



AcqDemo Contributions

DoD Civilian Acquisition Workforce Personnel Demonstration Project
Program Office

April 2011



Program Director's Message

We are closing in on AcqDemo conversion day! Final preparations are being made to enable the conversion of some 14,000 employees back to AcqDemo on May 22, 2011. The Program Office is working hard with your Component AcqDemo leadership representatives to provide updated operating procedures and put performance management software tools in place as we transition. Watch for future newsletters to provide information on these new products and any training necessary for them.

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Thank you for supporting transition in your organizations at all levels and let's continue to finish this important step in making the AcqDemo transition successful.

Respectfully,
- Jim Irwin

Transition News

Organizations are Geared Up!

Organizations are busy managing transition processes. A lot of planning is involved to effectively execute the many actions required to ready the workforce, supervisors, human resource professionals and leadership for the conversion. Transition and conversion teams were formed to create local transition plans that include items such as a conversion timeline, training, communication, classification, pay administration, performance management, and other issues related to the transition. The AcqDemo Program Office (PO) provided organizations with a Readiness Tool to assist in identifying decision points and required actions. It tracks progress and includes an element that cautions an organization when due dates are approaching. The news is that organizations report success with meeting milestones that will lead to a smooth transition. The PO is working closely with organization NSPS and AcqDemo Transition Program Managers to address any bumps encountered by local organizations as they execute their transition plans.

Are You on Track?

There are a few things you can do to make sure you are on track for the upcoming transition. To start, you cannot forget about your obligations under NSPS! Interim reviews need to be documented in the Performance Appraisal Application (PAA) in accordance with local guidance. As a reminder, performance and accomplishments documented from 1 Oct 10 until the end of the appraisal cycle under AcqDemo on 30 Sep 11 can be considered during assessment time this year. Also, we hope you have attended, or are scheduled to attend, one of the AcqDemo Employee Orientations. Lastly, don't forget to periodically check the AcqDemo website at <http://www.acq.osd.mil/dpap/ops/acqdemo.html> for news and resources that may be of interest during this transition period and beyond.

Facts About Conversion

Why AcqDemo?

Have you ever wondered why AcqDemo was created? Are you curious about the expected benefits for the acquisition workforce by implementing the program? The Federal Register, published in 1999, that gave the authority to implement AcqDemo provides the answers that are still valid today. Expected benefits gained through the implementation of AcqDemo initiatives are discussed in section II.C in the Federal Register (Friday, January 8, 1999). You can find the Federal Register at the AcqDemo website at

<http://www.acq.osd.mil/dpap/ops/docs/ACQDEMO%20FedReg%20WAdmts.pdf>.

"This project will demonstrate that a human resource system tailored to the mission and needs of the DoD acquisition workforce will result in: (a) increased quality in the acquisition workforce and the products it acquires; (b) increased timeliness of key personnel processes; (c) workforce data trends toward higher retention rates of "excellent contributors" and separation rates of "poor contributors"; (d) increased satisfaction of serviced DoD customers with the acquisition process and its products; and (e) increased workforce satisfaction with the personnel management system."

The quote above represents DoD system expectations. Talk with your supervisor and your local AcqDemo transition team for information about desired local impacts.

Deployed Civilians

Deployed civilian employees in organizations transitioning from NSPS to AcqDemo will transition in accordance with policies and procedures provided in the November 12, 2010 NSPS Transition Office memorandum. This memo provides guidance to address treatment of deployed civilians who will transition from NSPS to non-GS systems such as AcqDemo. They will be transitioned from NSPS as follows:

Deployed prior to effective date of memo...	Deployed on or after effective date of memo...
...and whose organization transitions while they are deployed are excluded from transition until they return to their permanent position, renew, or extend their deployment, or until December 31, 2011, whichever occurs first.	...must be notified of the transition from NSPS not later than 30 days prior to being deployed. If this notification does not occur within that time period, the transition must be delayed until the 30 day notice occurs. Transition from NSPS will occur no later than December 31, 2011 whether or not the employee receives notification.

Why has the transition to AcqDemo been delayed for some of these employees? While on deployment, deployed civilians may be receiving additional compensation based on the pay flexibilities provided by NSPS. Transition from NSPS may result in reduction in certain types of premium pay including overtime, night pay, holiday pay, and/or allowance differentials.

Facts About Conversion (cont.)

NSPS Student Employment Experience Program Positions

The Student Employment Experience Program consists of both the Student Career Experience Program (SCEP) and the Student Temporary Experience Program (STEP). The AcqDemo Federal Register excludes positions in the STEP program from entering the demo and they will transition from NSPS to the General Schedule. SCEP positions, however, are authorized and may transition from NSPS to AcqDemo if the SCEP was formerly managed under AcqDemo prior to NSPS. Component guidance applies. If the positions transition to AcqDemo, the supervisor, usually with the assistance of an HR professional, will identify the duties and responsibilities the employee is currently assigned as well as the qualifications required to perform the duties and responsibilities in order to determine the appropriate AcqDemo broadband level.

FAQs

This section is intended to provide general answers to commonly asked questions. The list of questions are selected from inquiries sent to our helpdesk at AcqDemo.Helpdesk@dau.mil and questions generated during training events. Please contact your local transition team for detailed answers specific to your transition needs.

Q: Has the 2011 Broadband Salary Range chart been released? If so, where can it be found?

A: You may view the 2011 chart at the AcqDemo website at <http://www.acq.osd.mil/dpap/ops/acqdemo.html>. There is no change in the minimum and maximum ranges from 2010 to 2011 because the General Pay Increase was not given to the Federal workforce for 2011.

Q: If an employee applies for another job at the NH4 (14-15) level and they are currently holding a position on retained pay, do they keep their retained pay status?

A: If an employee is holding an NSPS position and applies for another non-NSPS position prior to conversion – the employee pay limits will need to conform to the limits of the system for which he/she applied. If an employee has already transitioned from NPSS and is on retained pay when applying for a position under AcqDemo or GS, the employee will remain on a “retained” pay status.

Q: Is there an automatic distribution or notification to inform us of the release of the current newsletter?

A: There is no automatic distribution or notification to inform the workforce of the release of a current newsletter. On publication day, the AcqDemo Program Office sends a copy to the Component Transition PMs with a request to ensure the widest distribution. We also post a copy on the AcqDemo website on the same day.

Q: I read that if a position is classified at a broadband higher than the employee's current salary supports at transition, then salary will be increased to meet the minimum of the band. How will those in this situation that are being transitioned to the minimum of a pay band be affected by the pay freeze of 2011?

A: The pay freeze of 2011 froze the minimum and maximum salaries within the broadbands at 2010 levels. The pay freeze of 2011 will not impact the requirement to increase an employee's salary to meet the minimum of the assigned broadband at transition if the position is classified at a broadband higher than the employee's current salary supports.

Q: I understand that some LabDemo programs provide an additional 10% potential pay cap above the GS15 step 10. Supervisors can earn GS-15 Step 10 pay plus an additional 10%. Is this true for the AcqDemo program that NSPS employees will be returning to?

A: No, salary minimums and maximums for the AcqDemo broadbands match the GS grades that were banded together to form the bands and there are no additional provisions for supervisors. The maximum salary for NH-IV is the equivalent of GS-15, Step 10.

Feedback

Please let us know what else you want to hear about! Email ideas for future articles and updates to our AcqDemo Helpdesk (AcqDemo.Helpdesk@dau.mil)

- *Patty Lindsey*, Editor, AcqDemo Contributions