



# AcqDemo Contributions

DoD Civilian Acquisition Workforce Personnel Demonstration Project  
Program Office

March 2011



## Program Director's Message

We are getting ready! We are nearly complete on Senior Leader and Human Resources Service Providers training and running full throttle on getting the workforce oriented to the AcqDemo design. The complete version of the NSPS to AcqDemo Transition Guide has been published and distributed and a readiness tool has been established to help organizations track their progress through the transition process steps needed to prepare for our May 22, 2011 conversion date. Everyone should now be preparing interim NSPS assessments and discussing progress on assigned objectives with their supervisor. You will be able to have your accomplishments under NSPS recognized during our first AcqDemo evaluation period ending September 30, 2011 so pay attention to reflecting this information accurately and effectively. Thank you again for supporting the transition effort and let's get this done!

Respectfully,

*- Jim Irwin*

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## Transition News

### **Performance Appraisal Application (PAA) Available After Transition**

Your past appraisal information is safe and secure in the PAA. The current plan is to have the appraisals (2007-2010) available to you indefinitely. This may come in handy if you need to review past performance as a foundation for future assignments or if you want to track your successes. After transition to AcqDemo, all historical appraisal information under the "Completed Plans/Appraisals" area of the PAA will continue to be available for review and printing.

The PAA will not be used in AcqDemo. More to come in future editions of this newsletter on the forms commonly used to document contribution planning, mid-cycle reviews, assessments and final results under CCAS, AcqDemo's performance management system.

### **Converting to AcqDemo 22 May...Who is Coming With You?**

You heard that all eligible employees will transition to AcqDemo on the same date, 22 May. Ever wonder who will join you on that date? Approximately 14,000 employees are expected to convert from NSPS to AcqDemo. Those converting will join some 2,300 who remained under AcqDemo when NSPS was implemented. The chart on the next page shows the numbers converting as of 3 Mar 11 by Component Organization. An interesting note...AcqDemo is the first demonstration project to cross DoD Component lines.

## Transition Organization Populations

COMPONENT ORGANIZATIONS	POPULATION
<b><i>Air Force summary totals</i></b>	<b>2569</b>
AIR FORCE MATERIEL COMMAND	2569
<b><i>Army summary totals</i></b>	<b>6100</b>
OFFICE OF THE SECRETARY OF THE ARMY	190
U.S. ARMY ACQUISITION SUPPORT CENTER	3006
* U.S. ARMY CONTRACTING COMMAND	540
U.S. ARMY MEDICAL COMMAND	172
U.S. ARMY RESEARCH, DEVELOPMENT AND ENGINEERING COMMAND	316
U.S. ARMY TANK-AUTOMOTIVE & ARMAMENT COMMAND	447
US ARMY AVIATION AND MISSILE COMMAND	472
US ARMY TEST AND EVALUATION COMMAND	957
<b><i>DD summary totals</i></b>	<b>2454</b>
MISSILE DEFENSE AGENCY	1929
DEFENSE ACQUISITION UNIVERSITY	148
OFFICE OF THE SECRETARY OF DEFENSE	377
<b><i>Navy summary totals</i></b>	<b>2308</b>
ASST FOR ADMIN, UNDER SECRETARY OF THE NAVY	102
NAVAL SEA SYSTEMS COMMAND	94
U.S. MARINE CORPS	2112
<b><i>Grand Total</i></b>	<b>13431</b>

\* Pending review of Army request

As of : 3 Mar 11

## Facts About Conversion

### **NSPS Interim Not Just Checking a Box**

Employees and Supervisors need to have frequent and meaningful communication about the employee's progress toward meeting goals no matter which performance management system is in place. NSPS requires a formal interim review mid-cycle to be documented in the PAA. While employees and supervisors are operating under NSPS, all requirements must be met. But employees should not look at the NSPS Interim required this year as a waste of time, or just putting a checkmark in the box. The interim will serve at least two purposes as we transition to AcqDemo. First, it will serve as a close out for NSPS as employees and supervisors will capture performance/accomplishments from 1 Oct 10 to the interim date which will likely fall close the 22 May 11 transition date. Second, the performance under NSPS up until the transition date to AcqDemo can be used to inform supervisors when preparing CCAS appraisals at the end of the cycle. Putting forth the effort to create a quality interim assessment serves both systems, NSPS and AcqDemo.

## Facts About Conversion (cont.)

### **NH, NJ, or NK?**

Your NSPS pay schedule (YA, YB, YC...YP) will be replaced with an AcqDemo pay schedule that represents one of three career paths.

Pay Schedule	Career Path
NH	Business Management and Technical Management Professional
NJ	Technical Management Support
NK	Administrative Support

A human resources professional will make this assignment when your position is classified. One tool they will use is Table 2 in the [AcqDemo Federal Register \(1999\)](#). The Table lists the job series number and the series title for each position included in a particular career path. Don't fret if you do not see your series listed under any of the career paths or if the title is not an exact match. Series may have been established or abolished and some titles may have changed since this Federal Register was published but this has been updated in the NSPS to AcqDemo Transition Guide. Your human resources professionals will also assign the appropriate broadband level for your position.

## AcqDemo Training

### **Training Update**

The AcqDemo Program Office is providing training on-site throughout the component organizations. Targeted training for employees, supervisors, human resources professionals and senior leaders is on-going. While targeted, all of the training share some common themes. Participants will learn what is required to transition from NSPS to AcqDemo. They are also introduced to the key initiatives that make AcqDemo a flexible personnel management system. Also common across all training events is a look at the roles and responsibilities to implement the performance management initiative, CCAS. Contact your local transition team to find out when the training is coming to your area. In the meantime and in addition to the on-site training, check out the additional AcqDemo information at <http://www.acq.osd.mil/dpap/ops/acqdemo.html>.

## FAQs

This section is intended to provide general answers to commonly asked questions. The list of questions are selected from inquiries send to our helpdesk at [AcqDemo.Helpdesk@dau.mil](mailto: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: If my position converts to AcqDemo and my NSPS salary is above the maximum of highest broadband in the career path for my series, how will my position be classified? Will my pay be affected?**

A: Your NSPS salary will not affect the AcqDemo classification of your position. The AcqDemo broadband of your position will be determined based on the duties and responsibilities and qualifications required to perform the position. Since the NDAA 2010 prevents a loss of pay upon transition from NSPS, then you will retain your current salary upon transition to AcqDemo.

**Q: I heard that NDAA 2010 limits the amount of time my command can spend in AcqDemo, at which point we would need to transition either to GS, or to the new pay-for-performance system that DoD is expected to create to replace NSPS. Is this true?**

A: NDAA 2010 requires DoD to transition all employees from NSPS. It required NSPS positions to be returned to the personnel system that last applied, so we have the transition of close to 14,000 employees to AcqDemo. NDAA 2011 has been signed into law and it extends the authority of AcqDemo from September 30, 2012 through September 30, 2017. During this extension period, we will be examining the effectiveness of AcqDemo to optimize the design and determine if we should seek authority to become a permanent alternative personnel system. If we do not become a permanent alternative personnel system in that period, we may be directed to extend further for more evaluation time or we may convert into the new system created by DoD if it is established by that time. We hope to demonstrate the value of the AcqDemo design and prove that it should become a permanent alternative personnel system.

**Q: Prior to our conversion to AcqDemo, I am a YA-2. What will I be after?**

A: YA-2 positions may convert either to NH-II or NH-III. In determining which broadband level is appropriate for your position, human resource professionals and your supervisor will apply AcqDemo career path and broadband level factor descriptors to the duties and responsibilities of the position and the qualifications required to perform those duties and responsibilities.

## 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](mailto:AcqDemo.Helpdesk@dau.mil))

- *Patty Lindsey*, Editor, AcqDemo Contributions