

HR Training for Human Resource Professionals

January 2026



Mission Forward Training

Administration

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





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

AcqDemo has been implemented in many ways since 1999; we'll be sharing best practices today.

Organizations may use different flexibilities.
Always follow your AcqDemo Business Rules.



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/2025-11/FINAL%20Ops%20Guide%20v3.8.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

- 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...

- No provisions in AcqDemo for
 - Reassignment Salary Increase (up to 5%)
 - Special Salary Rates (3-step conversion steps in Ops Guide)
 - 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

AcqDemo Operating Guide 3 Nov 2025:
Special Salary - Chapter 2.7.10, pages
21-22. Pay Retention - 5.11, pages 176-
178

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)"*
- ❑ Processing AcqDemo Personnel Actions

Federal Register Notice - Legal Authority - Section 5, pages 7-8.

AcqDemo Operating Guide 3 Nov 2025:
Processing Personnel Actions - Chapter 4.15,
Appendix B, pages 139-148.

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

AcqDemo Operating Guide 3
Nov 2025:
Pay Rate Determinants- Chap
2, Appendix D, pages 40 - 41



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



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

AcqDemo Operating
Guide 3 Nov 2025:
Section 3.3, page 45

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



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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

- 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

Classification Procedures

Job Title
Occupational Series

Use OPM classification standards to identify Title and Series

Career Path

NH	NJ	NK
----	----	----

Use Operating Guide Chapter 3, Appendix B (pp 68-78) to determine career path:

- NH - Business Management and Technical Management Professional
- NJ - Technical Management Support
- NK - Administrative Support

Broadband Level

I	II	III	IV
---	----	-----	----

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

- 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

Business and Technical Management Professional (NH)

I	II	III	IV
\$22,584 - \$40,436 (GS-1 - GS-4)	\$34,799 - \$82,938 (GS-5 - GS-11)	\$76,463 - \$118,204 (GS-12 - GS-13)	\$107,446 - \$164,301 (GS-14 - GS-15)

Technical Management Support (NJ)

I	II	III	IV
\$22,584 - \$40,436 (GS-1 - GS-4)	\$34,799 - \$62,057 (GS-5 - GS-8)	\$52,727 - \$82,938 (GS-9 - GS-11)	\$76,463 - \$118,204 (GS-12 - GS-13)

Administrative Support (NK)

I	II	III	2026 AcqDemo Broadband Basic Pay Table (w/o Locality Pay)
\$22,584 - \$40,436 (GS-1 - GS-4)	\$34,799 - \$56,039 (GS-5 - GS-7)	\$47,738 - \$75,479 (GS-8 - GS-10)	

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)



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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
☐ Redemptive
☐ Reassignment
☐ 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

11a. Acquisition Functional Area:

11b. Acquisition Category:

11. If you answered "Yes" to question 10, mark "NA" for not others, identify if the acquisition position directly supports the AWP 51% of the time or more?
☐ Yes
☐ No
☐ NA

Version 1.1

- 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
- Find fillable template forms at: dau.edu/acqdemo/prd-forms

AcqDemo Operating Guide 3 Nov 2025:
Chapter 3.5, pages 45-46

Generating PRDs in FASCLASS

- 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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https://acpol2.army.mil/aka/fasclass/inbox/welcome.asp

FASCLASS

PD # GO

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

Welcome

MOTHY ZEITLER

to

FASCLASS

To begin, choose the appropriate menu button.

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

https://acpol2.army.mil/aka/fasclass/inbox/test_menu.asp

Creating a PRD in FASCLASS



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https://acpof2.army.mil/afasclass/pos_desc/create_pos_desc... 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:

Replaces PD#:

Created By: TIMOTHY ZEITLER

Classified Date (mm/dd/yyyy):

*Series:

*Broadband Level:

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

*Position Title: [More Titles](#)

*Citation 1:

Citation 2:

Citation 3:

More Citations: [Citations](#)

COREDOC PD: No

Target Grade:

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 Category:

Creating a PRD in FASCLASS



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Browser address bar: https://acpol2.army.mil/aka/fasclass/prod_desc/create_prd_a

Browser tabs: FASCLASS: Create AcqDem...

Menu: File Edit View Favorites Tools Help

Navigation: Page Safety Tools ?

Form fields:

- *CAP:
- *Career Level:
- *Career Category:
- Functional Code:
- Information Assurance: No
- Influenza Vaccination:
- Mission/Goals:
- Position Duties:
- Factors:

Factors section:

CAREER PATH:

FACTOR: 1.

FACTOR: 2.

FACTOR: 3.

FACTOR: 4.

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



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https://acpo3.army.mil:skw/fasclass/prd_desc/create_prd_a FASCLASS: Create Acc/Dem...

File Edit View Favorites Tools Help

Page Safety Tools ?

FACTOR: 6.

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

Comments/Explanations: [+]

Position Evaluation: [+]

Create Position Reset
No required entries

100%

PD to PRD Edits in FASCLASS



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https://acpo2.army.mil/aka/fasclass/info/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 Intentia PD						
Search Army Commands	Create PD w/3rd PM					
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.

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



THE NINE FACTORS OF FES

1. CAREER PATH: BUSINESS MANAGEMENT AND TECHNICAL MANAGEMENT PROFESSIONAL NH-II

2. FACTOR: 1. JOB ACHIEVEMENT AND/OR INNOVATION

3. FACTOR: 2. COMMUNICATION AND/OR TEAMWORK

4. FACTOR: 3. MISSION SUPPORT

5. FACTOR: 4. LEADERSHIP

6. FACTOR: 5. INFLUENCE

7. FACTOR: 6. INFLUENCE

8. FACTOR: 7. INFLUENCE

9. FACTOR: 8. INFLUENCE

10. FACTOR: 9. INFLUENCE

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

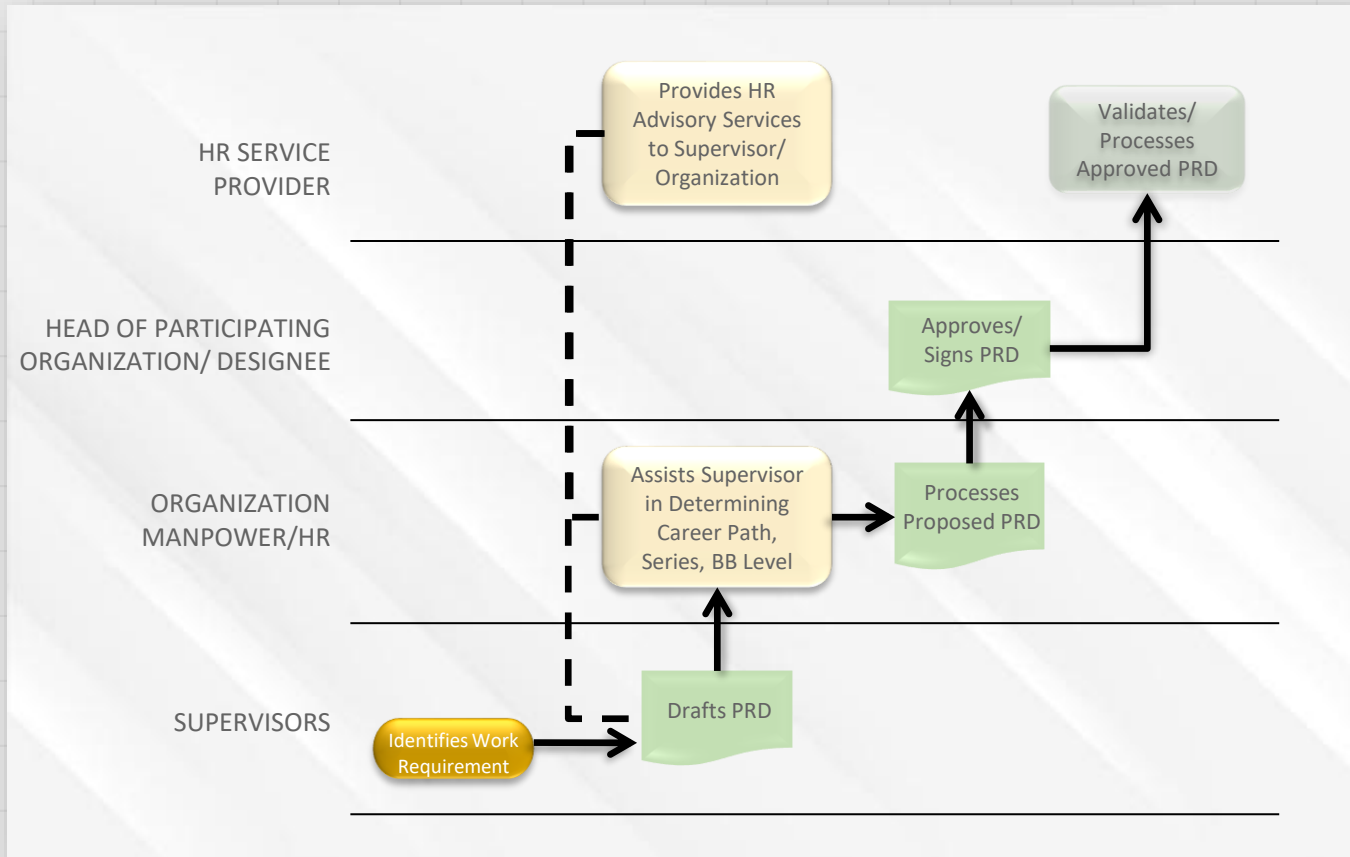
FACTOR: 3. MISSION SUPPORT

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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- ❑ DoD is the final appellate level for AcqDemo employee appeals
 - 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



AcqDemo Operating Guide 3 Nov 2025:
Chapter 3.12, pages 54-55



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

- ❑ **Permanent appointments**
 - Career
 - Career-conditional
- ❑ **Temporary appointments**
 - Temporary Limited - NTE 1 year, two 1-year extensions
 - Modified Term - NTE 5 years, one 1-year extension
- ❑ **Excepted Service**

Competitive and Non-Competitive Actions

Competitive

- Promotions - Movement to a higher broadband level within the same career path, or a different career path and broadband level, in which the new broadband level has a *higher maximum pay*
- Temporary Promotions exceeding a cumulative total of 1 year within any consecutive 24-month period

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 the same broadband level

Direct Hire Authorities



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❑ AcqDemo Direct Hire

- Directly hired to positions in NH career path
- Applies to DAWIA-covered positions and/or NH positions providing 51% support

❑ Veterans

- Directly hired to positions in either NH or NJ career path
- Applies to DAWIA-covered positions and/or NH/NJ positions providing 51% support

❑ Student Interns

- Enrolled in degree program required to qualify for DAWIA-covered position
- Enrolled in degree program providing competencies required to qualify for DAWIA-covered position

Appendix D – AcqDemo Appointment & Hiring Authorities

ACQDEMO APPOINTMENT & HIRING AUTHORITIES				
Topic	Direct Hire Authority for Business and Technical Management Career Path (NH)	Veteran Direct Hire for NH Career Path, and Technical Management Support Career Path (NJ)	Acquisition Student Intern Appointments	Scholastic Achievement Appointment
Authority	Federal Register Notice 66 FR 52004-52072 dated November 9, 2007 and 30 U.S.C. 1762a. For these authorities, Participating Organizations may appoint qualified candidates without regard to the provisions of 5 U.S.C., Chapter 29, Subchapter 1, other than 53105, 5308, and 53081 and 51 CFR Parts 500-550 other than Subpart G of 5 CFR Part 500.			
Applicability	DoD AcqDemo Participating Organizations			
Position Levels	AWF and/or Direct Support (51%) of acquisition positions in the NH Career Path	AWF and/or Direct Support (51%) of acquisition positions in NJ or NJ Career path, all broadband levels, filled by Veterans	AWF positions in broadband levels I, II, and III of all three career paths: NH, NJ, and Administrative Support (NK)	AWF positions in broadband levels NH-II and NH-III
Covered Positions	AWF positions in all DAWIA Career Paths and non-AWF positions in direct support (51%) of acquisition positions filled using the direct hire authority for the NH career path or the veteran direct hire authority for positions in the NJ and NJ Career path. Only AWF positions filled by Acquisition Student Intern and Scholastic Achievement Appointments.			
Appointment Type	Competitive - Permanent (Career, Career-Conditional), Term & Temporary			
Public Notice	Not required			
Vacancy Announcements	Short term or long term job announcements may be posted for current and/or projected vacancies, multiple vacancies, broadband levels, and/or geographic locations as appropriate based upon the availability of qualified candidates and the type of position being filled. Vacancy announcements are used to attract and assess applicant sources through any legal means such as OPM USAJOBS website, ICAP, DoD PPP, DoD Component-based website, news page and periodic publications, job fairs or college recruiting activities, employee referral programs, or other means consistent with the merit system principles.			
Administrative Careers with America	Administrative Careers with America procedures must be used when filling positions at the GS-5 and GS-7 level (and equivalent positions) in occupational series identified in Appendix F of the Delegated Examining Operations Handbook.			
Veterans' Preference	Qualified candidates with veterans' preference should be considered when best meet mission requirements			

AcqDemo Operating Guide 3 Nov 2025:
Chapter 4.5.1, pages 120-122 and
Appendix D, pages 155-156

Direct Hire 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



Direct Hire 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



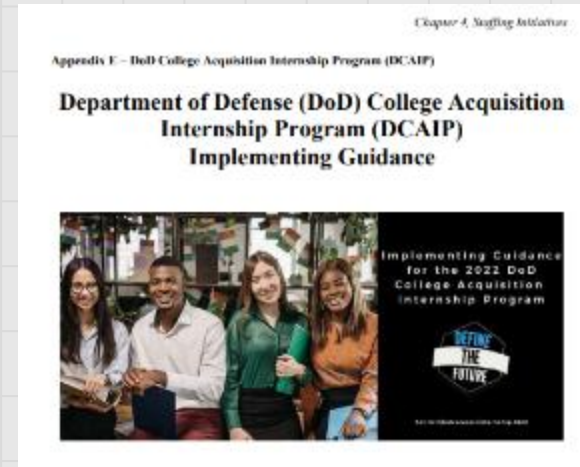
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- Hiring managers may make on-the-spot tentative job offers at job fairs and other recruiting events and websites
 - Must use AcqDemo non-competitive or direct hiring authority
 - Managers make offers in consultation with their Human Resources Offices
- 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



AcqDemo Operating Guide 3
Nov 2025:
Chapter 4.14, pages 133-135

DCIPS Interchange Agreement



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- Candidates currently serving in the following programs may be competitively appointed to positions throughout the DoD Enterprise
 - Defense Civilian Intelligence Personnel System (DCIPS) must have served continuously for 1 year before appointment
 - Defense Security Service (DSS)
 - National Reconnaissance Office (NRO)
 - 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 AND THE DEFENSE CIVILIAN INTELLIGENCE PERSONNEL SYSTEM (DCIPS) IN THE DEPARTMENT OF DEFENSE

In accordance with the authority provided in part 6.7 of 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) in the:

- Defense Counterintelligence and Security Agency (DCSI) (formerly the Defense Security Service (DSS))
- National Reconnaissance Office (NRO)
- DCSA Consolidated Adjudication Services (UAS), formerly the Department of Defense Consolidated Adjudication Facility (DoD CAF)
- Office of the Secretary of Defense (OSD), and
- Military Departments (Army, Navy (which includes the Marines), and Air Force (which includes the Space Force)).

Hereafter referred to as the DoD Components of the Agreement, may be appointed to positions in the competitive civil service, as well as among the DoD Components of the Agreement. Likewise, employees serving in positions in the competitive civil service 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 employees and positions in pay plan GS-1, in the DoD Components of the Agreement, and to competitive service employees and positions in the General Schedule or equivalent in the DoD Components of the Agreement. Coverage does not extend to senior executives or senior professional positions in either DCIPS or the competitive service, or to any employees or positions outside of the DoD Components of the Agreement.

2. Type of Appointment Held Before Movement

DCIPS employees must be currently serving in continuing positions under permanent excepted appointments in the DoD Components of the Agreement or have been involuntarily separated from such appointments without personal cause, within the preceding year. Employees in the competitive civil service must currently be or have been serving in continuing positions under career or career-conditional appointments.

3. Qualification Requirements

AcqDemo Operating Guide 3
Nov 2025:
Chapter 4.5.1, page 156-159.
Appendix E

Selecting Candidates: List of Candidates & Rule of Many

- 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

No
“Rule of Three”

Basically
Qualified

Highly
Qualified

Superior

AcqDemo Operating
Guide 3 Nov 2025:
Chapter 4.9.5, page 127

~ Additional Component / Agency policy may apply ~

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.



AcqDemo Operating Guide 3
Nov 2025:
Chapter 4.9.1.7 page 125-127

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 Operating Guide 3 Nov
2025:
Chapter 4.8, page 123

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



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 5 years, one 1-year extension
- 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 Operating Guide 3 Nov
2025:
Chapter 4.4.3, pages 116-119

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

- **Promotion**
 - Movement to higher broadband level within the same career path
 - Movement to a different career path and level with a higher maximum pay rate
- **Reassignment**
 - Change in assignment within career path/broadband level
 - Change to a position in another career path and level with same maximum pay rate

NH			
I \$22,584 – 40,436 (GS 1 – 4)	Promotion → II \$34,799 – 82,938 (GS 5 – 11)	Promotion → III \$76,463 – 118,204 (GS 12 – 13)	Promotion → IV \$107,446 – 164,301 (GS 14 – 15)
NJ			
I \$22,584 – 40,436 (GS 1 – 4)	Reassignment ↗ II \$34,799 – 62,057 (GS 5 – 8)	Promotion ↑ III \$52,727 – 82,938 (GS 9 – 11)	Reassignment → IV \$76,463 – 118,204 (GS 12 – 13)
NK			
I \$22,584 – 40,436 (GS 1 – 4)	II \$34,799 – 56,039 (GS 5 – 7)	III \$47,738 – 75,479 (GS 8 – 10)	

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 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

AcqDemo Operating Guide 3 Nov
2025:
Chapter 4.10.3, pages 127-129

Expanded Detail and Temporary Promotion Authority

- ❑ Non-competitive actions to higher broadband level
 - Temporary promotion, detail, or a combination of a detail and a temporary promotion cannot exceed 1 year total within a 24-month period
- ❑ Competition required if temporary promotion or detail action is needed beyond 1 year

Probationary Periods



Mission Forward Training

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



AcqDemo Operating Guide 3
Nov 2025:
Chapter 4.12, pages 131

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

- 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

AcqDemo Operating Guide 3 Nov
2025:
Chapter 4.13, pages 132-134

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



- Compensation Strategy
- 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



What is the Purpose of a Compensation Strategy?



Mission Forward Training



Reflects your organization's strategic objectives

Maintain mission excellence
Retain and motivate existing employees
Attract new talent



Seeks to provide the right rewards for the level of employee contributions

Internal pay equity for like contributions
Link rewards to contributions/ impact



Sets the general policies and procedures for compensation and benefits within an organization

Consistent with pay budgets
Used to derive rules for rewarding contributions

Business and Technical Management Professional (NH)

I	II	III	IV
\$22,584 - \$40,436 (GS-1 - GS-4)	\$34,799 - \$82,938 (GS-5 - GS-11)	\$76,463 - \$118,204 (GS-12 - GS-13)	\$107,446 - \$164,301 (GS-14 - GS-15)

Technical Management Support (NJ)

I	II	III	IV
\$22,584 - \$40,436 (GS-1 - GS-4)	\$34,799 - \$62,057 (GS-5 - GS-8)	\$52,727 - \$82,938 (GS-9 - GS-11)	\$76,463 - \$118,204 (GS-12 - GS-13)

Administrative Support (NK)

I	II	III	2026 AcqDemo Broadband Basic Pay Table (w/o Locality Pay)
\$22,584 - \$40,436 (GS-1 - GS-4)	\$34,799 - \$56,039 (GS-5 - GS-7)	\$47,738 - \$75,479 (GS-8 - GS-10)	

Compensation Strategy

- AcqDemo's pay flexibility, matching contribution to compensation, is a dramatic departure from the rigidity of the General Schedule - a longevity-based pay system - and focuses on complexity, breadth and impact of a position.
- Positions within a broadband may differ substantially in terms of scope; therefore, not all positions will progress to the top of the broadband. All positions should have assigned position values.
- Consideration must be given to available labor market relative to special qualification requirement, scarcity of qualified applicants, programmatic urgency, value of the position and like positions and education/experience. All pay decisions will be fiscally responsible.

Value of Positions



Mission Forward Training

NH-I		GS-1/1	NH-II		Cross Over NH-I/II	NH-III		Cross Over NH-II/III	NH-IV		Cross Over NH-III/IV
OCS	SPL		OCS	SPL		OCS	SPL		OCS	SPL	
0	\$ 21,986		22	\$ 34,017		61	\$ 73,754		79	\$105,419	
1	\$ 22,427		23	\$ 34,699		62	\$ 75,232		80	\$107,532	
2	\$ 22,876		24	\$ 35,394		63	\$ 76,740		81	\$109,687	
3	\$ 23,334		25	\$ 36,103		64	\$ 78,278		82	\$111,885	
4	\$ 23,802		26	\$ 36,827		65	\$ 79,847		83	\$114,127	
5	\$ 24,279		27	\$ 37,565		66	\$ 81,447		84	\$116,414	
6	\$ 24,766		28	\$ 38,318		67	\$ 83,079		85	\$118,747	
7	\$ 25,262		29	\$ 39,086		68	\$ 84,744		86	\$121,127	
8	\$ 25,768		30	\$ 39,869		69	\$ 86,443		87	\$123,555	
9	\$ 26,284		31	\$ 40,668		70	\$ 88,176		88	\$126,031	
10	\$ 26,811		32	\$ 41,483		71	\$ 89,943		89	\$128,552	
11	\$ 27,348		33	\$ 42,314		72	\$ 91,746		90	\$131,119	
12	\$ 27,896		34	\$ 43,162		73	\$ 93,585		91	\$133,762	
13	\$ 28,455		35	\$ 44,027		74	\$ 95,461		92	\$136,443	
14	\$ 29,025		36	\$ 44,909		75	\$ 97,374		93	\$139,178	
15	\$ 29,607		37	\$ 45,809		76	\$ 99,326		94	\$141,968	
16	\$ 30,200		38	\$ 46,727		77	\$101,317		95	\$144,813	
17	\$ 30,805		39	\$ 47,664		78	\$103,348		96	\$147,715	
18	\$ 31,422		40	\$ 48,619		79	\$105,419		97	\$150,676	
19	\$ 32,052		41	\$ 49,593		80	\$107,532		98	\$153,696	
20	\$ 32,694		42	\$ 50,587		81	\$109,687		99	\$156,776	
21	\$ 33,349		43	\$ 51,601		82	\$111,885		100	\$159,918	
22	\$ 34,017		44	\$ 52,635		83	\$114,127				
23	\$ 34,699		45	\$ 53,690							
24	\$ 35,394		46	\$ 54,766							
25	\$ 36,103		47	\$ 55,864							
26	\$ 36,827		48	\$ 56,984							
27	\$ 37,565		49	\$ 58,126							
28	\$ 38,318		50	\$ 59,291							
29	\$ 39,086		51	\$ 60,479							
			52	\$ 61,691							
			53	\$ 62,927							
			54	\$ 64,188							
			55	\$ 65,475							
			56	\$ 66,787							
			57	\$ 68,126							
			58	\$ 69,491							
			59	\$ 70,884							
			60	\$ 72,305							
			61	\$ 73,754							
			62	\$ 75,232							
			63	\$ 76,740							
			64	\$ 78,278							
			65	\$ 79,847							
			66	\$ 81,447							

- Each employee's salary equals an Overall Contribution Score (OCS)
- Each position has a value of position
- Supervisors, managers and the pay pool integrate the employee's value of position in comparison to their salary

Value of Position



Mission Forward Training

NH-I			NH-II			NH-III			NH-IV		
OCS	SPL		OCS	SPL		OCS	SPL		OCS	SPL	
0	22584	GS-01/01	22	34948	GS-05/01	61	75781	GS-12/01	79	108319	/01
1	23037		23	35648		62	77300		80	110490	
2	23498		24	36363		63	78850		81	112705	
3	23969		25	37092		64	80430		82	114964	
4	24450		26	37835		65	82042		83	117268	
5	24940		27	38594		66	83687		84	119619	
6	25440		28	39367		67	85364		85	122016	
7	25950		29	40156		68	87075		86	124462	
8	26470		30	40961	GS-17	69	88821		87	126957	
9	27001		31	41782		70	90601		88	129502	
10	27542		32	42620		71	92417	GS-13	89	132097	GS-15
11	28094		33	43474		72	94269		90	134745	
12	28657		34	44345		73	96159		91	137446	
13	29231		35	45234		74	98086		92	140201	
14	29817		36	46141		75	100052		93	143011	
15	30415		37	47066		76	102058		94	145878	
16	31025		38	48009		77	104104		95	148802	
17	31646		39	48971		78	106190		96	151784	
18	32281		40	49953	GS-9	79	108319		97	154827	
19	32928		41	50954		80	110490		98	157930	
20	33588		42	51976		81	112705		99	161096	
21	34261		43	53017		82	114964		100	164325	10
22	34948		44	54080		83	117268	GS-13/10			
23	35648		45	55164							
24	36363		46	56270							
25	37092		47	57398							
26	37835		48	58548							
27	38594		49	59722							
28	39367		50	60919							
29	40156	GS-04/10	51	62140							
			52	63386	GS-11						
			53	64656							
			54	65952							
			55	67274							
			56	68622							
			57	69998							
			58	71401							
			59	72832							
			60	74292							
			61	75781							
			62	77300							
			63	78850							
			64	80430							
			65	82042							
			66	83687	GS-11/10						

** All values are basic pay without locality

- Each employee's salary equals an Overall Contribution Score (OCS)
- Each position has a value of position
- Supervisors, managers and the pay pool integrate the employee's value of position in comparison to their salary

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:

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

- **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 estimate your within-grade increase buy-in

Step 5:
When are you converting to AcqDemo?
Month: [Month] Day: [Day] Year: [Year]

Step 6:
When was your last increase?
(WGI or promotion)
Month: [Month] Day: [Day] Year: [Year]

* If you are scheduled to receive a WGI or promotion prior to conversion, please use your WGI or promotion date instead.

Step 7:
What is your locality area?
Alaska

Step 8:
Click the calculate button
[Calculate WGI Buy-In](#)

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

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 Operating Guide 3 Nov 2025:
Chapter 5.16 - 5.18, pages 179-188

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

AcqDemo Operating Guide 3 Nov
2025:
Chapter 2.9, pages 22-25

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 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

AcqDemo Operating Guide 3 Nov
2025:
Chapter 2.9, pages 22-25

Determining GS Grade and Pay Equivalency

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

Example:
NH-IV
\$150,159
Basic Pay

GS 15									
1	2	3	4	5	6	7	8	9	10
125,133	129,304	133,475	137,646	141,817	145,988	150,159	154,330	158,501	162,672
GS 14									
106,382	109,928	113,474	117,020	120,566	124,112	127,645	131,204	134,750	138,296

GS 15: if GS 15, step 4 and above

GS 14: if below GS 15, step 4

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

AcqDemo Operating Guide 3
Nov 2025:
Chapter 2.11.2, pages 28-30

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 Operating Guide 3 Nov
2025:
Chapter 2.10 pages 25-35

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

*~ Additional Component /
Agency policy may apply ~*

AcqDemo Operating Guide 3 Nov
2025:
Chapter 2.11.5.4, page 33

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*

AcqDemo Operating Guide 3 Nov
2025:
Chapter 2.11.4, pages 31-32

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)

- 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 are not be funded by pay pool allocations

Supervisor/Team Lead Differentials

- ❑ Classification of supervisory or team leader positions follow OPM Rules
- ❑ Intended to incentivize and compensate supervisors and team leaders
- ❑ A cash differential is NOT included as part of basic pay
- ❑ 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
- ❑ Supervisory differential - 0% to 10% of basic pay
- ❑ Team leader differential - 0% to 5% of basic pay
- ❑ Reviewed annually with CCAS assessment to validate continuing need

Supervisory and Team Leader Cash Differentials

- 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

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



AcqDemo Operating Guide 3 Nov 2025:
Chapter 5.22, page 192

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

AcqDemo Operating Guide 3 Nov 2025:
Chapter 6.7.5, page 228



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
 - **Level 1 of the Executive Schedule**
Total compensation (*Basic Pay, Locality Pay, incentive awards, recruitment/retention/relocation incentives*)
 - **Level 4 of the Executive Schedule**
Total Adjusted Pay (*Basic Pay and Locality Pay*)

Involuntary Changes in Pay, Broadband Level, or Career Path



Mission Forward Training

- 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



Mission Forward Training

- ❑ 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

AcqDemo Operating Guide 3 Nov
2025:
Chapter 5.15, pages 178-179

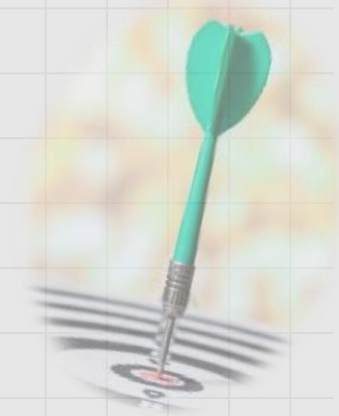


05

AcqDemo Program Highlights and Program Support

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
- 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



Mission Forward Training

AcqDemo Program Office

■ Operating Guide

■ AcqDemo Website

- Reference Material
- Conversion Tool Calculator

■ Training

- Workforce Overview
- CCAS for Supervisors
- HR Training
- Business Rules Development

■ AcqDemo Website:

<https://www.dau.edu/acqdemo>

■ 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!

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Human Resource Professionals**



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