Department of the Air Force

Integrity - Service - Excellence

DoD Civilian Acquisition Workforce Personnel Demonstration Project

Town Hall Briefing

AFMC AcqDemo Expansion – June 2025

Presented by:
Department of the Air Force AcqDemo
Program Management Office
(DAF AcqDemo)

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For Additional Information on AcqDemo and CCAS
http://acqdemo.hci.mil/

Introduction
Purpose of AcqDemo

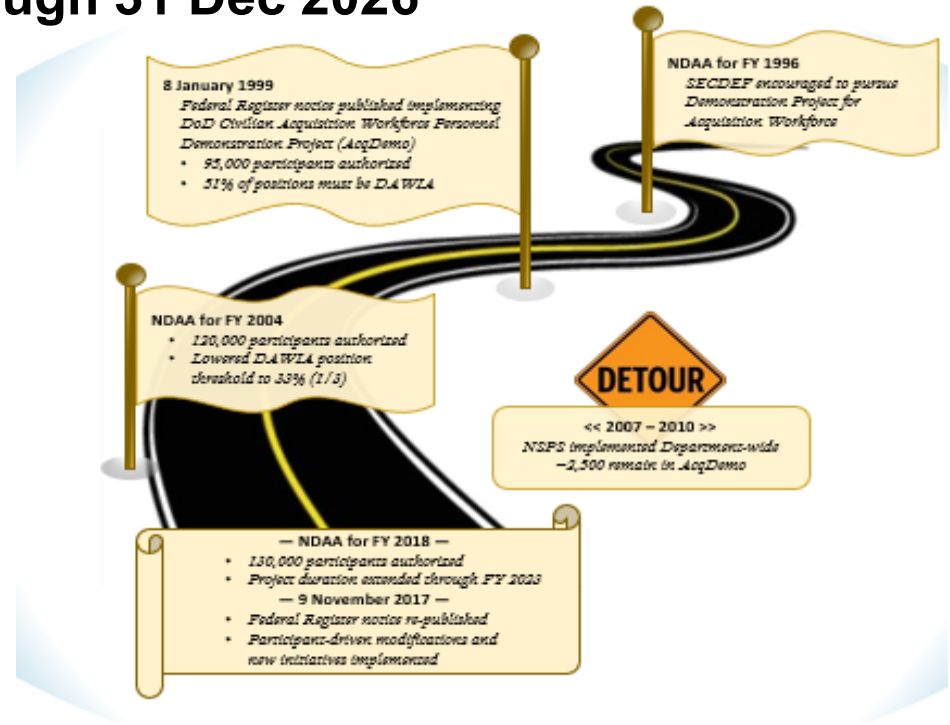
"The purpose of the project is to enhance the quality, professionalism, and management of the DoD AWF through improvements in the efficiency, effectiveness and agility of the human resources management system."

This project not only provides a system that *retains, recognizes, and rewards employees for their contribution*, but also supports their personal and professional growth as acquisition specialists and professionals."

Section IA of the Federal Register, November 9, 2017

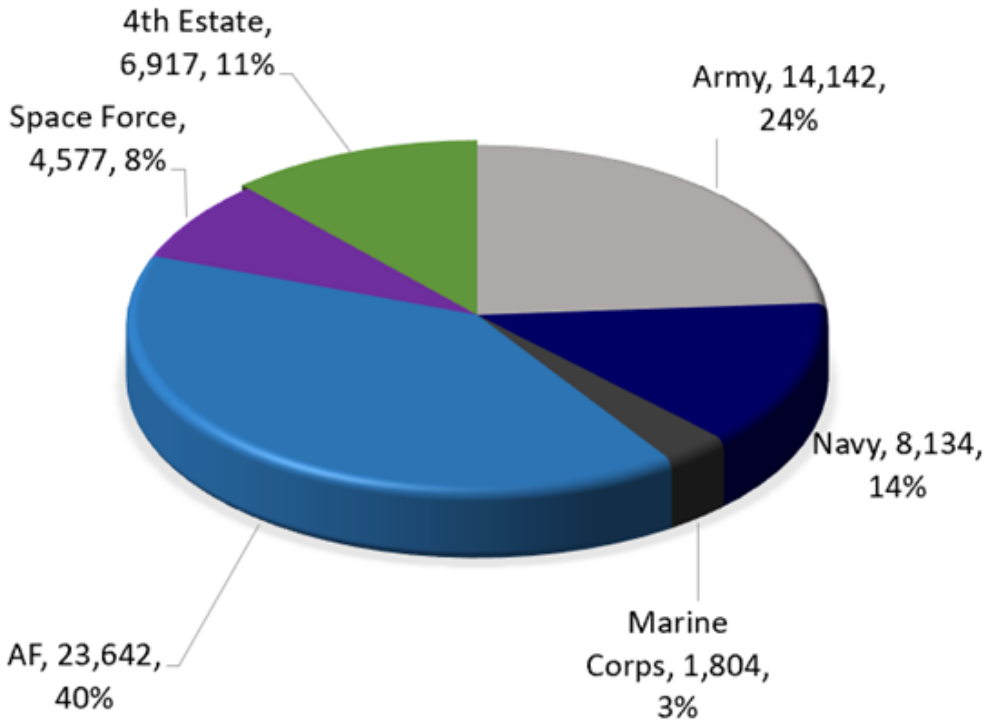
Introduction
Legislative History

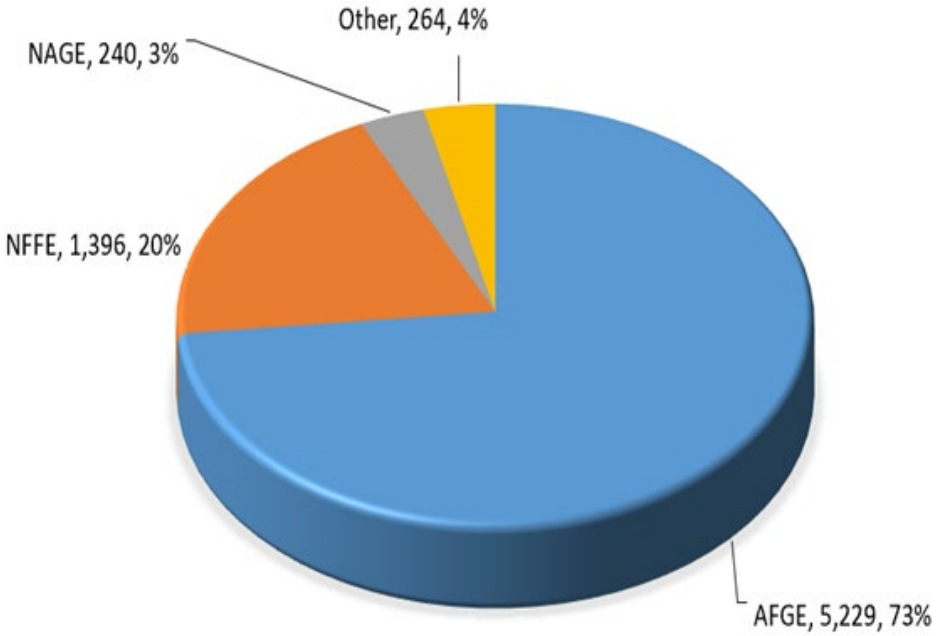
- FY 1996, as amended in FY98 – Encourages SECDEF to conduct personnel demonstration project for the civilian acquisition workforce
- Implemented with issuance of Federal Register Notice, 8 Jan 1999
- FY 2022 – Extends the duration of AcqDemo through 31 Dec 2026
- Seeking permanency



Introduction
AcqDemo Population

Total Population: 59,216 (As of 30 June 2024)
DAWIA Population: 38,159 (65,03%)
Union Population: 7,129 (12.03%)

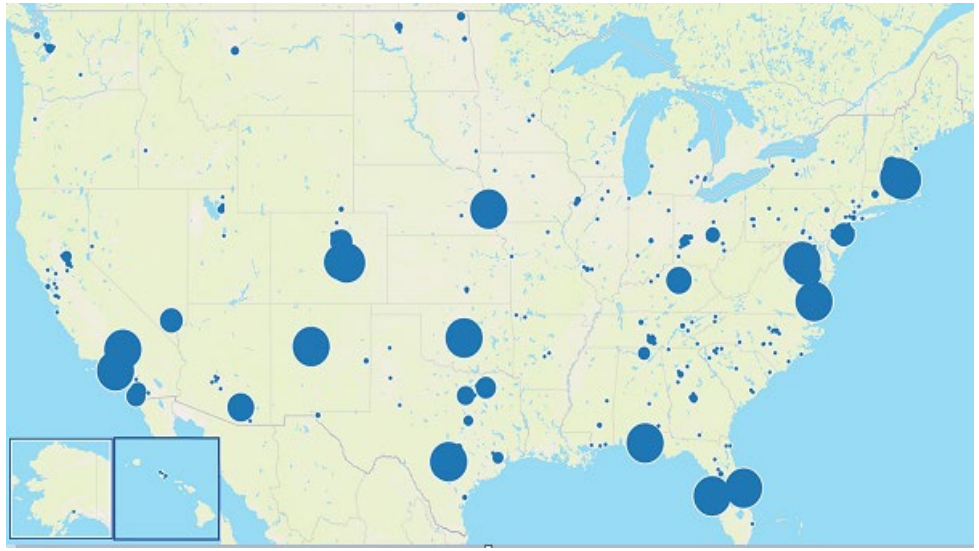


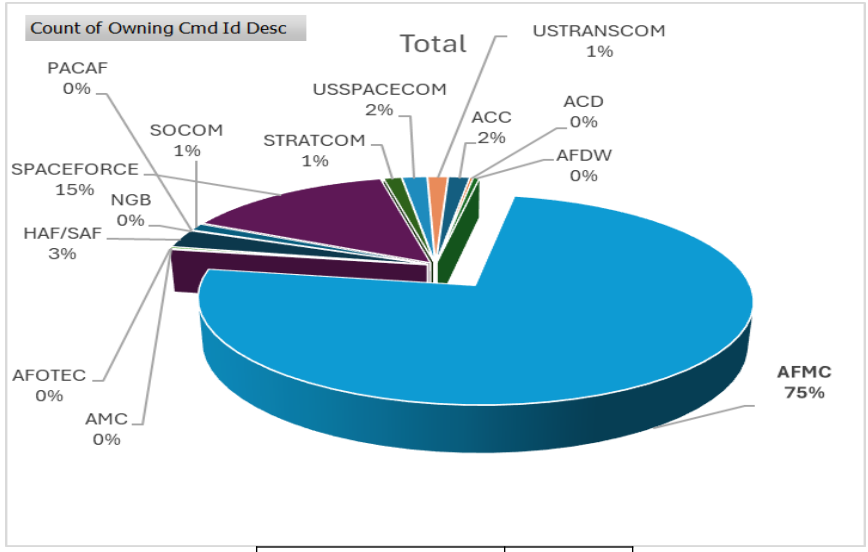


DAF Population: 28,738 (48%)
As of 6 August 2024

As of 6 August 2024

Introduction
DAF AcqDemo Demographics





2025 CONVERSIONS AND EXPANSIONS	
AFMC	25k
AFGSC	1.6k
USSTRATCOM – Phase 2	600~
USSPACECOM – Phase 2	200~
SpOC – Phase 3	500~
TOTAL	27.9k

~57.53% AcqCoded

Note: As of 6 Aug 24

ACC	389
ACD	60
AFDW	115
AFMC	13390
AFOTEC	25
AMC	71
HAF/SAF	562
NGB	26
PACAF	14
SOCOM	298
SPACEFORCE	1306
STRATCOM	6
USSPACECOM	9
USTRANSCOM	263
Total	16,534

Introduction
Key Provisions

- Provides a more rapid ability to design and implement personnel management initiatives and processes for the Acquisition Community
- Pay-setting flexibilities competitively attract highly-skilled professionals
- Broadband-banded classification provides flexibility in assigning and moving personnel
- Provides ability to advance basic pay based on contribution versus longevity
- Provides an appraisal system which allows organizations to reward high contributors, while encouraging low contributors to improve their contributions
- RAND has found communication between supervisor and employees resulted in clear goals setting and expectations

Introduction
Key Transition Highlights

- New classification structure
- New appraisal system
- New terminology
- Some differences in personnel features from General Schedule (GS)
- *No loss of pay from conversion to AcqDemo*
- Within Grade Increase (WGI) Buy-in (if eligible)

Note: Basic Salary is not reduced over the years. However, salary may be impacted if the employee applies and accepts a position of lower responsibility

WGI Buy-In Calculation
Basic Pay = (Time in Step/Time Between Steps) x Step Increase + Current Salary

Classification & Staffing
WGI Buy-in Explanation

GS employees who have accrued time toward their next Within Grade Increase (WGI) or Step Increase will receive a one-time "WGI buy-in" pay adjustment to compensate them for their time served under the GS System

What is a WGI buy-in?

- **A prorated pay increase to an employee's rate of basic pay to account for the time towards their next WGI**

How is the buy-in calculated?

- **Based on the number of calendar weeks between the effective date of the employee's last equivalent increase and the date of the conversion into the AcqDemo**

Who is eligible for the buy-in?

- **Employees below the step 10 pay level**
- **Employees with a fully successful or higher performance rating**

Who is not eligible for the buy-in?

- **Employees who are at the step 10 pay level**
- **Employees on retained pay**

Classification & Staffing

https://acqdemo.hci.mil/acqdemoconversioncalculator.html

Part One: Please complete steps 1-4 to determine your Acqdemo career path and broadband. You may wish to refer to your last SF-50 (Notice of Personnel Action) if you are unsure about the information requested.

Step 1:
Select your occupational series: -- Occupational Series --

Step 2:
Select your current GS grade and step: -- Grade -- -- Step --

Step 3:
Click the calculate button: Calculate Career Path and Broadband

Step 4:
Review your demo career path and broadband:

Career Path:
Broadband:

Broadband **Base Pay** Range:
(locality pay not included)

Classification & Staffing
Conversion Calculator

Part Two: Complete steps 5-9 to estimate your within-grade increase buy-in.

Step 5:
When are you converting to AcqDemo? --Month-- --Day-- --Year-- 15 June 2025

Step 6:
When was your last increase?
(WGI or promotion) --Month-- --Day-- --Year--
** If you are scheduled to receive a WGI or promotion prior to conversion, please use your WGI or promotion due date instead.*

Step 7:
What is your locality area? Alaska

Step 8:
Click the calculate button: Calculate WGI Buy-in
Reset Page

Step 9:
Review your buy-in information:

Current Base Pay: $
Buy-in Amount: $
New Base Pay: $
Locality Amount: $ %
New Adjusted Pay: $

Introduction
What is not changing

- Benefits, retirement, health, work life, and other benefits
- Leave
- Work Schedules
- Allowances & travel/ subsistence expenses
- Veterans' preference
- Prohibited personnel practices
- Merit system principles
- Fundamental due process
- Whistleblower protection
- Anti-discrimination laws

All remain the same!

Conversion Overview

What is changing

- Terms and Definitions
- Broadbands vs. Grades/Steps
- Classification and Staffing
- Rating and Rewarding
- Support Tools

Classification & Staffing
Terminology Crosswalk

	GS (Title 5) / GG (Title 10)	AcqDemo (Title 5)
Pay Schedules	GS /GG	NH – NJ – NK
Job Series	No change	No change
Job Description	Position Description (PD)	Position Requirements Document (PRD)
Annual Appraisals	DPMAP / DCIPS	CCAS
Rating Periods	GS - One rating period for all (1 Apr to 31 Mar) GG - One rating period for all (1 Oct to 30 Sep)	One rating period for all (1 Oct to 30 Sep)
General Pay Increase	Automatic for all	Successful ratings or negotiated agreement
Step Increase	Steps 1-4 every 1 year Steps 5-7 every 2 years Steps 8-10 every 3 years	N/A
Contribution/ Performance Increase	Quality Step Increase (QSI) / (DQI)	Contribution Rating Increase (CRI) (Annual)
Locality Pay	Automatic for all	Automatic for all

Classification & Staffing

Grades to Broadbands

Broadband	NH – Business and Technical Management Professional	NJ – Technical Management Support	NK – Administrative Support
I	GS/GG 1 – 4	GS/GG 1 – 4	GS/GG 1 – 4
II	GS/GG 5 – 11	GS/GG 5 – 8	GS/GG 5 – 7
III	GS/GG 12 – 13	GS/GG 9 – 11	GS/GG 8 – 10
IV	GS/GG 14 – 15	GS/GG 12 – 13	

Classification & Staffing

2024 Broadbands (w/o Locality)

BUSINESS AND TECHNICAL MANAGEMENT PROFESSIONAL (NH)			
I **$21,986 – 39,361** (GS/GG 1 – 4)	II **$33,878 – 80,737** (GS/GG 5 – 11)	III **$74,441 – 115,079** (GS/GG 12 – 13)	IV **$104,604 – 159,950** (GS/GG 14 – 15)

TECHNICAL MANAGEMENT SUPPORT (NJ)			
I **$21,986 – 39,361** (GS/GG 1 – 4)	II **$33,878 – 60,416** (GS/GG 5 – 8)	III **$51,332 – 80,737** (GS/GG 9 – 11)	IV **$74,441 – 115,079** (GS/GG 12 – 13)

ADMINISTRATIVE SUPPORT (NK)		
I **$21,986 – 39,361** (GS/GG 1 – 4)	II **$33,878 – 54,557** (GS/GG 5 – 7)	III **$46,475 – 73,484** (GS/GG 8 – 10)

Locality Pay included to conversion SF50 actions

Classification & Staffing
Position Requirements Document (PRD)

- Classification authority delegated to commanders; may re-delegate to subordinate level
- PRDs are written at the top of the broadband
- Employees qualify at the minimum of the broadband and progress based on level of contribution
- PRDs must include:
  - Title, occupational series, career path, broadband level
  - Duties
  - Mission
  - Factors, descriptors and discriminators relevant to the classification of a position

AFMC Classification Authority is included in the Business Rules

Classification & Staffing
Factors

Job Achievement &/or Innovation

Communication &/or Teamwork

Mission Support

- **Each Factor has Descriptors and Discriminators for classifying duties and responsibilities**
- **Same Factors used for assessing contributions and performance**

Classification & Staffing

AcqDemo Direct Hire Appointment Authorities

- NH Career Path
  - 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 quality for DAWIA-covered position

Classification & Staffing
Supervisor/Team Lead Differentials

- Classification of supervisory or team leader positions doesn't change, it follows 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

Approval authority and specifics about the compensation strategy is included in the AFMC Business Rules

Classification & Staffing

Accelerated Compensation for Developmental Positions (ACDP)

- Utilization enhances our DAF capability to compete for candidates
  - ACDP employees are in DAWIA-covered positions OR positions supporting DAWIA-covered positions at least 51% of the time
- Opportunity for ACDP increase pay twice per CCAS cycle for developmental positions (NH-I, NH-II, or NH-III) employees who
  a) Are in formal training programs, internships, or other developmental capacities;
  b) Demonstrate the attainment of job-related competencies; and
  c) Demonstrate accomplishment of higher level of work
- ACDP positions funded locally (not by pay pools)
- ACDP has limited use across the DAF

55 CONS	1
AFMC	140
SAFFM	1
SOCOM	10
TRANSCOM	27
USSF/HQ	1
USSF/SpOC	1
USSF/SSC	18
Grand Total	199

CAREER FIELD	
Contracting	50
FM	6
IT	4
MISC	1
Program Management	1
S&T	137
Grand Total	199

Specifics about the program and approval authority are included in AFMC Business Rules

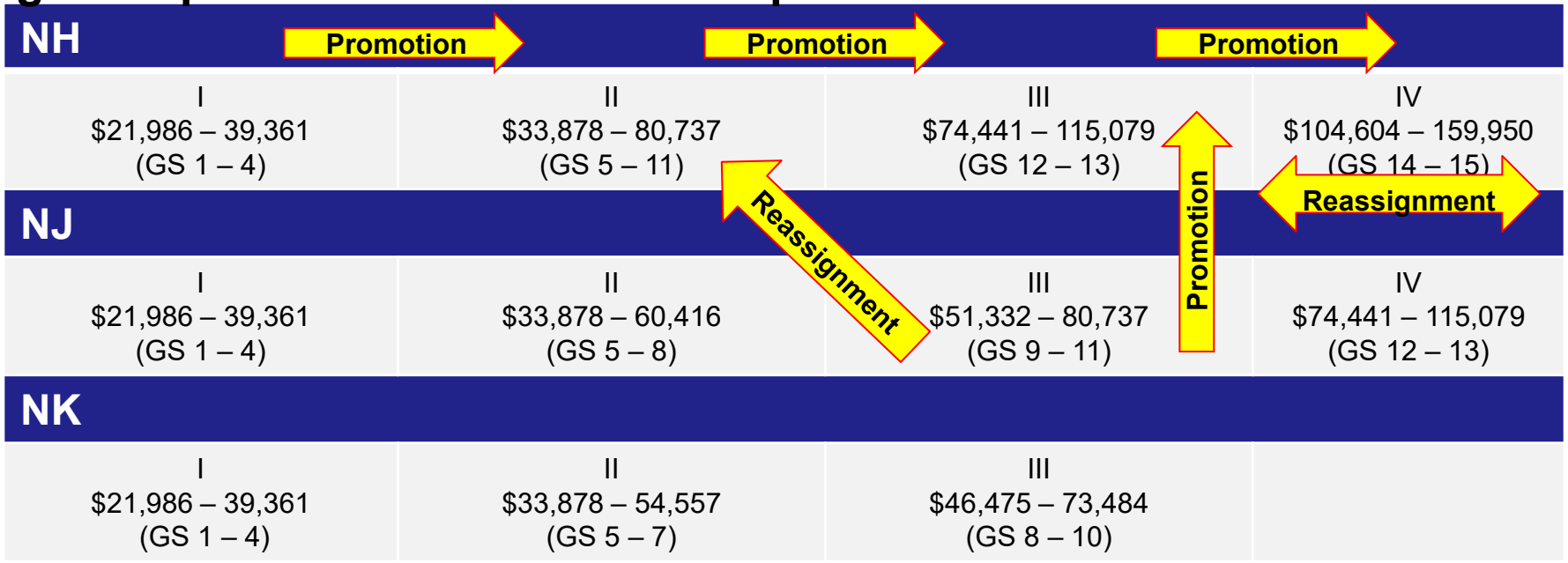
Classification & Staffing
General Pay Setting

- New Hires from outside Federal government
  - Base pay set within the applicable broadband level
- GS employees
  - Base pay will be between 0 - 20% increase of existing base pay for promotion
  - WGI buy-in, if eligible, for lateral transfer or reassignment
- AcqDemo employees
  - Base pay will be between 0 - 20% increase of existing base pay for promotion

Pay Setting guidance and approval authority is included in AFMC Business Rules

Classification & Staffing
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**



Contribution-based Compensation and Appraisal System (CCAS)

- CCAS measures contribution to mission, value of position and performance
- To be eligible for an annual assessment under CCAS
  - Must have served under CCAS for 90 calendar days or more immediately preceding September 30
  - Must be in an AcqDemo pay pool on September 30
- CAS2Net documents planning, feedback, assessments, and reward activities for the appraisal cycle

Contribution & Compensation

Performance vs. Contribution

- **Performance** is a measure of ***how well*** an employee does what they are asked to do
- **Contribution** is a measure of the ***value*** of what an employee did

Performance	Contribution
Defined relative to the job	Defined relative to the mission
Measure quality, quantity and timeliness	Measures level of work and value of results
Position-based	Person-based

Contribution & Compensation
Rating of Record

- Congressional mandate to initiate separations in RIF based primarily on performance
- Performance scores assigned to each factor (1, 3, or 5) are averaged to determine the Rating of Record

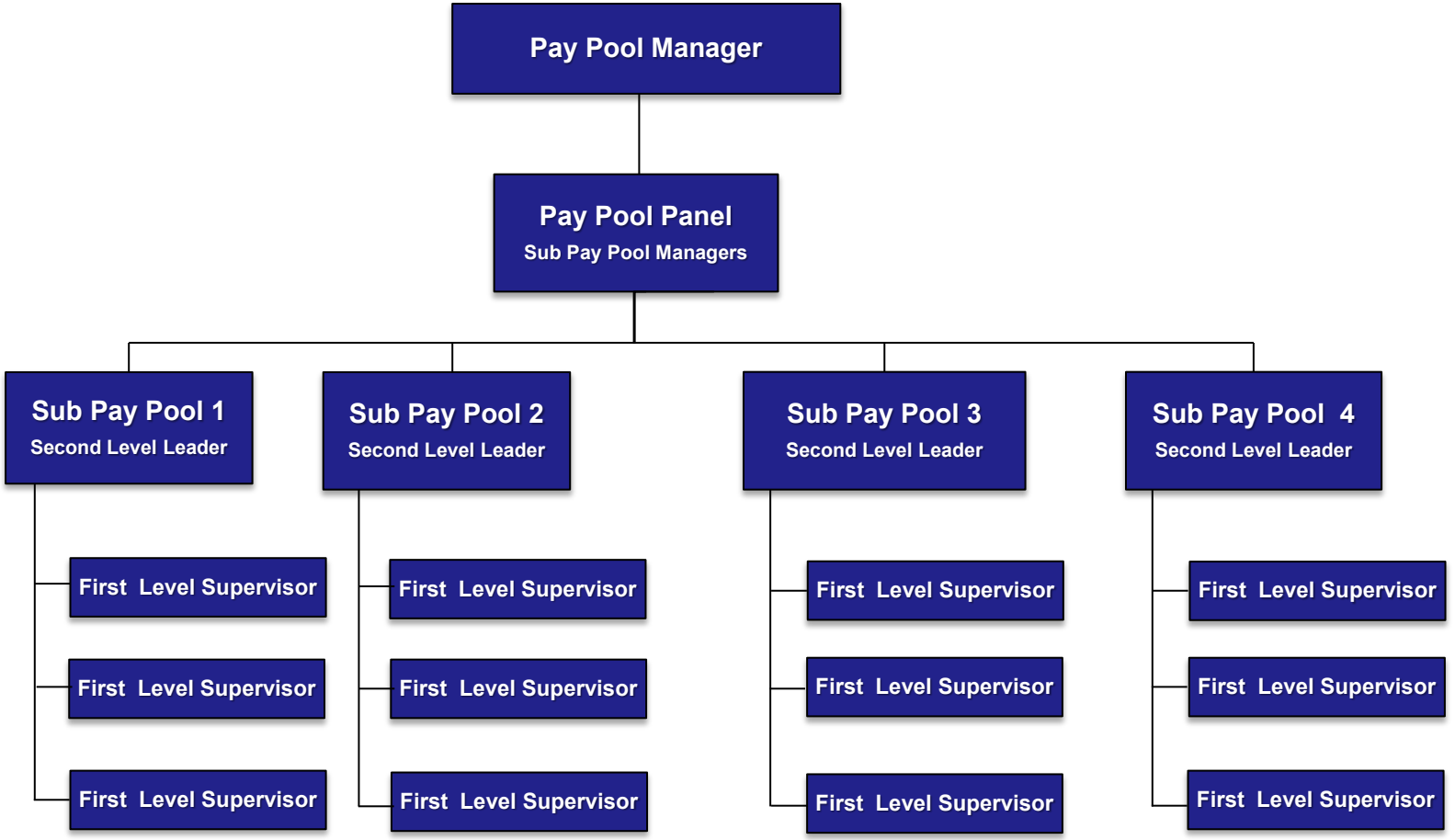
Level 5 - Outstanding
Level 3 – Fully Successful
Level 1 - Unacceptable

Contribution & Compensation
Pay Pools/Panels

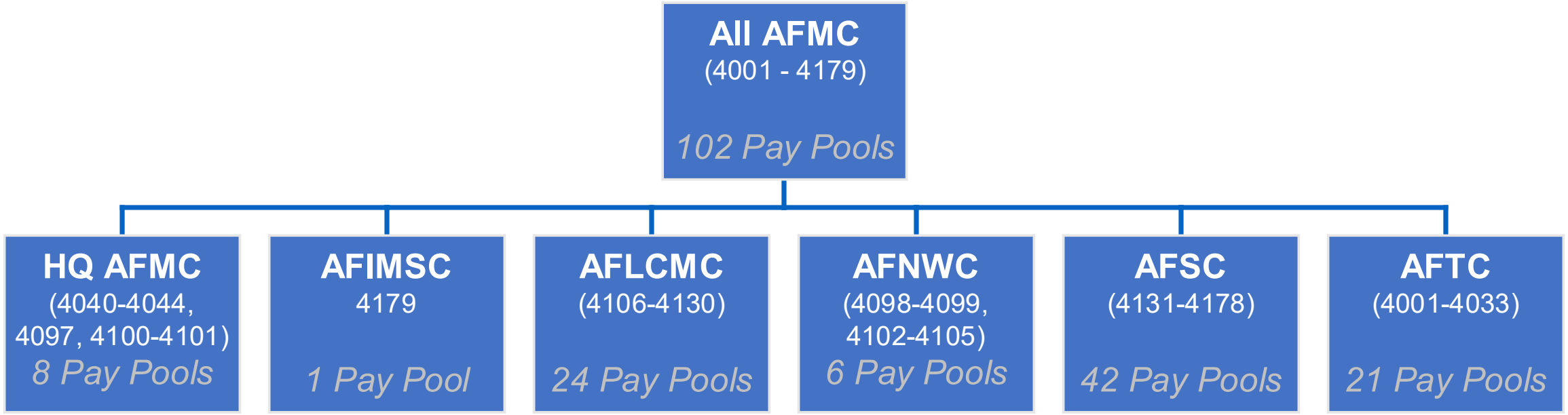
- A pay pool is a group of employees who share funding for salary increases and awards
- Every AcqDemo employee is a member of one pay pool
- Pay pool panel is comprised of supervisor levels
  - Employee and Supervisor inputs reviewed
    - Inputs are streamlined – Not a writing exercise
    - Employees assessed against their own expected overall contribution score (EOCS)
- Final Pay Pool conducts a final review of all appraisal scores and compensation

AFMC Business Rules has pay pool structure charts and details about the pay pool panel

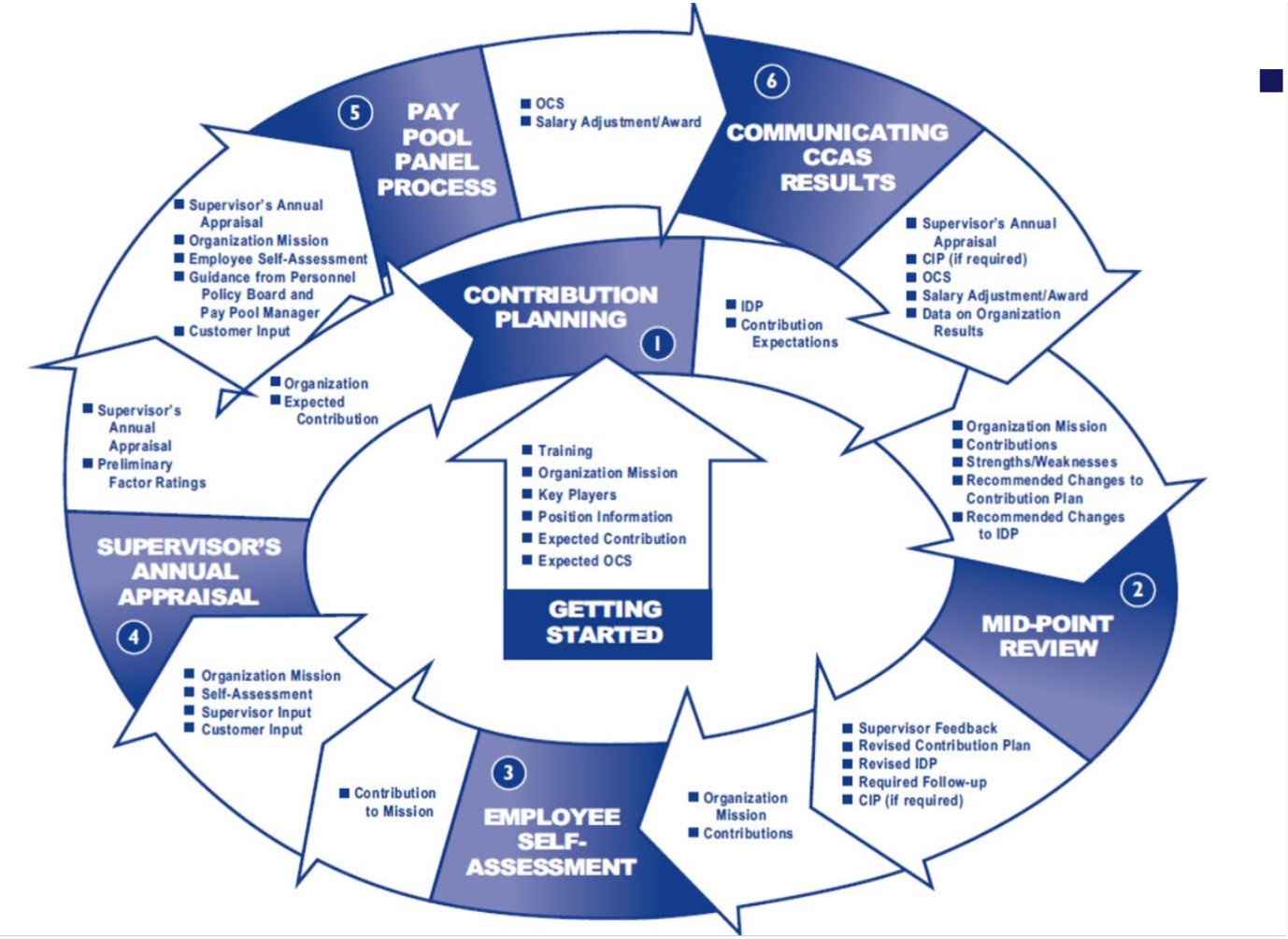
Contribution & Compensation



AFMC Current Pay Pool Structure



Contribution & Compensation
CCAS Cycle



Fiscal Year (1 Oct – 30 Sept)

- **Must have served under CCAS for 90 calendar days or more immediately preceding September 30 to receive an *Annual Assessment***

Contribution & Compensation
Funding

General Pay Increase (GPI)

Across-the-board basic pay increase authorized by law or by the President for the GS pay system

Contribution Rating Increase (CRI)

AFMC funding* of the CRI portion for all pay pools set at 2.26% of the sum of the [base] salaries of all eligible employees in the pay pool as of 30 September

Contribution Awards (CA)

AFMC funding of CA will set at 2.5% of the total [aggregate] salaries of all eligible employees in the pay pool as of 30 September

- 10% or more will be set aside for non-CCAS awards throughout the year (e.g. NAAs, SASAs, On-the-Spot Awards)

* Subject to annual review. CCAS cycle funding percentage will be published every CCAS cycle and will be the sum of base salaries of all eligible employees assigned to a pay pool as of 30 Sep.

AFMC Business Rules includes specific funding information

Contribution & Compensation

Annual Pay Adjustment

Current Basic Pay

+

Annual General Pay Increase (GPI)

+

Contribution Rating Increase (Base Salary Increase)

+

Locality Pay

(Automatic)

=

Total Adjusted Basic Pay

Contribution Award

(Lump Sum)

Time-off Awards (TOA):

- **Executed in accordance with local business rules and as approved by the Pay Pool Manager using the employee's new hourly rate**
- **Time-off awards may not exceed 40 hours for any one contribution or accomplishment and may not exceed 80 hours for any one employee in any leave year**

AFMC Business Rules covers TOAs

AFMC Expansion Preparation

AFMC approved to participate in AcqDemo

2016

April-June 24

- ✓ AFMC Expansion Decision
- ✓ Release of AFMC AcqDemo Business Rules
- ✓ AFMC Begin Communication Plan

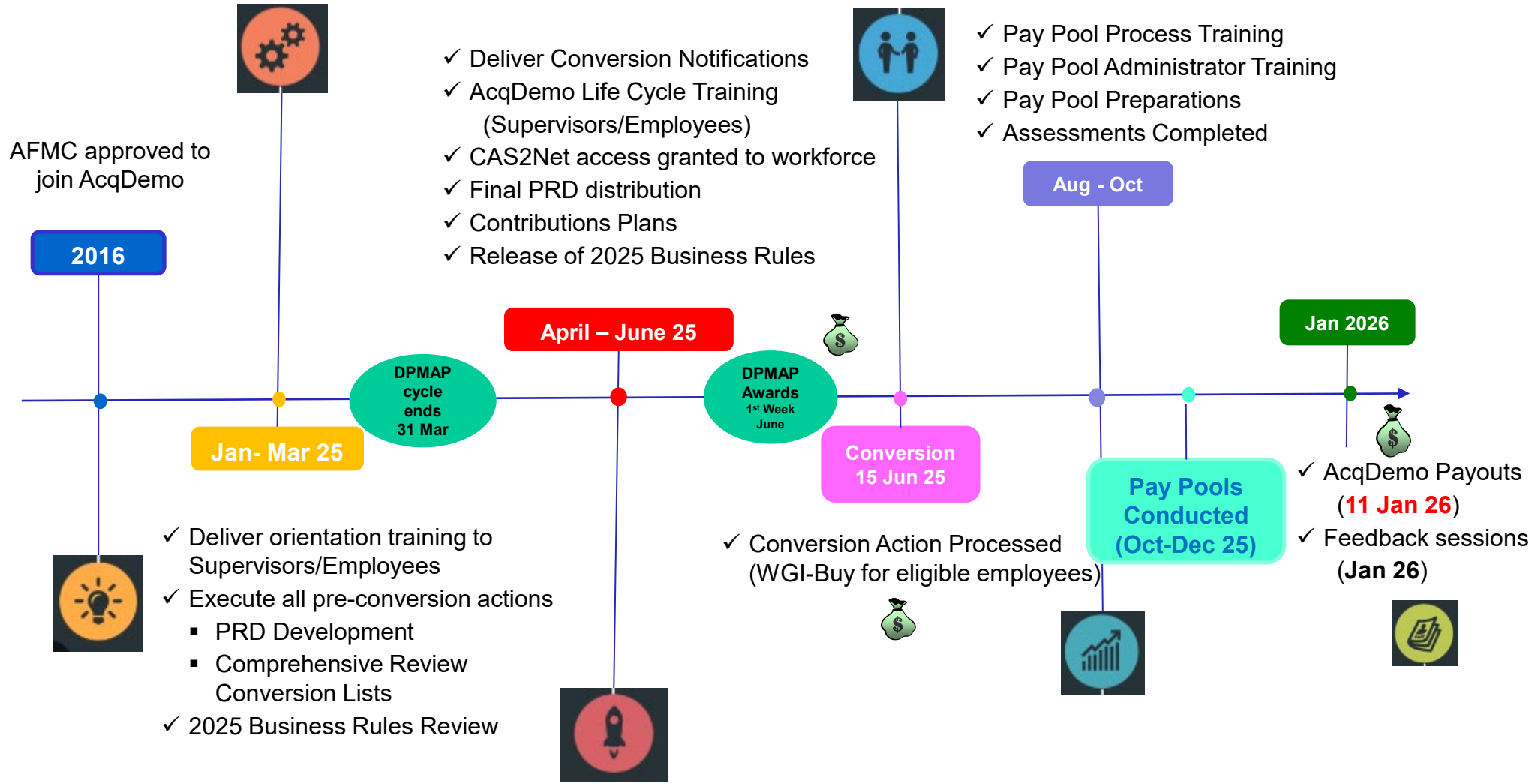
Jul-Sept 24

- ✓ AFMC briefs SAF/AQ (Expansion Plan)
- ✓ Townhall Briefings to Workforce by SAF/AQH
- ✓ AFMC begins quarterly updates
- ✓ AFMC establish working groups (SSR, ACDP, Value of Position)

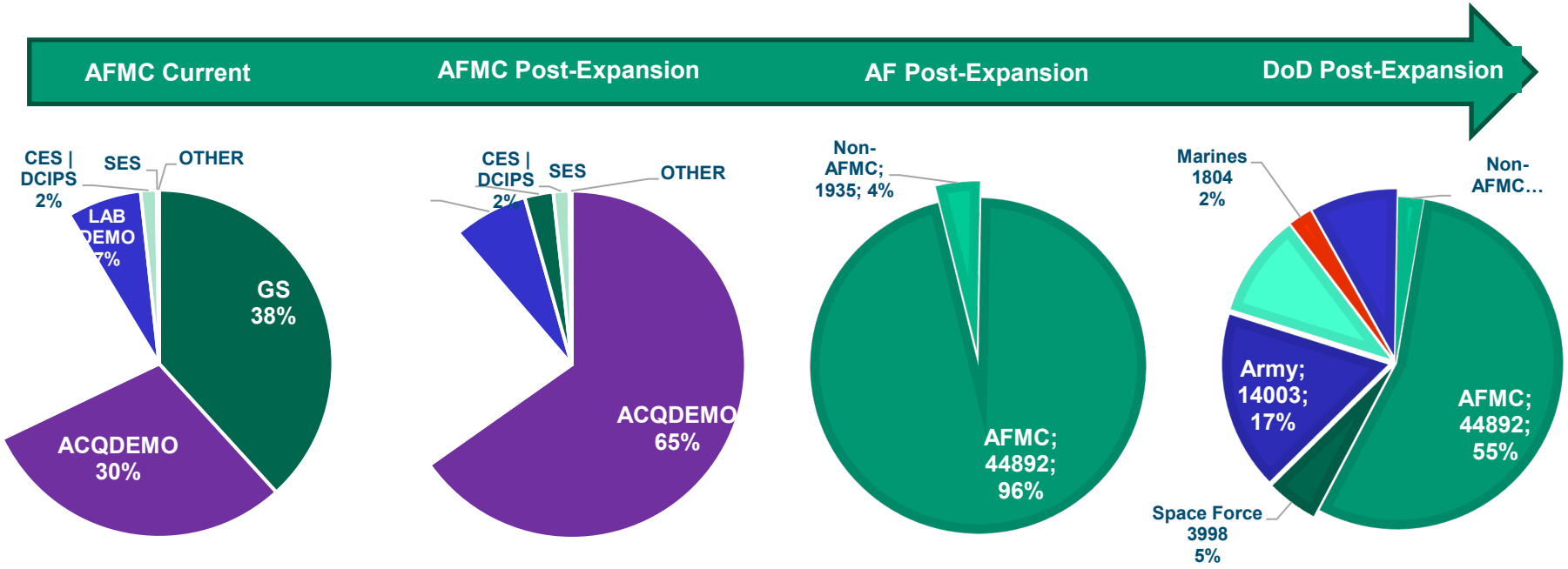
Oct-Dec 24

- ✓ Ask Me Anything – Oct
- ✓ Pay Pool Structure Updates Designs

2025 Conversion Timelines



Expanding the AcqDemo Population



AcqDemo Growth Necessary to Meet GPC * Mission Demand

* Great Power Competition

Conversion Support

Department of the Air Force AcqDemo Program Office leads conversion efforts:

- **Partnership with AFMC leadership, AFMC AcqDemo Program Managers, and AFPC support staff on all requirements for e.g. PRD's, Conversion Actions**
- **Training**
  - **AcqDemo HR Training**
  - **CCAS Lifecycle Training (includes Contribution Planning, Self-Assessment & Pay Pool Process)**
  - **Supervisor Training**
  - **Administrator Training**
  - **Pay Pool Training**
- **Business Rules spells out continual training for new employees/supervisors throughout the year**

DoD AcqDemo Website eLearning

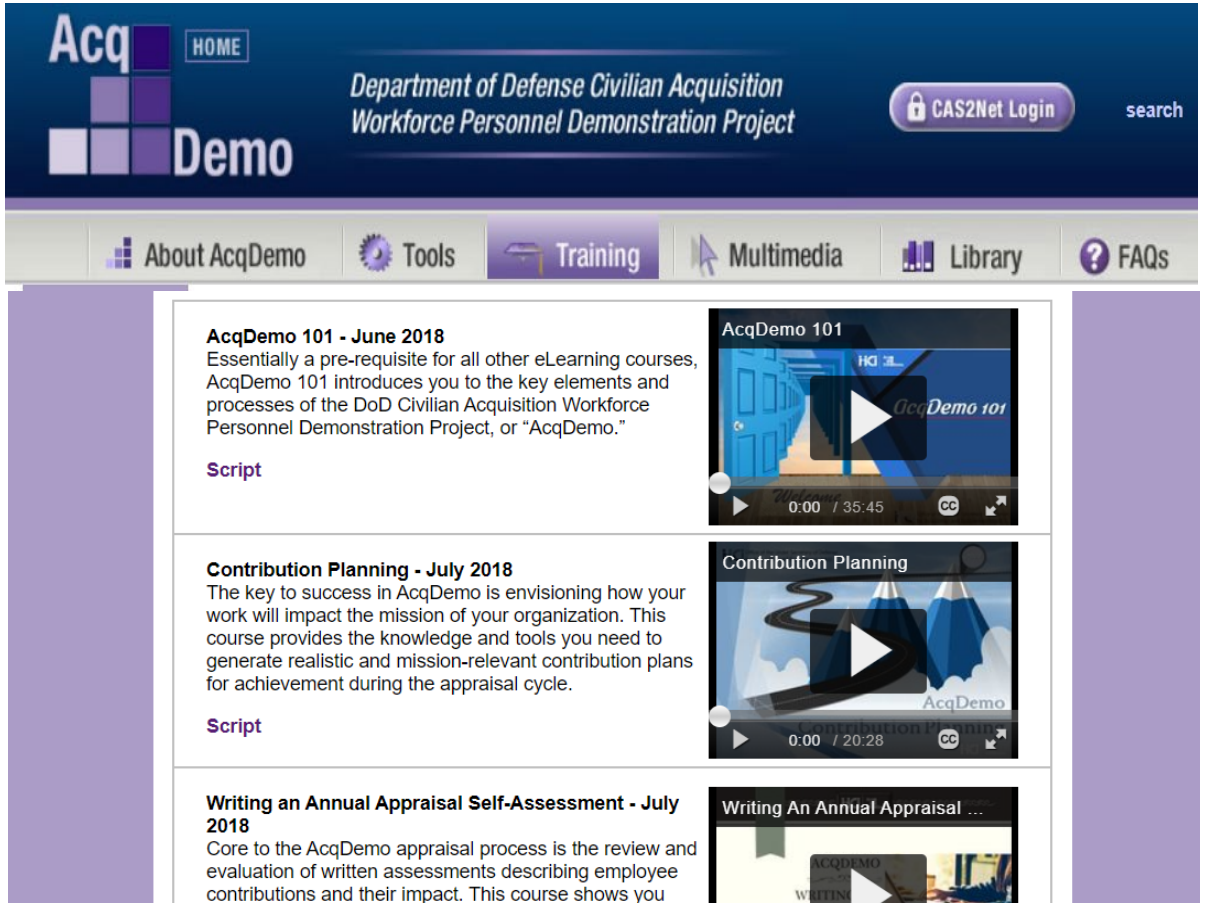
Titles include:

- AcqDemo 101
- CCAS for Employees
- CCAS for Supervisors
- Contribution Planning
- Writing a Self-Assessment

…and more!

If you have questions:

- AFMC AcqDemo Mailbox:

AFMC.A1.AcqDemoHelpMailBox@us.af.mil

http://acqdemo.hci.mil/training.html