



AcqDemo Contributions

DoD Civilian Acquisition Workforce Personnel Demonstration Project
Program Office

February 2011



Program Director's Message

Preparations continue across the Components for our conversion to AcqDemo! Training affected populations and setting and communicating transition policy and processes remain our focus to help transition teams prepare their organizations. Important initial transition guidance has been distributed and we anticipate issuing the remaining portions by the end of March. Our AcqDemo Helpdesk email is giving us important insights on concerns of the workforce regarding transition and helping us to make sure our training and communication tools are responding to them. Thank you again for your continued support!

Respectfully,
- Jim Irwin

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Transition News

No Change in Broadbands for 2011

AcqDemo broadbands represent pay ranges derived from the General Schedule (GS) pay rates. The GS grades banded in a given broadband level define the minimum and maximum rates of basic pay for that broadband level. The minimums and maximums change commensurate with any GS pay adjustment. There is no adjustment to the broadbands for 2011 due to the freeze on federal pay ordered by the President. The chart below shows the 2011 broadband salary ranges. Locality pay is not included. Note: AcqDemo does not provide a separate band for supervisors.

BUSINESS AND TECHNICAL MANAGEMENT PROFESSIONAL (NH)			
I \$17,803 – 31,871 (GS 1 – 4)	II \$27,431 – 65,371 (GS 5 – 11)	III \$60,274 – 93,175 (GS 12 – 13)	IV \$84,697 – 129,517 (GS 14 – 15)
TECHNICAL MANAGEMENT SUPPORT (NJ)			
I \$17,803 – 31,871 (GS 1 – 4)	II \$27,431 – 48,917 (GS 5 – 8)	III \$41,563 – 65,371 (GS 9 – 11)	IV \$60,274 – 93,175 (GS 12 – 13)
ADMINISTRATIVE SUPPORT (NK)			
I \$17,803 – 31,871 (GS 1 – 4)	II \$27,431 – 44,176 (GS 5 – 7)	III \$37,631 – 59,505 (GS 8 – 10)	

Transition News (cont.)

Interim Chapters 1 and 2 of AcqDemo Transition Guide Distributed

The Program Office developed a “Transition Guide for Transition Managers and HR Practitioners” in support of the transition from NSPS to AcqDemo . The guide is intended to assist transition teams in preparing for and accomplishing the conversion set for 22 May 2011. Chapters 1, *General*, and 2, *Position Classification*, have been distributed. These chapters provide an initial issue of general transition policy and process and include information on establishing Position Requirements Documents (PRDs) and understanding the differences between the NSPS and the AcqDemo classification process. The remaining individual chapters and updates to Chapters 1 and 2 will be released when finalized. Check the Transition News section of this newsletter and the AcqDemo website for notification of the release of the remaining chapters.

Facts About Conversion

NSPS to AcqDemo

Why are we converting back to AcqDemo? As a reminder, the National Defense Authorization Act (NDAA) FY 2010 repealed NSPS with an end date of January 1, 2012. It further directed that NSPS employees will return to the pay system held prior to conversion to NSPS without a loss in pay. For organizations that were formerly AcqDemo, eligible employees will convert to AcqDemo on 22 May 2011.

Performance Management Under AcqDemo

Once an employee transitions from the NSPS performance management system, he or she is covered by AcqDemo’s performance management system, the Contribution-based Compensation and Appraisal System (CCAS). CCAS is designed to measure an employee’s contribution to the mission of the organization. At the end of the appraisal cycle, salary adjustment decisions are linked to, and based on employee contribution.

The CCAS Cycle, like the NSPS cycle, runs 1 October through 30 September. CCAS cycle events mirror the events of NSPS, however, the content of what is communicated with these events will differ .

CCAS Cycle Events	
1	Contribution / Performance Planning
2	Mid-Point Review
3	Employee Self-Assessment
4	Supervisor Assessment
5	Pay Pool Panel Process
6	Communicating CCAS Results

A tutorial and guidance for conducting these events successfully can be found on the AcqDemo website at <http://www.acq.osd.mil/dpap/ops/acqdemo.html> under the link for Training.

Facts About Conversion (cont.)

Classification

Position Requirement Documents (PRD) – This replaces the NSPS Position Description (PD). The AcqDemo PRD need not be lengthy but it should contain sufficient information so that proper classification (title, series, and broadband level) can be made when it is supplemented by other information about the organization's structure, mission and procedures.

Supervisory Positions – Under AcqDemo, positions must meet the basic coverage and supervisory criteria in the General Schedule Supervisory Guide (GSSG) to be classified as an AcqDemo supervisor.

NSPS Deputy Positions – Under AcqDemo, deputy positions are typically classified in the same broadband as the position to which they report but can be classified in the next lower broadband based on duties and responsibilities.

Team Leader Duties – There is no title designation for “team leader” responsibilities under NSPS. In AcqDemo, “Lead” is used in the title designation and is assigned at the time of transition. AcqDemo considers team lead duties and responsibilities as separate and distinct from nonsupervisory and supervisory duties. These leader positions are classified in accordance with the General Schedule Leader Grade Evaluation Guide (GSLGEG), Parts I and II.

NSPS Interoccupational Positions – The AcqDemo classification system does not support interoccupational position descriptions. Positions must be reviewed to determine which single occupational series is most applicable to the duties, responsibilities and qualifications required of the position.

Fair Labor Standards Act (FLSA) Exemption Status – Employees will transition into AcqDemo with the same FLSA exemption status they had under NSPS .

AcqDemo Training

Training Update

Senior leaders, servicing human resource professionals, and workforce populations across the Components continue to receive their targeted training. The Program Office (PO) created leadership briefings to inform senior management on how AcqDemo can help them manage their workforce and what is needed for a smooth transition from NSPS. The training for human resource professionals gives the “how to” for making the transition happen while ensuring the process is seamless as possible for employees. The Employee Orientation briefing is designed to provide employees with the knowledge and tools to understand and operate under AcqDemo. A special emphasis is placed on CCAS. Contact your local transition representative to find when the briefing will be offered to your organization.

Web-based Tutorial Provides AcqDemo Overview

The AcqDemo web-based tutorial allows employees to gain a basic knowledge of Broadbanding, Classification, workforce personnel actions, and the Contribution-based Compensation and Appraisal System (CCAS) in a self-paced format. This tutorial was designed to serve as both an introductory course for new AcqDemo employees and a refresher for those employees already in the demo. You can access the tutorial at the AcqDemo website at <http://www.acq.osd.mil/dpap/ops/acqdemo.html> under the link for Training.

Q: If several employees in the same office are assigned to the YA-2 pay band, will they all transition to the same AcqDemo broadband?

A: Not necessarily. Since each pay band encompasses a range of GS work, employees within an NSPS pay band may be performing work equivalent to the different GS grade levels encompassed by that band. The classifier must review the position(s) with the supervisor(s) to determine the duties and responsibilities assigned and the qualifications required to perform those duties and responsibilities. Once ascertained, the classification authority must apply AcqDemo classification standards for the duties and responsibilities of the position to determine the appropriate broadband level of the work performed. In the case of employees in the YA-2 pay band, the positions may transition to NH-II or NH-III based on this determination.

Q: What if an employee disagrees with the AcqDemo broadband level assigned to his or her position?

A: When an employee is transitioned from NSPS to AcqDemo and officially assigned to an AcqDemo Position Requirements Document (PRD), he or she may appeal the classification of the position occupied. The servicing Human Resources Office can explain the process to the employee and his or her supervisor.

Q: What are the entitlements for an AcqDemo employee on pay retention?

A: Under pay retention, the employee continues to receive a retained rate equal to the existing NSPS adjusted salary as of the transition date when the rate is above the broadband level to which the employee is assigned. The retained rate may be adjusted by 50 percent of the dollar increase in the maximum rate of the assigned broadband if the band is adjusted due to the application of any general pay increase. Eligibility for such an adjustment is based on appraisal results. Once the retained rate falls within the rate range for the employee's broadband, pay retention ceases and the employee's pay is set at the maximum for the broadband.

Q: Conversions from NSPS to GS in most cases receive an increase. Will there be any pay increase or decrease with conversions from NSPS to AcqDemo?

A: As provided for in the 2010 National Defense Authorization Act, there is no loss or decrease in pay for employees transitioning from NSPS and this includes those converting to AcqDemo. In general, employees will transition to AcqDemo with their existing NSPS salary. However, 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.

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