



HR Training for Human Resource Professionals

DoD Civilian Acquisition Workforce
Personnel Demonstration Project (AcqDemo)



For Additional Information on AcqDemo and CCAS:

<http://asc.army.mil/web/policies-main/army-acquisition-demonstration-project-acqdemo-policy-procedures/>



Course Objectives

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



Introduction



- AcqDemo Roles
- Purpose of AcqDemo



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



AcqDemo HR Roles

What HR role(s) do you play in AcqDemo?

Recruiter



*Management
Advisor*

*Combination
of
Roles*

Staffer



*Employee-
Management
Relations*



*Compensation
Specialist*



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.



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



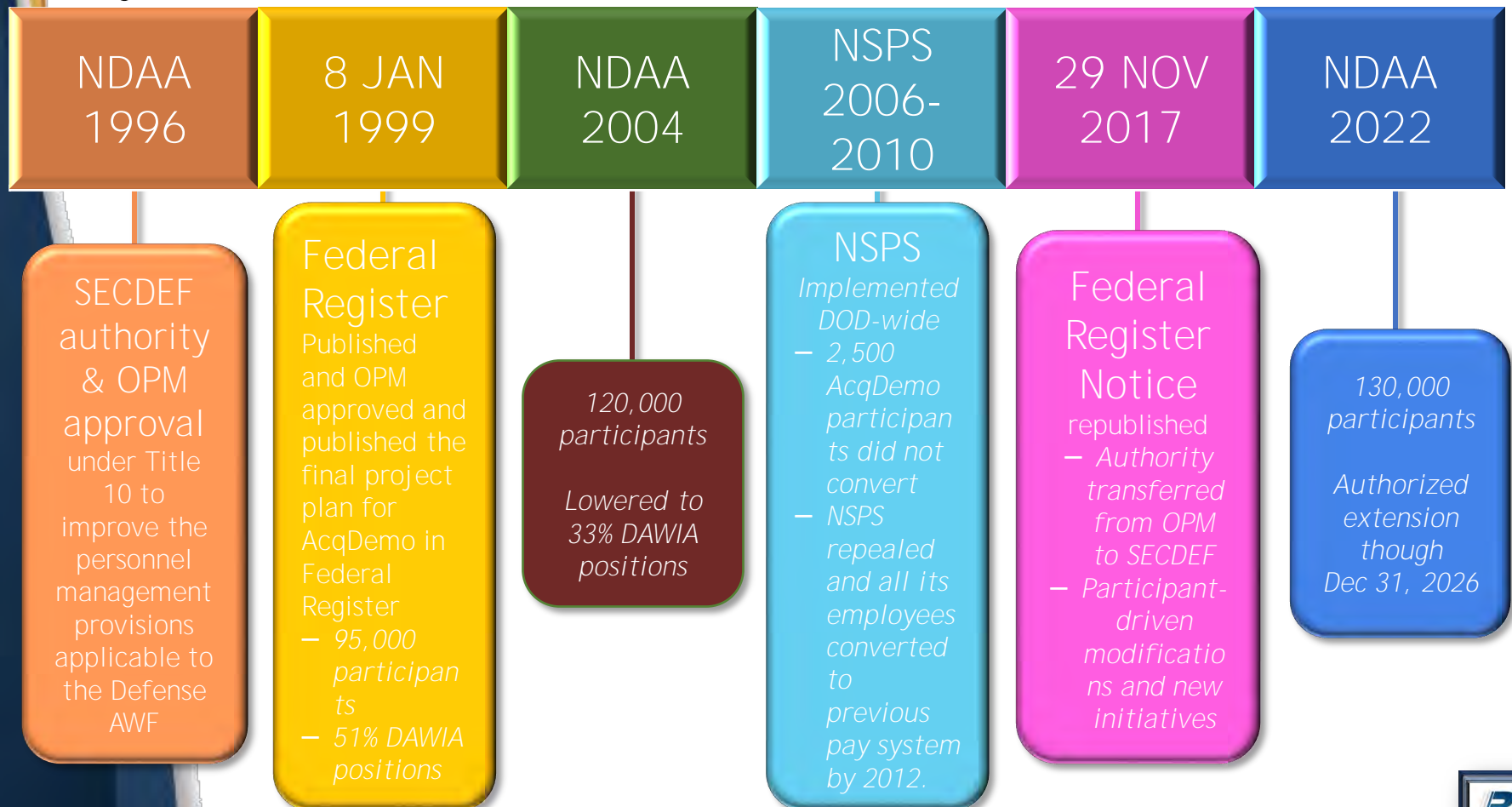
Purpose of AcqDemo

- 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



Legislative History

DoD Civilian Acquisition Workforce Personnel Demonstration Project (AcqDemo) is a proven and innovative performance management system





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

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

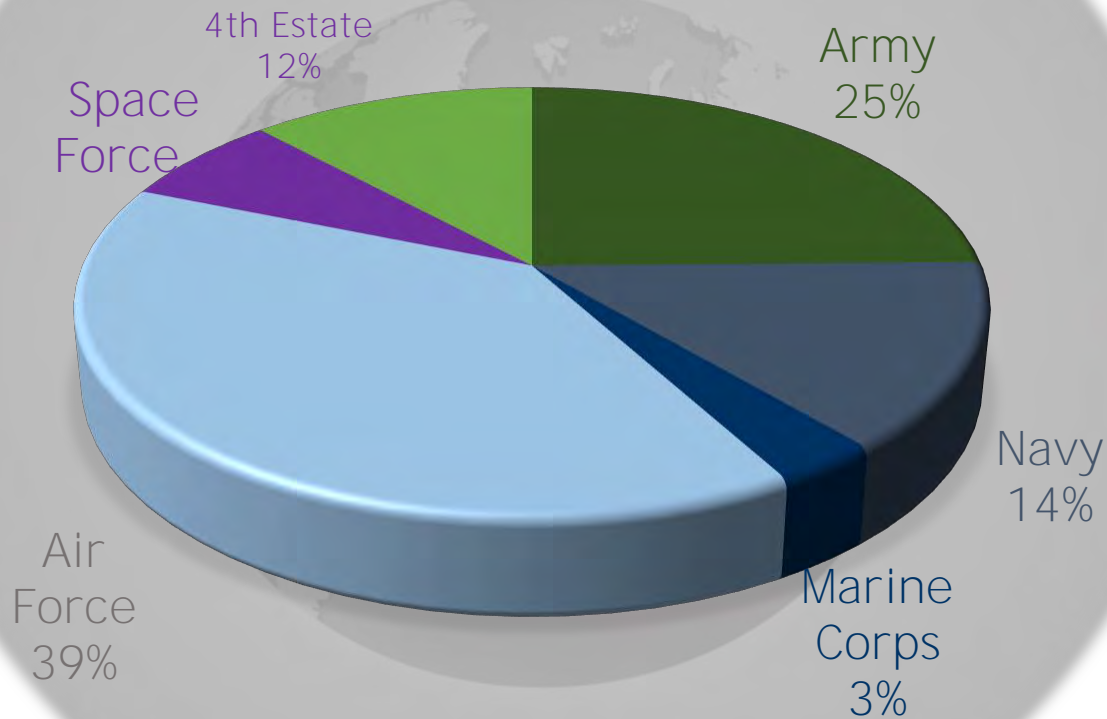
The Benefits for HR Staff



- 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



AcqDemo Population



As of: December 2023



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



What's Changed in AcqDemo

Terms and
Definitions

Broadbands vs.
Grades/Steps

Classification
and Staffing

Rating and
Rewarding

Support
Tools



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



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



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





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



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 Y = NSPS Retained Pay

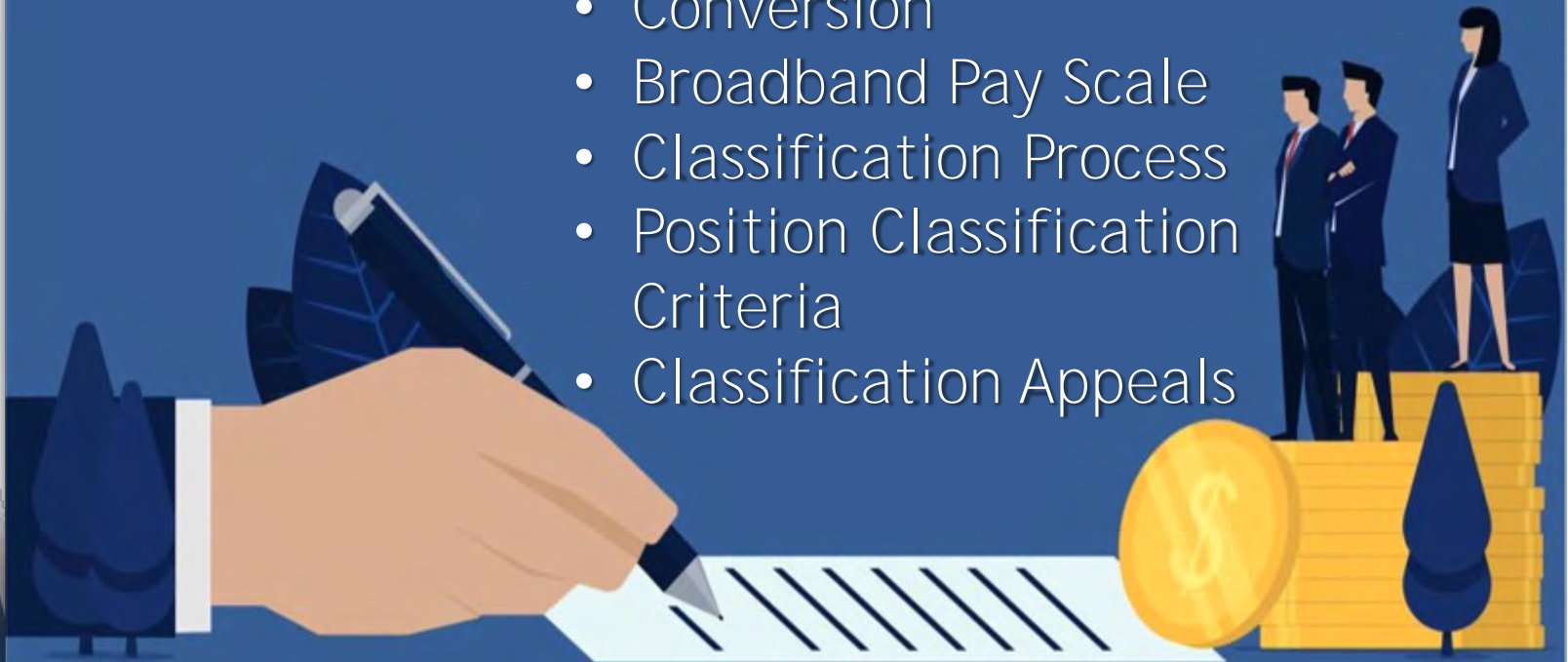


AcqDemo Classification and Structure



Topics of Discussion

- Terminology
- Conversion
- Broadband Pay Scale
- Classification Process
- Position Classification Criteria
- Classification Appeals





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)



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



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	



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



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



AcqDemo Classification Process

Job Title
Occupational Series

Career Path		
NH	NJ	NK

Broadband Level			
I	II	III	IV

- Based on assigned duties, identify title and series using OPM classification standards
- Locate occupational series and title in Chapter 3, Appendix B of the AcqDemo Operating Guide to determine applicable Career Path
- Apply appropriate broadband level descriptors to the duties and responsibilities to determine broadband level classification



Broadbands

Business and Technical Management Professional (NH)

I	II	III	IV
\$21,986 - \$39,361 (GS-1 - GS-4)	\$33,878 - \$80,767 (GS-5 - GS-11)	\$74,441 - \$115,079 (GS-12 - GS-13)	\$104,604 - \$159,950 (GS-14 - GS-15)

Technical Management Support (NJ)

I	II	III	IV
\$21,986 - \$39,361 (GS-1 - GS-4)	\$33,878 - \$60,416 (GS-5 - GS-8)	\$51,332 - \$80,767 (GS-9 - GS-11)	\$74,441 - \$115,079 (GS-12 - GS-13)

Administrative Support (NK)

I	II	III
\$21,986 - \$39,361 (GS-1 - GS-4)	\$33,878 - \$54,557 (GS-5 - GS-7)	\$46,475 - \$73,484 (GS-8 - GS-10)

2024 AcqDemo
Broadband Basic
Pay Table
(w/o Locality Pay)



Transition Example

- GS-13 to NH-III Conversion
- Duties/Responsibilities are equivalent





Classification and Contribution Factors

Job Achievement and/or Innovation

- Qualifications
- Critical Thinking
- Calculated Risks
- Problem Solving
- Leadership
- Supervision
- Personal Accountability

Communication and/or Teamwork

- Communication (verbal and written)
- Interactions with customers, coworkers, and groups
- Assignments crossing functional boundaries

Mission Support

- 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
- Establishing priorities that reflect mission and organizational goals



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.	<p>Independence</p> <p>Customer Needs</p> <p>Planning/Budgeting</p> <p>Execution/Efficiency</p>
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.	<p>Independence</p> <p>Customer Needs</p> <p>Planning/Budgeting</p> <p>Execution/Efficiency</p>



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)



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**



GS Target Career Level

Transition to AcqDemo Maximum Broadband Level



- GS Positions with target career level
 - Broadband II
 - Broadband III
 - Broadband II with Full Performance Level III



Position Requirements Document (PRD)

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 NH-I FACTOR: 1. JOB ACHIEVEMENT AND/OR INNOVATION Classification Level Descriptors 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.		

- 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



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



Creating a PRD in FASCLASS

Browser address bar: <https://acpol2.army.mil/ako/fasclass/inbox/welcome.asp>

Browser tabs: FASCLASS

Page title: FASCLASS

PD # GO

FASCLASS	Reports	Lookup	Request User	Org Chart	What's New?	CPOL
Search Position Data	Create AcqDemo PRD	ZEITLER [Manager], North Central	Logout & Close	Help		
Search Sequence	Create PD					
Search Organization	Edit PD					
Search Interdis PD	Review PD					
Search Army Commands	Create PD w/Std PD#					
Search Archived PD	Change CCPO ID					

FASCLASS Update: "Create AcqDemo PRD" Tab

When creating any new AcqDemo Position Requirements Document (PRD), the "Create AcqDemo PRD" tab must be used. However, there is no requirement to go back and edit previous AcqDemo PRDs to comply with this change to FASCLASS.

To begin, choose

If you have any sugges

Browser address bar: https://acpol2.army.mil/ako/fasclass/inbox/text_menu.asp



Creating a PRD in FASCLASS

https://acpof2.army.mil/ako/fasclass/pos_desc/create_pd_a FASCLASS: Create AcqDemo...

File Edit View Favorites Tools Help

Page Safety Tools

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 is necessary to carry out government functions for which they are responsible... Legated Classification Authority, when you use your PIN 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 #:

*CCPO ID:

DCA: No

Classified By:

*Career Path:

*Series:

*Broadband Level:

Replaces PD#:

Created By: TIMOTHY ZEITLER

Classified Date (mm/dd/yyyy):

[Acq Demo](#)
[Federal Register](#)
[Qualification Standards](#)

*Position Title:

*Citation 1:

Citation 2:

Citation 3:

More Citations:

COREDOC PD: No

Career Ladder PD: No

Target Grade:

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

*CAP:

*Career Level:

*Career Category:



Creating a PRD in FASCLASS

Browser address bar: https://acpol2.army.mil/ako/fasclass/pos_desc/create_pd_a

Browser tab: FASCLASS: Create AcqDem...

File Edit View Favorites Tools Help

*CAP: ⓘ

*Career Level: ⓘ

*Career Category: ⓘ

Functional Code: ⓘ

Information Assurance: No ⓘ

Influence/Maxination: ⓘ

Mission/Goals: ⓘ

Position Duties: ⓘ

If directed by the command, include a position overview description before entering the duties

Factors: ⓘ

CAREER PATH:

FACTOR: 1.

FACTOR: 2.

FACTOR: 3.

FACTOR: 4.

Factor Descriptors will automatically populate based on the Career Path and Broadband selected for the position

100%



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



Creating a PRD in FASCLASS

https://acpol2.army.mil/ako/fasclass/pos_desc/create_pd_a FASCLASS: Create AcqDem...

File Edit View Favorites Tools Help

Page Safety Tools ?

FACTOR: 6.

FLSA Determination: [PERMISS Article](#) [OPM's FLSA Regulation](#)
 Fair Labor Standards Act (FLSA) Determination =

Comments/Explanations: [\[+\]](#)

Position Evaluation: [\[+\]](#)

Indicates required entries



PD to PRD Edits in FASCLASS

https://acpol2.army.mil/ako/fasclass/inbox/welcome.asp

FASCLASS: PD # GO

FASCLASS	Reports	Lookup	Request User	Org Chart	What's New?	CPOL	
Search Position Data	Create AcqDemo PRD	ZEITLER [Manager], North Central				Logout & Close	Help
Search Sequence	Create PD						
Search Organization	Edit PD						
Search Interdis PD	Review PD						
Search Army Commands	Create PD w/Std PD#						
Search Archived PD	Change CCPO ID						

Welcome

to

FASCLASS

FULLY AUTOMATED SYSTEM FOR CLASSIFICATION

To begin, choose the appropriate menu button.

If you have any suggestions, please [Email](#) us with your comments.

https://acpol2.army.mil/ako/fasclass/inbox/text_menu.asp 100%



PD to PRD Edits in FASCLASS

Item	GS PD
Pay Schedule	GS
Grade/Level	Grade
Factors	Nine Factors of FES



AcqDemo PRD
NH, NJ, or NK
Broadband Level I, II, III or IV
Three AcqDemo Factors

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION FL 1-8, 1550 pts.

Expert knowledge of the logistics requirements and processes of the Department of Defense (DoD) and Department of the Army (DA) in order to analyze, develop and execute long-range programs and plans. Expert knowledge of future national defense strategies and force integration initiatives and their implications for future logistics support requirements and capabilities. High degree of written and oral communication skills to brief and justify complex programs to top level management. High degree of knowledge of current and emerging LIA logistics initiatives, DoD, and Army logistics organizations and key players, and regulatory guidance applicable to logistics concepts. Analytical skills to effectively measure program requirements and progress, and to provide in-depth analysis of integration potential to other Army logistics programs and for expansion of programs to joint service capabilities. Comprehensive knowledge of pertinent laws, regulations, policies, and directives. Analytical skills and abilities to identify problems and recommend solutions and evaluate impact of program changes.

FACTOR 2. SUPERVISORY CONTROLS - FL 2-5, 650 pts

Within a framework of priorities, funding and objectives, the supervisor and incumbent develop a mutually acceptable work plan which identifies work to be done, scope, priorities and deadlines. Within these parameters, incumbent plans, organizes, coordinates and conducts all phases of the work. Informs the supervisor of potentially controversial developments, issues, or problems. Work is reviewed for compatibility with goals and effectiveness in achieving objectives.

FACTOR 3. GUIDELINES - FL 3-5, 650 pts

Guidelines include Army and Joint Strategic Planning documents, doctrinal publications, Congressional legislation, OSD, Army and LIA directives, policies and regulations. Uses a high degree of judgment and discretion to develop, interpret, coordinate and disseminate policy, guidance and procedures. Interprets Army, OSD, Joint Chiefs of Staff (JCS), and Congressional policies and regulations for justification and submission of Strategic Logistics Program plans.

FACTOR 4. COMPLEXITY - FL 4-5, 325 pts

Work involves exercising full responsibility for the total spectrum of planning, programming, budgeting, execution and review of multi year Strategic Logistics Program initiatives. This includes supporting the development, procurement, analysis, and modification of DoD and DA-wide logistics management systems and processes. Develops program proposals, alternate approaches and methodology to OSD, the Joint Staff, and DA. Incumbent must be fully aware of Army requirements, major systems, related supporting efforts and technologies, and varied procedures and actions necessary to support the SLP at all command levels and higher government echelons. Interacts with programs of other agencies on complex, interdependent programs.

FACTOR 5. SCOPE AND EFFECT - FL 5-5, 325 pts

The purpose of the work is to serve as principal developer and integrator of the Army's Strategic Logistics Program. Coordinates with other agencies throughout DoD and the private sector on joint projects to ensure balanced, technically and functionally compatible programs of mutual interest. Efforts facilitate timely, effective and efficient accomplishment of specific nationwide multi year program objectives. Provides information, advice and recommendations to top level managers who decide status, availability, obligation and expenditure of funds to achieve the goals of the SLP.

FACTOR 6. PERSONAL CONTACTS.- FL 6-3, 60 pts

Contacts are with personnel from DoD, HQDA, other services, etc. Incumbent maintains liaison with the logistics technical staff and financial aid staff of OSD and HQDA to ensure continuity of efforts in attaining objectives.

FACTOR 7. PURPOSE OF CONTACTS. - FL 7c, 120 pts

Contacts are made to coordinate actions, provide advice and assistance, resolve different viewpoints and assure concerted action by all participants.

FACTOR 8. PHYSICAL DEMANDS.- FL 8-1, 5 pts

Work is primarily of a sedentary nature.

FACTOR 9. WORK ENVIRONMENT - FL 9-1, 5 pts

Work is performed in an office type setting.

Becomes



Factors:

CAREER PATH: BUSINESS MANAGEMENT and TECHNICAL MANAGEMENT PROFESSIONAL NH-II

FACTOR: 1. JOB ACHIEVEMENT AND/OR INNOVATION

bClassification Level Descriptors/bbr NH Level II (Score Range 22 - 66) bbr • Actively contributes as a team member/leader; provides insight and recommends changes or solutions to problems.br • Identifies and pursues individual/team development opportunities. Achieves and maintains qualification and certification requirements.br • Proactively guides, coordinates, and consults with others to accomplish projects, assuming ownership of personal processes and products.br • Identifies, analyzes, and resolves complex/difficult problems.br • Adapts existing plans and techniques to accomplish complex projects/programs. Recommends improvements to the design or operation of systems, equipment, or processes.br • Plans and conducts functional technical activities for projects/programs.brbr

FACTOR: 2. COMMUNICATION AND/OR TEAMWORK

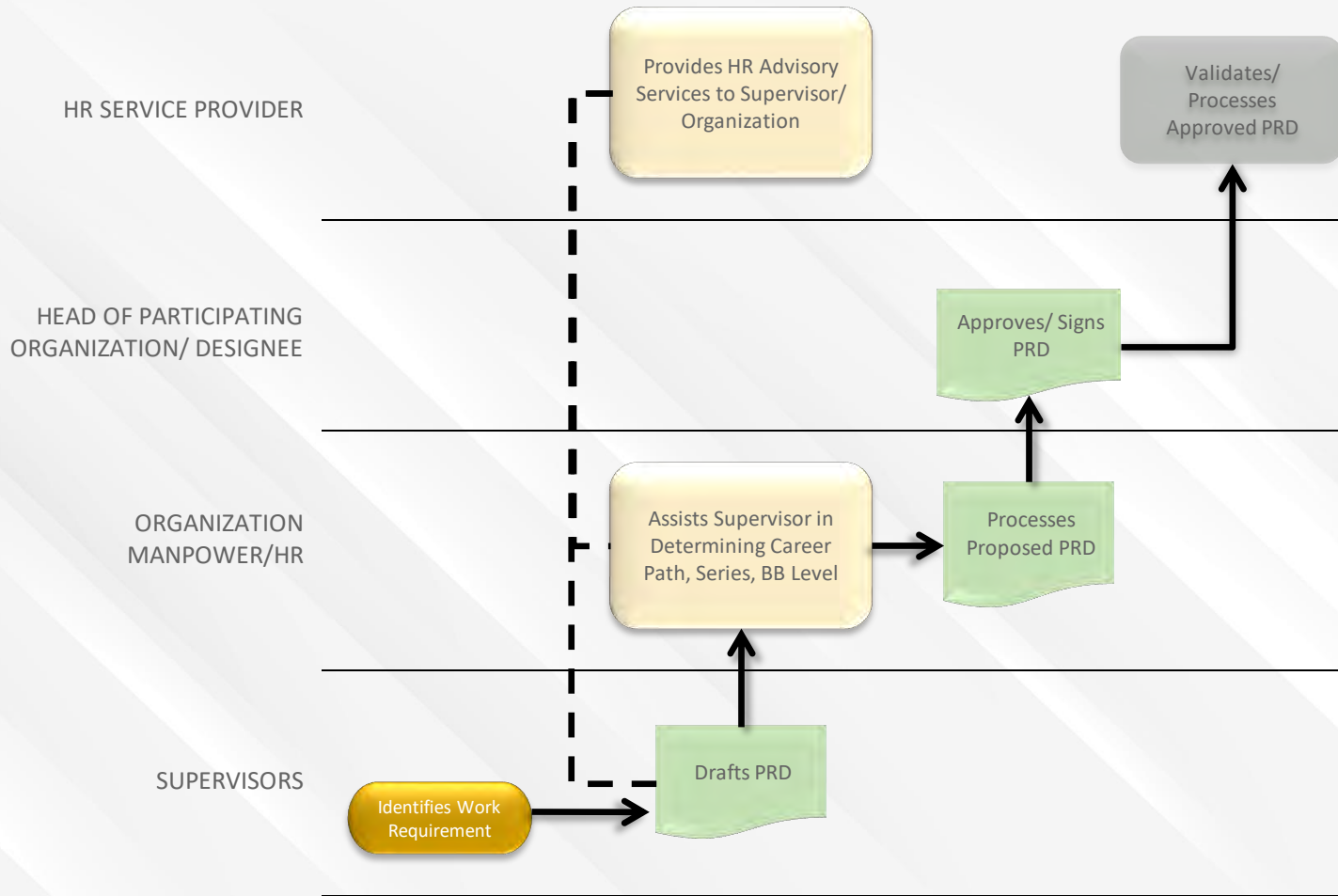
bClassification Level Descriptors /bbr NH Level II (Score Range 22 - 66) bbr • Presents informational briefings.br • Writes, or is a major contributor to, management/technical reports or contractual documents.br • Uses varied approaches to resolve or collaborate on projects/programs issues. Facilitates cooperative interactions with others.br • Guides/supports others in executing team assignments. Proactively functions as an integral part of the team.brbr

FACTOR: 3. MISSION SUPPORT

bClassification Level Descriptors /bbr NH Level II (Score Range 22 - 66) bbr • Identifies and resolves conventional problems which may require deviations from accepted policies or instructions.br • Initiates meetings and interactions with customers to understand customer needs/expectations.br • Optimizes resources to accomplish projects/programs within established schedules.br • Effectively accomplishes projects/programs' goals within established resource guidelines.br



Position Requirements Document Process





Activity — Determine Position Career Path

Quick Class Activity

Identify the appropriate career path for the following occupational series:

0107 Health Insurance Administrator

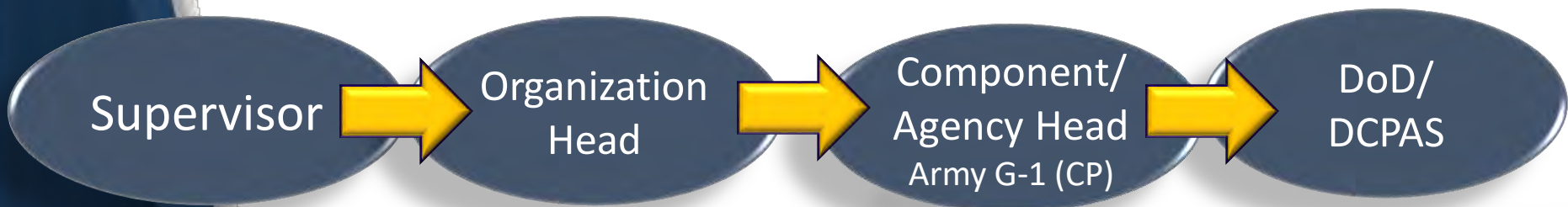
0243 Apprenticeship and Training

1152 Production Control



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





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



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



Recruitment and Staffing





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



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)





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



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
- DHA authorities are exempt from Priority Placement Program (PPP) requirements*



**Pending DCPAS policy revisions*



Direct Hire Appointment (DHA) Authorities

- 
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 - ↳ **Veterans' Recruitment Authorities**
 - ↳ Individuals with Disabilities
 - ↳ Consultant and Expert
 - ↳ 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





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





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





Scholastic Achievement Appointment Authority

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

	Requirements		
Career Path and Broadband	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



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 ~



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



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



Rule of Many

Applicant Quality Groups—

Minimally qualified candidates are further reviewed for their competencies, knowledge, skills and abilities directly linked to the job to be filled and placed into one of three referral groups

Basically
Qualified

Highly
Qualified

Superior

No “Rule of Three”

- Selecting officials receive a reasonable number of candidates

Veterans’ preference candidates considered for appointment if determined to best meet mission requirements

~ Additional Component / Agency policy may apply ~



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.



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



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



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



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)



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



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



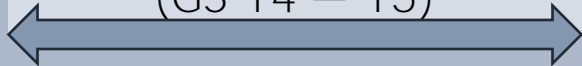
Internal Placement Actions

Change in Assignment within Career Path/Broadband Level

Business and Technical
Management Professional (NH)

IV

\$104,604 - \$159,950
(GS 14 – 15)



Change within Broadband Level (Reassignment)

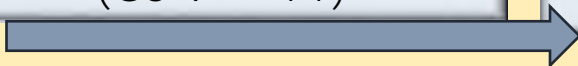
NH-IV General Attorney to
NH-IV Patent Attorney

Change in Assignment to another Career Path/Broadband Level

Technical Management
Support (NJ)

III

\$51,332 - \$80,737
(GS 9 – 11)



Business and Technical
Management Professional (NH)

II

\$33,878 - \$80,737
(GS 5 – 11)

Change to another Career Path and Broadband Level (Reassignment)

NJ-III Engineering Technician
to NH-II General Engineer

Promotion

Administrative Support (NK)

II

\$33,878 - \$54,557
(GS 5 – 7)



III

\$46,475 - \$73,484
(GS 8 – 10)

Promotion:

NK-II Secretary to
NK-III HR Assistant



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



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



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



Probationary Periods

One-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



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

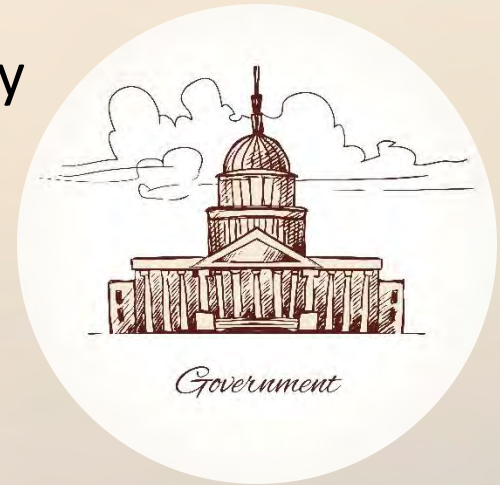
Non-AcqDemo DoD retired or separated civilian employees and former military members who worked in DAWIA-covered positions

- ▶ 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



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





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



Pay Administration



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



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



Broadbands

Business and Technical Management Professional (NH)

I	II	III	IV
\$21,986 - \$39,361 (GS-1 - GS-4)	\$33,878 - \$80,767 (GS-5 - GS-11)	\$74,441 - \$115,079 (GS-12 - GS-13)	\$104,604 - \$159,950 (GS-14 - GS-15)

Technical Management Support (NJ)

I	II	III	IV
\$21,986 - \$39,361 (GS-1 - GS-4)	\$33,878 - \$60,416 (GS-5 - GS-8)	\$51,332 - \$80,767 (GS-9 - GS-11)	\$74,441 - \$115,079 (GS-12 - GS-13)

Administrative Support (NK)

I	II	III
\$21,986 - \$39,361 (GS-1 - GS-4)	\$33,878 - \$54,557 (GS-5 - GS-7)	\$46,475 - \$73,484 (GS-8 - GS-10)

2024 AcqDemo
Broadband Basic
Pay Table
(w/o Locality Pay)



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:

AcqDemo Basic Pay = (Time in Step ÷ Time Between Steps) X Step Increase + 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



Conversion Pay Setting Exercise

Individual Activity

→ Review the conversion information and calculate:

1. WGI Buy-In

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

2. New Basic Pay and New Locality

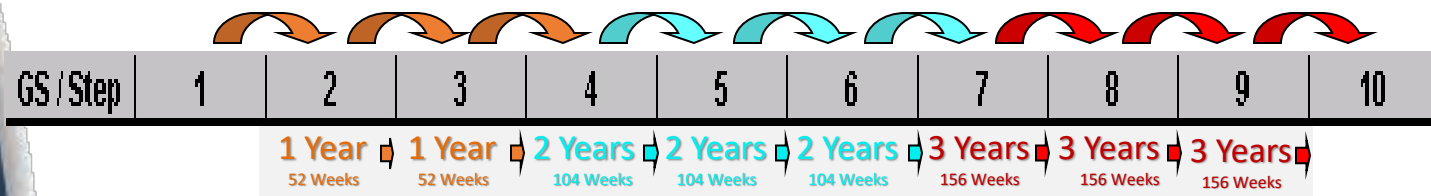
$$\text{WGI Buy-In} + \text{Current Basic Pay} = \text{New Basic Pay}$$
$$\$ \text{_____} + \$ \text{_____} = \$ \text{_____}$$

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

3. New Total Pay

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

Time Between Steps





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>



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



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

GS 15									
1	2	3	4	5	6	7	8	9	10
143,736	148,527	153,318	158,109	162,900	167,690	172,481	177,272	182,063	186,854
GS 14									
122,198	126,272	130,345	134,419	138,492	142,566	146,639	150,713	154,787	158,860

GS 14: below step 4

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

*Rate limited to the rate for level IV of the Executive Schedule (5 U.S.C. 5304 (g)(1)).



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



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





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”





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



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)





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



ACDP

- Pathways Programs and Maximum Career Level Position employees eligible for the ACDP
 - Internship Program employees hired into NH-I and NH-II positions
 - Recent Graduates Program
 - Presidential Management Program
 - Career growth positions leading to higher maximum career level positions





ACDP Career Ladder Example

Promotion to Max Broadband Level Beginning Year #4

10% Increase in Basic Pay = \$64,662

New EOCS = 63

CCAS Adjustment Beginning Year #3

10% Increase in Basic Pay = \$53,440

New EOCS = 53

CCAS Adjustment Beginning Year #2

10% Increase in Basic Pay = \$44,165

New EOCS = 44

ACDP Adjustment Beginning Mid-Year #1

10% Increase in Basic Pay = \$40,150

New EOCS = 39

New ACDP Placement Beginning Year #1

Starting Position = NH II / Max Broadband Level Position = NH III

Basic Pay = \$36,500 and EOCS = 34

ACDP Adjustment Beginning Mid-Year #3

10% Increase in Basic Pay = \$58,784

New EOCS = 58

ACDP Adjustment Beginning Mid-Year #2

10% Increase in Basic Pay = \$48,582

New EOCS = 49

Summary					
Starting Pay	Full-Performance Pay	Overall % Increase	Overall \$ Increase	Avg Waiting Period	Total Progression Period
\$36,500	\$64,662	77.2%	\$28,162	6 mos	3 years



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



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





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



“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





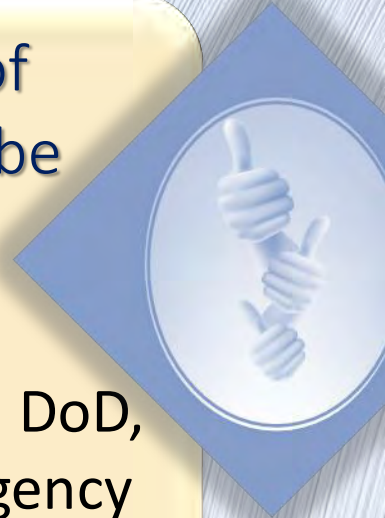
Non-CCAS Awards

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



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





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





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





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





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**



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.



Questions





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?



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



AcqDemo Program Support

- Operating Guide
- AcqDemo Website
 - Reference material
 - Conversion Tool Calculator
- Training
 - HR Training
 - Workforce Overview
 - CCAS for Supervisors
 - Pay Pool Administration
 - Pay Pool Training

eLearning

- *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 2.0 for Administrators*



Questions





HR Training for Human Resource Professionals

**DoD Civilian Acquisition Workforce
Personnel Demonstration Project (AcqDemo)**



*Thank you
for attending!*