	C					L		N	C		
DU-3 (GS 7-8)	L		N	C					L		N			C			L		L		N	C
DU-4 (GS 9-10)	L		N	C					L		L		N	C			L		L		N	

Table 4 - Sample #2 of Competitive & Non-Competitive Movements of Employees with Pay Setting from another Demo (AFRL/JWAC) into AcqDemo

N- Non-Competitive movements:

Placement, without a basic pay increase, into a broadband level containing a referenced grade found in the broadband level employee is leaving.

Nature of Action Code: 721 Reassignment

C – Competitive movements:

Placement, with a promotion pay increase, in a broadband level that does **not** contain a referenced grade found in the broadband level the employee is leaving or (2) placement in a broadband level that has a maximum basic pay and/or referenced grades higher than the employee's current broadband level. The basic pay for a permanent or temporary promotion action will be set within the broadband level for the employee's new position, starting at 0% not to exceed 20% of the employee's current basic pay. However, if the minimum rate of the employee's new broadband level is more than 20 percent greater than his/her current basic pay, then the minimum rate of the new broadband level is the new basic pay. The employee's basic pay shall not exceed the maximum basic pay range of the new broadband level.


Nature of Action Codes: 702 Promotion or 703 Promotion NTE (date)

Additional Discussion: An employee in a Demo DP-2 pay band (GS 5-9) moving to AcqDemo broadband level NH-2 (5-11), the employee could be non-competitively reassigned into

AcqDemo NH-2 without a pay increase or competitively promoted into AcqDemo NH-2 with a promotion pay increase. NOTE: Movement to a career ladder position's maximum broadband level may be a non-competitive promotion if previously competed. Also, use of highest previous rate does not require competition or a NOAC.

L – Change to Lower Broadband Level:

Nature of Action Code: 713 Change to Lower Grade, Level or Band

 - Not Applicable

New Hires (Refer to Chapter 5, Section 5.15 for Additional Information)

Definition: New hires are defined as selectees who are receiving their first appointment to a position as a civilian employee within the Federal government.

Pay Setting: For new hires, initial basic pay will be set within the basic pay range for the broadband level of the position for which hired at a level consistent with the individual's qualifications, or the level of work, and contribution expected for the position at the time of hire.

Appendix D – AcqDemo Appointment & Hiring Authorities

ACQDEMO APPOINTMENT & HIRING AUTHORITIES				
Topic	Direct Hire Authority for Business and Technical Management Career Path (NH)	Veteran Direct Hire for NH Career Path, and Technical Management Support Career Path (NJ)	Acquisition Student Intern Appointments	Scholastic Achievement Appointment
Authority	Federal Register Notice 82 FR 52104-52172 dated November 9, 2017 and 10 U.S.C. 1762. For these authorities, Participating Organizations may appoint qualified candidates without regard to the provisions of 5 U.S.C., Chapter 33, Subchapter 1, other than 3303, 3308, and 3328.			
Applicability	DoD AcqDemo Participating Organizations			
Position Levels	AWF and/or Direct Support (51%) of acquisition positions in the NH Career Path	AWF and/or Direct Support (51%) of acquisition positions in NH or NJ Career path, all broadband levels, filled by Veterans	AWF positions in broadband levels I, II, and III of all three career paths: NH, NJ, and Administrative Support (NK)	AWF positions in broadband levels NH- II and NH-III
Covered Positions	AWF positions in all DAWIA Career Fields and non-AWF positions in direct support (51%) of acquisition positions filled using the direct hire authority for the NH career path or the veterans direct hire authority for positions in the NH and NJ career paths. Only AWF positions filled by Acquisition Student Intern and Scholastic Achievement Appointments.			
Appointment Type	Competitive - Permanent (Career, Career-Conditional), Term & Temporary			
Public Notice	Not required			
Vacancy Announcements	Short-term or long-term job announcements may be posted for current and/or projected vacancies, multiple vacancies, broadband levels, and/or geographic locations as appropriate based upon the availability of qualified candidates and the type of position being filled. Vacancy announcements are used to attract and access applicant sources through any legal means such as OPM USAJOBS website, ICTAP, DoD PPP, DoD Component hosted websites; newspaper and periodic publications; job fairs or college recruiting activities; employee referral programs; or other means consistent with the merit system principles.			
Administrative Careers with America	Administrative Careers with America procedures must be used when filling positions at the GS-5 and GS-7 level (and equivalent positions) in occupational series identified in Appendix D of the Delegated Examining Operations Handbook.			
Veterans' Preference	Qualified candidates with veterans' preference should be considered when best meet mission requirements			

Topic	DHA for NH	Veteran DHA for NH and NJ	Acquisition Student Intern Appointments	Scholastic Achievement Appointments
Clearance of PPP & ICTAP	Yes PPP No ICTAP	Yes PPP No ICTAP	No PPP No ICTAP	Yes PPP No ICTAP
AcqDemo DHA	<ul style="list-style-type: none">AcqDemo DHA may be used for:<ul style="list-style-type: none">AWF positions in all DAWIA Career Fields.Non-AWF positions in direct support (51%) of acquisition positions filled using the direct hire authority for the NH career path or the veterans direct hire authority for positions in the NH and NJ career paths.Only AWF positions filled by Acquisition Student Intern and Scholastic Achievement Appointments.			
Limitations	There are no numerical controls on the number of hires made under the four AcqDemo direct hire. However, Participating Organizations may implement hiring controls if necessary.			
			Enrolled in a program of undergraduate or graduate instruction at an institution of higher education leading to either:	Cumulative grade point average (GPA) of 3.25 or better (on a 4.0 scale) in those courses in those fields of study that are specified in the OPM Qualification Standards for the occupational series and an overall undergraduate GPA of at least 3.0 on a 4.0 scale; and the appointment is into a permanent or term position at a pay level within the NH-II broadband level basic pay range. Appointments may also be made to the NH-III broadband level on the basis of graduate education and/or experience, but with the requirement of a GPA of at least 3.5 on a scale of 4.0 for graduate courses in the field of study required for the occupation
			* A baccalaureate degree in a course of study required by OPM qualification standards for an acquisition position in an acquisition career field or	
			* A degree providing competencies, knowledge, and skills directly linked to an acquisition position's requirements.	
Expiration	December 31, 2026			