

HR Training for Human Resource Professionals

May 2025



Mission Forward Training

Administration

- Introductions
- Course Timing / Breaks
- Mute Phone / Computer
- Interact via Chat or “Raise Hand”
- Roll Call Throughout the Day



Course Objectives

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





Course Modules

01

Introduction

02

**Human Resources
Classification and
Structure**

03

**Recruitment and
Staffing**

04

Pay Administration

05

**Program Highlights
and Support**



01

Introduction



Disclaimer

There are many ways AcqDemo can be implemented, but as it's been around since 1999, we'll be sharing best practices today.

However, there are many flexibilities available within AcqDemo, and your organization might do things a bit differently. If that's the case, it's important to follow your leadership's guidelines.



Suggested AcqDemo Curriculum Order

It is best to take your AcqDemo training courses in the following order:

- AcqDemo New Employee/Supervisor
- Supervising AcqDemo Employees (if applicable)
- Writing Effective Contribution Statements
- Pay Pool Panel (if applicable)
- Pay Pool Administrator Spreadsheets (if applicable)

Documents/Info You Will Need

- ☐ Federal Register Notice

<https://www.dau.edu/sites/default/files/2025-03/2017-24226.pdf>

- ☐ AcqDemo Operating Guide

<https://www.dau.edu/sites/default/files/2025-03/AcqDemoOpsGuidev3.6dtd30Jun2412Feb2025Updated.pdf>

- ☐ 3 Factors

<https://www.dau.edu/acqdemo/factors-with-descriptors-and-discriminations>

- ☐ Your Organization's:

- Strategic Plan and/or Pay Pool's Annual Goals
- AcqDemo Business Rules



AcqDemo HR Roles

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





Purpose of AcqDemo

- ❑ **Performance-Based Rewards:** AcqDemo rewards employees based on their contributions to mission, rather than longevity of employment, potentially offering faster salary growth and more opportunities for career development
- ❑ **Flexibility and Efficiency:** Gives managers more flexibility in hiring, staffing, and compensation, allowing for quicker decisions and a more agile workforce
- ❑ **Enhanced Workforce Management:** AcqDemo helps lead to improved processes and outcomes for the organization



Purpose of AcqDemo

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



AcqDemo History

- Implemented in 1999 and running continuously since
- Employee managed through an Executive Council
(made up from participating components / organizations)
- Administered by a Ft. Belvoir, VA-based Program Office
- Modified in 2017 (less cumbersome writing)
- Authorized through 31 Dec. 2031 (5-year extension in latest NDAA)
- Extension or Permanency expected after that



Has It Worked

- AcqDemo scored 8% higher on the Employee Engagement and Global Satisfaction Index than the rest of DoD
- 87% of AcqDemo employees believe their organization successfully accomplishes its mission, versus 80% for DoD
- Overall, AcqDemo outperforms DPMAP and other federal systems in key areas

Rand studies and Red Gate AcqDemo Survey Results Report

The Benefits for Employees



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- Tools to better understand contribution expectations
- Flexibility of movement within the 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



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- Local manager authorities to manage the acquisition workforce
- Tools for attracting and hiring 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



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- 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



What Changes in AcqDemo



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Broadbands
vs.
Grades/Steps

Classification
and Staffing

Rating and
Rewarding

Support
Tools

What Stays the Same in AcqDemo



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Of Note...



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- 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 the 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



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- 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



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- 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



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- 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 Rating Determinants (PRDs)



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- 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 O = Regular Rate
 - PRD J = Retained Pay—Same Position
 - PRD K = Retained Pay—Different Position
 - PRD Y = NSPS Retained Pay



02

Human Resources Classification and Structure

Topics of Discussion



- GS to AcqDemo Terminology Crosswalk
- Classification Authority
- Broadbanding
- GS to AcqDemo Classification
- Classification Overview
- Classification Process
- Hiring from within Federal Govt
- PRD
- Classification Appeals

GS to AcqDemo Terminology Crosswalk



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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	Broadbands I, II, III, IV
Position Description (PD)	Position Requirements Document (PRD)

Classification Authority



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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 to supervisors

Broadbanding



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- 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



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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



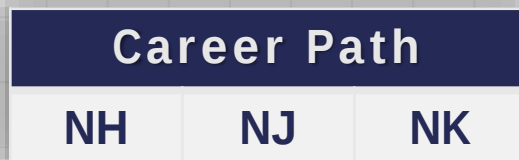
Mission Forward Training

- OPM classification standards used only for title and series
- Existing Position Descriptions 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

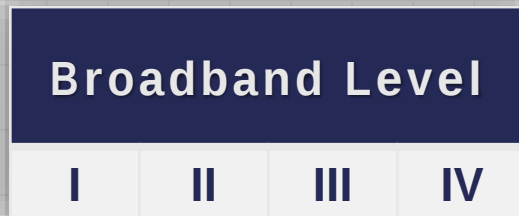
AcqDemo Classification Process



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 Factor
broadband level descriptors to
the duties and responsibilities to
determine broadband level
classification

Transition Example



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



Classification and Contribution Factors



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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

Broadband-Specific Descriptors

Factor 3: Mission Support

NH - Business Management & Technical Management Professional

Level Descriptors	Discriminators
LEVEL III	
• 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	
• 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

Maximum Broadband Level



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- 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 is based on full performance level of position
- Pay is capped at the maximum rate for the employee's current broadband level

Broadbands with Min and Max Basic Pay



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Business and Technical Management Professional (NH)

I	II	III	IV
\$22,360 - \$40,038 (GS-1 - GS-4)	\$34,454 - \$82,108 (GS-5 - GS-11)	\$75,706 - \$117,034 (GS-12 - GS-13)	\$106,382 - \$162,672 (GS-14 - GS-15)

Technical Management Support (NJ)

I	II	III	IV
\$22,360 - \$40,038 (GS-1 - GS-4)	\$34,454 - \$61,449 (GS-5 - GS-8)	\$52,205 - \$82,108 (GS-9 - GS-11)	\$75,706 - \$117,034 (GS-12 - GS-13)

Administrative Support (NK)

I	II	III	2025 AcqDemo Broadband Basic Pay Table (w/o Locality Pay)
\$22,360 - \$40,038 (GS-1 - GS-4)	\$34,454 - \$55,486 (GS-5 - GS-7)	\$47,265 - \$74,733 (GS-8 - GS-10)	

GS Target Career Level

Transition to AcqDemo Maximum Broadband Level



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



Position Requirements Document (PRD)



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AcqDemo Position Requirements Document
NH Business and Technical Management Professional Career Path
(See instructions for Assistance)

Part A: Position and Organization Information

1. Position Number:

2. Career Path: NH

3. Broadband Level:

4. Position Title and Occupational Series:

5. Reason for Submission:
☐ New
☐ Reassignment
☐ Reestablishment
☐ Reassignment
☐ Other: AcqDemo PRD

6. Employee Name (Last, First MI) or Position Title:

7. Name and Location of Position's Organization:

8. Duty Station:

9. Purpose of the Position:

10. Acquisition Workforce Position? ☐ Yes ☐ No

11. Acquisition Functional Area:

12. Acquisition Category:

13. If your answer was "Yes" to question 10, mark N/A. For notifiers, identify if the non-AW position directly supports the AWP 51% of the time or more?
☐ Yes
☐ No
☐ N/A

Page 1 of 1

- AcqDemo uses a Position Requirements Document (PRD) in place of the traditional position description
- Generic PRD written at top of the broadband level
- Candidates qualify (at a minimum) at bottom of broadband level
- Position classified by management
 - May be verified by local or regional HR professionals
- Fillable PRD templates for each career path broadband level are on the AcqDemo website at
 - <https://www.dau.edu/acqdemo/prd-forms>

Generating PRDs in FASCLASS



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- Access via secure website
- Automatically prompts the user to enter all required data elements of the AcqDemo PRD
- User will need to enter basic information 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



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The screenshot shows a web browser window with the URL <https://acpol2.army.mil/aka/fasclass/index/welcome.asp>. The browser's address bar and menu bar are visible. The FASCLASS application interface includes a top navigation bar with the FASCLASS logo and a "PD #" field. Below this is a table of menu items:

FASCLASS	Reports	Lookup	Request Item	Org Chart	What's New?	CPDR
Search Position Data	Create And/or PD	CREATE (Manager), Search Control			Logout & Close	Help
Search Sequence	Create PD					
Search Organization	Edit PD					
Search Interests PD	Review PD					
Search Army Commands	Create PD w/310 HIR					
Search Archived PD	Change CCPO ID					

Below the menu table, the user is welcomed with the text: "Welcome MOTHY ZEITLER to FULLY AUTOMATED SYSTEM FOR CLASSIFICATION FASCLASS". The instruction "To begin, choose the appropriate menu button." is displayed. At the bottom, a link is provided for user feedback: "If you have any suggestions, please [Email](#) us with your comments."

The browser's status bar at the bottom shows the URL https://acpol2.army.mil/aka/fasclass/index/test_menu.asp and a 100% zoom level.

Creating a PRD in FASCLASS



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https://scpl2.army.mil/fasclass/pos_desc/create_pos... 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 on [Quick Copy](#).

The electronic signature of the individual requesting the personnel action certifies that the duties and responsibilities of the associated position description are accurate and that the position is necessary to carry out government functions for which they are responsible. If you have Delegated 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:

[Army Demos](#)
[Federal Register](#)
[Qualification Standards](#)

*Position Title: [More Titles](#)

*Citation 1:

Citation 2:

Citation 3:

More Citations: [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

*CAD:

*Career Level:

*Career Extension:

Replaces PD#:

Created By:

Classified Date (mm/dd/yyyy):

*Series:

*Broadband Level:

Target Grade:

Creating a PRD in FASCLASS



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Browser address bar: https://afpof2.army.mil/afas/fasclass/prd_create_prd... FASCLASS: Create Academ...

File Edit View Favorites Tools Help

*CAP: *Career Level: *Career Category:

Functional Code: Information Assurance: No

Influenza Vaccination:

Mission/Goals: [1+1]

Position Duties: [1+1]

Factors:

CAREER PATH:

FACTOR: 1.

FACTOR: 2.

FACTOR: 3.

FACTOR: 4.

Fair Labor Standards Act (FLSA) Determination



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- 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

FACTOR: 6.

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

Comments/Explanations:

Position Evaluation:

Create Position Reset

PD to PRD Edits in FASCLASS



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https://acpa2.army.mil/aka/fasclass/index.html

FASCLASS

PD # GO

FASCLASS	Reports	Linkup	Request User	Org Chart	What's New?	CDE
Search Position Data	Create Add/Delete PRD	ZEITLER (Manager)	Birth Central	Logout & Close	Help	
Search Sequence	Create PD					
Search Organization	Edit PD					
Search Interim PD						
Search Army Commands	Create PD w/Int PD					
Search Assigned PD	Change CCPO ID					

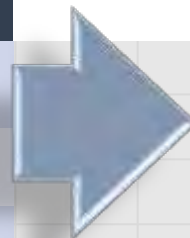
Welcome
to
FASCLASS
FULLY AUTOMATED SYSTEM FOR CLASSIFICATION

To begin, choose the appropriate menu button.

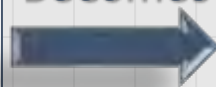
If you have any suggestions, please [Email](#) us with your comments.

PD to PRD Edits in FASCLASS

Item	GS PD	AcqDemo PRD
Pay Schedule	GS	NH, NJ, or NK
Grade/Level	Grade	Broadband Level I, II, III or IV
Factors	Nine Factors of FES	Three AcqDemo Factors



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.br

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.br

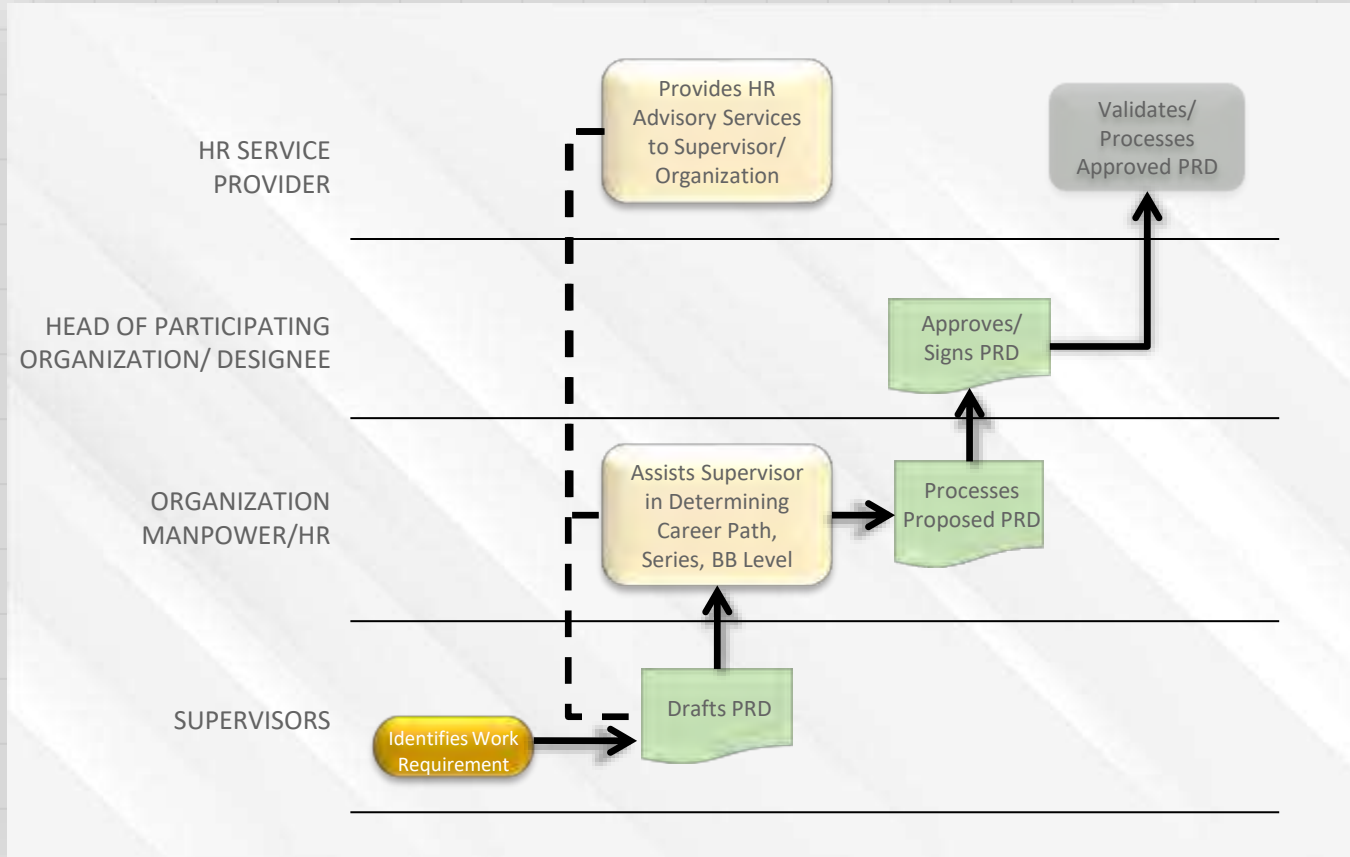
FACTOR: 3. MISSION SUPPORT

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



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Classification Appeals



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- 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





03

Recruitment and Staffing

Topics of Discussion



- Vacancy Announcements
- Recruitment and Outreach
- Applicant Qualification & Eligibility
- Veteran's Preference
- Direct Hire Authorities
- Scholastic Achievement Appointments
- Internal Candidates
- Selecting Candidate
- Types of Appointments
- Probationary Periods
- Internal Placements
- Expanded Detail & Temp Promotions

Types of Appointments



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- Permanent appointments
 - Career
 - Career-conditional
- Temporary Appointments
 - Temporary Limited - NTE 1 year, two 1-year extensions
 - Modified Term - NTE 8 years
- Excepted Service - e.g. Pathways Programs
 - Targeted Career Level
 - Eligibility determined by organization or component
 - Recent graduates (w/in 2 years of completing academic course requirements, or up to 6 years if due to military obligations)



Competitive and Non-Competitive Actions

■ Competitive

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

Direct Hire Appointment (DHA) Authorities



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- Reduce hiring timelines
- Simplify the process
- Title 5, U.S.C authorities 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 Authorities



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- Direct Hire Appointments for the NH Career Path
- Veteran Direct Hire Appointments for NH and NJ Career Paths
- Acquisition Student Intern Appointments
- Scholastic Achievement Appointment

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 Appointments
Authority	Federal Register Notice No. FR 62004-0222 dated November 11, 2007 and in U.S.C. 5705. For those authorities, Participating Organizations may appoint qualified candidates without regard to the provisions of 5 U.S.C. Chapter 33, Subchapter 1, other than 3301, 3308, and 3309 and 5 U.S.C. Part 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000.			
Applicability	DoD Acquisition Participating Organizations			
Position Levels	AWP and/or Direct Support (25%) of acquisition positions in NH Career Path	AWP and/or Direct Support (25%) of acquisition positions in NH or NJ Career Path, all broadband levels, filled by Veterans	AWP positions in broadband levels I, II, and III of all three career paths: NH, NJ, and Scholastic Support (SSK)	AWP positions in broadband levels NH-II and NH-III
Covered Positions	AWP positions in all DAWTA Career Paths and non-AWP positions in direct support (25%) of acquisition positions filled using direct hire authority for the NH career path or the veterans direct hire authority for positions in the NH and NJ career paths. Only AWP 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 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 announcement are used to attract as many qualified candidates through any legal means such as USAJOBS website, JCSP, DoD PPR, DoD Component website, newspaper, 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 areas identified in Appendix F of the Telegraph Examining Operations Handbook			
Veterans' Preference	Qualified candidates with veterans' preference should be considered when not meet minimum requirements			

Operating Guide - June 30, 2024
Appendix D - AcqDemo Appointment & Hiring Authorities, pages 159-160

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 Student Interns



Mission Forward Training

- 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



Mission Forward Training

- Hiring managers may make on-the-spot tentative job offers at job fairs and other recruiting events and websites
 - Must use AcqDemo non-competitive 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



Operating Guide - June 30, 2024

Appendix E - DCAIP,
pages 161-182

DCIPS Interchange Agreement



Mission Forward Training

- 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

Appendix G – Agreement for the Movement of Personnel Between the Civil Service System and the Defense Civilian Intelligence Personnel System (DCIPS) in the Department of Defense

AGREEMENT FOR THE MOVEMENT OF PERSONNEL BETWEEN THE CIVIL SERVICE SYSTEM AND THE DEFENSE CIVILIAN INTELLIGENCE PERSONNEL SYSTEM (DCIPS) IN THE DEPARTMENT OF DEFENSE

In accordance with the authority provided in part 1, Title 5, Code of Federal Regulations, and pursuant to the following agreement with the Department of Defense (DoD), employees serving in the Defense Civilian Intelligence Personnel System (DCIPS) are:

- Defense Counterintelligence and Security Agency (DCISA) (located in the Defense Security Service (DSS))
- National Reconnaissance Office (NRO)
- DCISA Consolidated Administration Services (CAS), formerly the Department of Defense Consolidated Administration Facility (DoD CAF)
- Office of the Secretary of Defense (OSD)
- Military Department (Army/Navy/Marine Corps/Air Force) (located in the Department of Defense (DoD))

Thereafter, the DoD Components of the Agreement may be appointed to positions in the Department of Defense, and serving in the DoD Components of the Agreement. Likewise, employees serving in positions in the Department of Defense may be appointed to positions under DCIPS in the DoD Components of the Agreement, subject to the following conditions:

1. Coverage

Coverage of this agreement extends to DCIPS positions and positions in the DoD Components of the Agreement (such as competitive civil service positions) in the Defense Civilian Intelligence Personnel System (DCIPS) in the Department of Defense. Coverage does not extend to positions in the Department of Defense that are not in the DCIPS or in the Department of Defense that are not in the DCIPS or in the Department of Defense that are not in the DCIPS.

2. Type of Appointment (Initial/Interchange)

DCIPS employees may be initially appointed to, or interchange positions under appointment, in the DoD Components of the Agreement, or have been initially appointed from such appointments to the DoD Components of the Agreement. Employees in the Department of Defense may be initially appointed to, or interchange positions under appointment, in the DCIPS in the DoD Components of the Agreement, subject to the following conditions:

3. Staff/Project Requirements

Selecting Candidates: List of Candidates & Rule of Many



Mission Forward Training

- 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

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

~ Additional Component / Agency policy may apply ~

No
“Rule of Three”

Veteran's
Preference
candidates
considered if
best meet
mission
requirements

List of Candidates



Mission Forward Training

- 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



Mission Forward Training

- 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



Mission Forward Training

- 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 Appointments

- Based on existing term appointments
- Up to 8 years
- 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)
- 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



Mission Forward Training

Change in Assignment within Career Path/Broadband Level

Business and Technical
Management Professional (NH)

IV

\$75,706 – \$117,034
(GS 12 – 13)

**Change within Broadband Level
(Reassignment)**
Non-Supervisor to
Supervisor

Technical Management
Support (NJ)

III

\$52,205 – \$82,108
(GS 9 – 11)

Business and Technical
Management Professional (NH)

II

\$34,454 – \$82,108
(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

\$34,454 – \$55,486
(GS 5-7)

III

\$47,265 – \$74,733
(GS 8-10)

Promotion:

NK-II Secretary to
NK-III HR Assistant

Management Identification of Internal Candidates (MIIC)



Mission Forward Training

- 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 manager's 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 levels
 - 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



Mission Forward Training

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



1

Expanded supervisory and/or managerial probationary periods

+1?

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



Mission Forward Training

- Voluntary assignments and gratuitous services may be accepted from:
 - AcqDemo retired or separated civilian employees who served in either a DAWIA-covered positions or positions in direct support of DAWIA-covered positions **OR**
 - 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 compensation of travel expenses and allowances

Sabbaticals



Mission Forward Training

- 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





04

Pay Administration

Topics of Discussion



- AcqDemo Pay Setting Overview
- Conversion Pay Setting
- AcqDemo Highest Previous Rate
- Pay Retention
- Accelerated Compensation for Developmental Positions (ACDP)
- Supervisor 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



Mission Forward Training

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

Conversion Basic Pay =
(Time in Step , Time Between Steps) ´ Step
Increase + 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 with Min and Max Basic Pay



Mission Forward Training

Business and Technical Management Professional (NH)

I	II	III	IV
\$22,360 - \$40,038 (GS-1 - GS-4)	\$34,454 - \$82,108 (GS-5 - GS-11)	\$75,706 - \$117,034 (GS-12 - GS-13)	\$106,382 - \$162,672 (GS-14 - GS-15)

Technical Management Support (NJ)

I	II	III	IV
\$22,360 - \$40,038 (GS-1 - GS-4)	\$34,454 - \$61,449 (GS-5 - GS-8)	\$52,205 - \$82,108 (GS-9 - GS-11)	\$75,706 - \$117,034 (GS-12 - GS-13)

Administrative Support (NK)

I	II	III	2025 AcqDemo Broadband Basic Pay Table (w/o Locality Pay)
\$22,360 - \$40,038 (GS-1 - GS-4)	\$34,454 - \$55,486 (GS-5 - GS-7)	\$47,265 - \$74,733 (GS-8 - GS-10)	

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, if eligible

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



Part Two: Complete steps 5-8 to determine your within-grade increase buy-in

Step 5:
Which are you currently waiting to be promoted to?

Step 6:
Which was your last promotion?

Step 7:
What is your current grade?

Step 8:
Click the calculate button

Calculate WGI Buy-In

<https://www.dau.edu/acqdemo/conversion-calculator>

Buy-Ins



Mission Forward Training

- **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-Ins from Another Pay-Banded System



Mission Forward Training

- Follow conversion-out rules in Federal Register Notice for pay-banded system employee is leaving
 - Many STRL “Lab Demos” use current salary to determine 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 Level

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 ~

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)



Mission Forward Training

- 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

~ Additional Component / Agency policy may apply ~





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”



~ Additional Component / Agency policy may apply ~

Retained Pay Employees and Adverse or Contribution-Based Actions



Mission Forward Training

- 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)



Mission Forward Training

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)



- 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



- 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 Career Ladder Example



Mission Forward Training

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 #2

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

New EOCS = 49

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

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



Mission Forward Training

- Intended to incentivize and compensation supervisors and team leaders
- Can be effectively applied when:
 - Inequities exist between supervisory and non-supervisory subordinate pay
 - Positions are 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

- 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



Mission Forward Training

- 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 Differentiation when an employee moves to a different position



The 3 Rs



Mission Forward Training

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



Mission Forward Training

- **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



Mission Forward Training

- 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, or Career Path



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- Involuntary changes in pay, broadband level, or Career Path can be the result of an adverse action or contribution-based action
- 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



Voluntary Changes in Pay, Broadband Level, or Career Path



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- 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





05

AcqDemo Program Highlights and Program Support

AcqDemo Program Highlights



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- AcqDemo has been running continuously since 1999
- Provides a rapid ability to design and implement personnel management initiatives and processes for the Acquisition Community
- Paysetting 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



Program Support



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- Operating Guide
- AcqDemo Website
 - Reference Material
 - Conversion Tool Calculator
 - Expected Contribution Range Calculator
- Training
 - Workforce Overview
 - CCAS for Supervisors
 - HR Training
 - Business Rules Development
- AcqDemo Program Office Website:
 - acqdemo.hci.mil
- Army AcqDemo website:
 - <https://asc.army.mil/web/acqdemo/>

eLearning

- *AcqDemo 101*
- *Contribution Planning*
- *Giving and Receiving Feedback*
- *CCAS Appraisal Feedback for Supervisors*
- *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?

Thank you for Attending!

**HR Training for
Human Resource Professionals**



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