



Townhall FAQs on Upcoming AFMC Expansion

Background: The 2025 conversion will affect eligible GS employees in bargaining and non-bargaining units across AFMC. Exceptions to conversion include:

- Personnel in ranks above GS-15, such as Senior Executive Staff.
- Non-GS employees, such as Federal Wage System (FWS) employees (WG), leaders (WL), and supervisors (WS).
- Employees in organizations already participating in another personnel system, including their respective GS employees.
 - Examples include the Air Force Research Laboratory's Air Force Laboratory Personnel Demonstration (Lab Demo) Project, and intelligence personnel participating in the Defense Civilian Intelligence Personnel System (DCIPS).
- Locations that have not completed labor negotiations with the local union.

GENERAL INFORMATION AND REFERENCES

Q. How is the AFMC growth into AcqDemo necessary to meet the Great Power Competition mission demand?

AcqDemo gives AFMC the flexibility to attract, incentivize, and retain the exceptional talent needed to maintain our nation's competitive edge. Some major benefits of AcqDemo include pay setting flexibilities, a more simplified classification system, contribution-based performance assessment and more. We feel this conversion will positively benefit our command and the workforce

Q. Where can I view a recording of the Town hall?

The town hall can be viewed at [TOWN HALL RECORDING](#)

Q. How do I get a copy of the Townhall slides?

The slides are available at [TOWNHALL SLIDES](#).

Q. Where is the Federal Register located?

The Federal Register Notices can be found at [AcqDemo \(hci.mil\)](https://www.federalregister.gov/).

Q. Is there a link to the AFMC Business rules and Center supplements?

AFMC Business rules may be found on the [A1KI - Personnel Demonstration Programs Branch](#) SharePoint site to include [Center Supplements. \(CaC-enabled\)](#)

Q. What does NH, NJ and NK stand for?

These are the three AcqDemo Career Paths:

- Business Management & Technical Management Professional (NH)
- Technical Management Support (NJ)
- Administrative Support (NK)

Q. What does DAWIA stand for?

Defense Acquisition Workforce Improvement Act (DAWIA)

Q. Where is this WGI buy-in tool found?

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

PERFORMANCE CYCLE AND REVIEW

Q. How is a performance review handled if you transfer to AcqDemo with fewer than the 90-days in an appraisal period?

To be eligible for an appraisal, employees must be under CCAS on September 30 and have served under CCAS for 90 calendar days or more immediately prior to the end of the rating period. Therefore, the 90-day period must begin no later than July 3rd and end by close of business Sept. 30. If on Oct. 1, the employee has served under CCAS for less than 90 calendar days prior to the end of the cycle, the rating official shall wait for the subsequent annual cycle to assess the employee. A contribution plan, however, must still be developed and approved within 30 days upon the initial assignment to the AcqDemo position.

Q. With a June 2025 conversion date, is there a 90-day appraisal period before a rating can be given, or will we be given a permissive rating for the first year?

The conversion date of June 15, 2025, is the most advantageous to the employee. GS employees who have been assigned to their current GS position for 90 days prior to March 31, 2025, will receive an end of year close out for their DPMAP annual appraisal. Any awards (monetary and/or time off award) will be paid out June 1, 2025. The scheduled June 15, 2025, conversion date allows employees to be eligible for an

appraisal and associated compensation during the AcqDemo 2025 appraisal cycle, as they will have been assigned to an AcqDemo position for more than 90 days.

Q. What is presumptive status 1? Are you saying that if we have less than 90 days, we will be rated as unacceptable?

Presumptive Status 1 refers to new AcqDemo hires with less than 90 calendar days immediately preceding the end of the current appraisal cycle with less than the necessary time to receive an actual CCAS contribution assessment are not eligible for an annual CCAS contribution assessment due to time. Presumptive Status 1 employees are assumed fully successful.

Q. Is AcqDemo a 0-sum game? Are squadrons given one OCS point per AcqDemo employee and for one employee to receive a plus 2 another employee must receive a 0?

Forced distribution of numerical scores is prohibited. This occurs when management directs an allotment of scores based on artificial mechanisms for distributing ratings and payout dollars.

Example: "All employees in XYZ Squadron will receive +1 above their Expected Overall Contribution Score (EOCS)" -or- "Forced use of the bell curve means that 20% of employees get -2 below EOCS, 60% may get EOCS, 20% may get +2 above EOCS."

Q. Is there a potential to have two appraisal cycles in 2025 with potential monetary or Time-Off Awards for each?

Yes, GS employees who have been assigned to their current GS position for 90 days prior to March 31, 2025 will receive an end of year close out for their annual DPMAP appraisal. Any awards (monetary and/or time off award) will be paid out June 1, 2025. The scheduled June 15, 2025 conversion date allows employees to be eligible for an appraisal and associated compensation during the AcqDemo 2025 appraisal cycle, as they will have been assigned to an AcqDemo position for more than 90 days. Any awards (monetary and/or time-off award) will be paid out Jan. 2026.

Q. Are employees in support positions in direct competition with folks in execution/engineering for their performance bonuses or salary increases?

While you may be assigned to a pay pool with other functional employees, scores are based on contribution to the mission. There is not a competition between employees. A primary goal of AcqDemo is to compensate employees appropriately for their individual and organizational contribution to the mission of their organization and the value of their position. This goal promotes greater compensation for those who are the highest (undercompensated) contributors; encouragement for the lowest contributors to improve; and appropriate compensation for all levels of contribution in between. Equal with the need to appropriately recognize and compensate employee contribution is the

need to effectively manage the compensation levels of the AcqDemo organizational positions. Pay is contingent upon the employee's overall contribution to the mission. This approach challenges the organization to consider the value identified for each position when determining an appropriate level and means of compensation (basic pay adjustment and/or award) for individual compensation.

Q. Do supervisors spend what is equivalent to an entire month of working hours on their AcqDemo write-ups/revisions? Is that normal/acceptable? What is the impact to the mission?

This is not normal or typical.

Q. Is it true your contributions are rated against other employee contributions? In other words, are employees “racked and stacked” against everyone in a series and broadband level?

To facilitate fairness and equitability, CCAS has a pay pool panel process that is designed to validate the evaluation of contribution and performance against the three factors among a group of peer managers from across an organization. This process works to achieve fairness and standard application of the factor descriptors, expected contribution criteria, and performance appraisal quality levels. At the onset of each appraisal period, a personnel policy board or equivalent board verifies the accuracy of the pay pool structure for the organization, develops and/or validates pay pool business rules, and administers funds to Pay Pool Managers. The pay pool panel is typically composed of the Pay Pool Manager and those who report directly to him/her. Their purpose is to share a common view of the organization mission, goals, and objectives in reviewing the contribution and performance of employees by subordinate supervisors and bring a common perspective to how employees are evaluated and, therefore, appraised and compensated.

Q. If I change jobs, (move from one organization to a new one under AFMC), however both positions are NH's/AcqDemo, will I still be eligible for an appraisal/bonus/raise if my move occurs in August?

Yes, as long as you were in an AcqDemo position on or before July 3, you will remain vested and eligible for appraisal.

Q. Do I need to be in CAS2Net with an approved contribution plan by July 3 or just be in the system?

All employees on an AcqDemo position by July 3 are eligible for the CCAS cycle. Employees will have access to CAS2Net after the June 15, 2025 conversion date and will need to have approved Contribution Plans within 30-days of that date.

Q. Do you typically get contribution award or time-off award, or do you get both?

AcqDemo employees will have an opportunity to receive both.

Q. In AcqDemo, do supervisors use their best judgement vs SMART objectives used in DPMAP?

AcqDemo uses the What (W), Result (R), and Impact (I) format which covers the three factors the employee will be assessed against during the rating cycle.

Q. Is it true that an employee's contribution rating is subjective and not measurable?

At the end of the annual appraisal period, the rating official recommends categorical scores and numerical scores for each factor for each employee. The categorical scores are determined by comparing an employee's contribution results to the set of descriptors and discriminators for a particular factor and broadband level. The descriptors and discriminators are the measurable element to provide fair and consistent scoring of contributions.

Q. Is there a percentage or amount that supervisors are limited to for approval for contribution awards?

Supervisors score and recommend employee contributions scores and Performance Appraisal Quality Level (PAQLs) only. Compensation and award amounts are calculated by the Compensation Management Spreadsheet (CMS) and deliberated on at the pay pool level.

Q. Two employees work side-by-side performing the same tasks at the same level and same effectiveness. Employee 1 is very outgoing/friendly and an extremely skilled writer who has no trouble advocating for themselves. Employee 2 is more introverted/shy, keeps to themselves, and struggles at this. My fears are that the more introverted employee will not get the recognition deserved. Is this accurate?

Employee self-assessments are just a small part of the appraisal process. To facilitate fairness and equitability CCAS, has a pay pool panel process that is designed to validate the evaluation of contribution and performance against the three factors among a group of peer managers from across an organization. This process works to achieve fairness and standard application of the factor descriptors, expected contribution criteria, and performance appraisal quality levels. At the onset of each appraisal period, a personnel policy board or equivalent board verifies the accuracy of the pay pool structure for the organization, develops and/or validates pay pool business rules, and administers funds to Pay Pool Managers. The pay pool panel is typically composed of the Pay Pool Manager and those who report directly to him/her. Their purpose is to share a common view of the organization mission, goals, and objectives in reviewing the contribution and performance of employees by subordinate supervisors and bring a

common perspective to how employees are evaluated and, therefore, appraised and compensated.

PAY

Q. Is the capacity of the AcqDemo pay scales less or more than in GS?

In AcqDemo, the salary ranges have the same overall pay ranges as the GS pay tables. Please review the [2024 AcqDemo Broadband Salary Ranges](#) for a comparison chart.

Q. Will an employee be denied the General Pay Increase (GPI) when they are at the maximum of the band? Will the employee be denied a raise when the impact on the program has been positive but are at the maximum of the pay band?

Employees cannot exceed the maximum pay of the broadband. Funding for the GPI is authorized by the President and Congress and in most cases will not be withheld.

Note: An employee on retained pay will only receive 50% of the GPI IAW 5 CFR 536.305. An exception to this is that an employee's adjusted salary cannot exceed the Executive Level IV pay. (Ops Guide, Ch. 6) Additional information regarding withholding GPI can be found in paragraph 4.9. of the AFMC Business Rules. AFMC Business rules may be found on the [A1KI - Personnel Demonstration Programs Branch Sharepoint site](#).

Q. If a GS Employee is at a step 10 when they convert to AcqDemo, will they receive the CRI pay increases in the future if they are at the top of the pay band?

Employees that convert into a broadband encompassing a higher salary range than their current grade may be eligible for future increases. However, under no circumstances can an employee exceed the maximum of the broadband.

Q. Will employees that are assigned tasks with the most mission impact have more opportunity for pay/increases/bonuses?

A written Contribution Plan should be developed collaboratively by the employee and the supervisor working together to have a clear understanding of what is needed for the employee to contribute to the organization's mission satisfactorily and effectively.

Q. Is the CRI (Contribution Rating Increases) treated as a cost-of-living adjustment (COLA) or is that also performance based? If performance based, is it 'competitive,' or does everyone get that if they meet acceptable rating?

There are no changes to COLA in AcqDemo other than terminology, where we refer to it as a General Pay Increase (GPI). The CRI is a permanent salary increase based on contribution.

Q. Does the locality pay increase annually?

All employees will receive established Locality Pay.

Q. Does the "general pay increase" still occur in January (as typical) -- or is that now delayed until the end of the annual appraisal cycle in October?

There are No changes to GPI date.

Q. Can AcqDemo employees receive overtime?

There will be no impact to overtime rate of pay.

Q. Will potential hires (i.e. hiring candidates) be able to negotiate base pay before accepting a new role (like industry hiring allows)?

Yes, newly appointed hires can negotiate salary under AcqDemo and management should consider certain factors in setting pay. Salary rates are subject to various approval levels as outlined in the AFMC Business Rules and Center Supplements.

Q. If an employee reassigns laterally from a non-supervisory position to a supervisory position, will they receive an increase in pay?

No, as DoD considers this a reassignment for pay setting purposes. However, the employee may be eligible for a supervisory differential.

Q. Do lateral reassignments to a position which includes supervision disincentivize mid-level supervisor/lead positions? Why would a person take on the role for non-guaranteed pay?

The supervisory differential is an incentive offered upon the reassignment to bridge the gap of pay until pay pool deliberations can appropriately compensate.

Q. Where are the rules for supervisory differentials?

The supervisory differentials are available at (CaC-enabled): [AFMC AcqDemo Business Rules, 3.8. Supervisory/Team Leader Cash Differential](#)

Q. My career field has a special salary rate, plus an additional premium pay. If I am moved to AcqDemo, would those be included in the pay transfer?

Special Salary Rates (SSR) are not applicable in AcqDemo. For management directed/initiated reassignments (not at employee's request) or organization/position conversions into AcqDemo, employees on a SSR will receive a new basic rate of pay by dividing their SSR adjusted rate of pay by the locality pay percentage for their area. Visit the AFMC Business Rules Appendix A for more information.

Q. Does "new basic pay rate" mean that the rate will be at or above current pay?

The process of converting a special salary rate employee into AcqDemo follows:

- Step 1. (Current special salary rate) / (Use current locality percentage for the appropriate area) = (New base pay)
- Step 2. (New base pay) + (Prorated share of within grade increase based on GS Base Pay Table for all of US) = (New AcqDemo basic pay)
- Step 3. (New AcqDemo basic pay) + (Locality adjustment) = (Total AcqDemo adjusted basic pay).

Q. How is AcqDemo compensating low-step employees for the potential loss of the annual step increases?

A primary goal of AcqDemo is to compensate employees appropriately for their individual and organizational contribution to the mission of their organization and the value of their position. This goal promotes greater compensation for those who are the highest (undercompensated) contributors; encouragement for the lowest contributors to improve; and appropriate compensation for all levels of contribution in between. Equal with the need to appropriately recognize and compensate employee contribution is the need to effectively manage the compensation levels of the AcqDemo organizational positions. Pay is contingent upon the employee's overall contribution to the mission. This approach challenges the organization to consider the value identified for each position when determining an appropriate level and means of compensation (basic pay adjustment and/or award) for individual compensation.

Q. As more employees get added to AcqDemo and the Pay Pools, do those pay pool budgets get increased? If so, how is it determined how much to increase the pay pool?

Yes, the CRI and CA pay pool budgets naturally grow with the size of a pay pool. CRI funding = 2.26% of the total base salaries of all employees tied to that pay pool as of Sep. 30 and CA funding is 2.5% of total aggregate salaries of employees in the pay pool as of Sep. 30. The number of pay pools will grow as we undergo the expansion. *Note: the funding percentages are reviewed and approved annually.

Q. If a WGI is effective the same date of the conversion action, will the WGI take place prior to conversion to make it more advantageous to the employee?

Yes. This will take place prior to conversion.

Q. Does the targeted local market supplement for science, technology, engineering, and mathematics (STEM) apply to this?

No

Q. Why aren't previous contributions/performance ratings considered in the salary conversion calculation? This would seem logical for such a system.

The buy-in is calculated based on the number of calendar weeks between the effective date of the employee's last equivalent increase, i.e. WGI or promotion, and the date of the conversion into AcqDemo. Employees whose performance ratings are "acceptable" are generally eligible for a WGI buy-in. Exceptions to WGI eligibility are under the following situations:

1. Employees who are at the 10th step of their grade
2. Employees on retained pay
3. Employees on retained grade who would not have received a WGI prior to expiration of their retained grade

Q. How will AcqDemo affect TSP contributions, and retirement annuities?

The law prohibits AcqDemo from proposing any changes to the retirement system. Retirement calculations will continue to be determined as they are today, with any basic pay increases you receive under AcqDemo counting toward your High-Three. As a result, AcqDemo could positively affect retirement pay. For example, employees at GS Step 4 or higher must wait two to three years prior to receiving a pay increase. Under AcqDemo, there is an opportunity to receive a Contribution Rating Increase annually based on your contribution to the mission of the organization and quality of performance. Individuals could potentially earn a higher salary faster than compared to waiting for the next GS within grade increase resulting in a greater retirement.

Q. Are there limits on how much senior leadership can withhold from pay pools to award to employees separately?

The Operating Guide requirement is to set-aside a minimum of 10% for awards outside of CCAS for the remainder of the fiscal year.

Q. When will cost of living increase be affective?

All increases to include GPI and locality supplement are effective on the first pay period in January.

Q. Is there a CRI max funding amount?

Contribution Rating Increase (CRI) Pay Pool Funding will be set at no less than 2.0 percent, and maximum funding will be set at no more than 2.4 percent of the sum of the [basic] salaries of all eligible employees in the pay pool.

Q. If transferring in from another location with AcqDemo and receiving a raise but leave the organization before it is effective, will the raise be honored by the new pay pool?

Yes, the raise is honored with the new pay pool.

Q. Should I pay the amount owed to buy-back my military time before the conversion?

Conversion will not impact the ability to buy-back military time

Q. Upon transition, it appears that a GS near their new NH pay ceiling will have little to no room for performance pay increases. Does one lose further pay increases when they reach their pay ceiling? If so, it seems the initiative to continuously improve performance is significantly decreased.

The annual across-the-board increase, or General Pay Increase (GPI) provision, is still available to AcqDemo employees at the top of their broadband level based upon their eligibility. If they are at the top of their broadband level, they may receive the full GPI since AcqDemo will adjust the broadbands upward each year according to any GPI. Employees may be eligible for yearly cash awards if their contribution and quality of performance assessment indicates they should receive an award. This amount varies with employees' contributions and performance.

Very high scores are available to recognize an employee for exemplary contributions and quality of performance; the results of which are substantially beyond what was expected and warrant a score exceeding the top score for the highest broadband level in the employee's career path. A very high score is reserved for employees at the top broadband level of their career path, i.e., NH-IV, NJ-IV and NK-III. If the employee's contributions are awarded a very high score, the score must be one of the three numerical scores assigned to the very high score level for the employee's career path.

PAY POOLS

Q. Do each of the sub pay pools get the same amount of money for raises/bonuses?

Funding is calculated at the pay pool level. The CCAS funding allocation to be included in the pay pool will be computed based on the salaries of the employees in the pay pool as of Sept. 30, the last calendar day of the CCAS appraisal period.

Q. Why does AFIMSC only have one pay pool?

Prior to 2024, AFIMSC did not have AcqDemo eligibility except for the contracting workforce residing in AFICC making up a single pay pool within the Center. Now that AFIMSC has AcqDemo eligibility for the Center as a whole, additional pay pools will be added to the structure to support the additional workforce.

Q. Do supervisors have to go in on the Pay Pool panel and 'fight' with the other supervisors to get their employees a raise?

The supervisors recommend contribution scoring only, as compensation is not discussed or calculated until pay pool deliberations. In sub pay pool meetings, panel members ensure equitable approach to scoring employee contributions based on AFMC and DoD AcqDemo guidelines.

Q. As the new "wave" of AFMC employees converts, will new "pay pools" be established that are specific to their organizations or will those employees be integrated into existing pay pools?

AFMC will be more than doubling the AcqDemo workforce. Therefore, all Centers will be growing the number of pay pools and potentially restricting the current pay pools. Employees will be updated on specific pay pool information closer to the conversion date in 2025.

CONVERSION DATE

Q. Is this a voluntary conversion or will all employees be eventually converted?

No, those eligible positions identified for conversion will convert in June 2025, provided local bargaining negotiations were completed. Those on GS target positions identified for conversion will convert into AcqDemo after reaching their target grade, if they haven't reached it by the date of conversion.

Q. Will everyone be converted on June 15, or will the conversions happen in groups? Is there a schedule for each location moving to AcqDemo?

All eligible non-bargaining employees and bargaining unit employees with agreements in place will convert on June 15, 2025.

Q. If the conversion goal is June 15, but something causes a delay until after July 15, will employees go over a year without an appraisal and opportunity for pay increases or a bonus?

AFMC transition is occurring on June 15, 2025; if delays occur, we will reevaluate what is in the best interest of employees.

UNION

Q. Will employees converted over to AcqDemo retain union rights?

Yes, bargaining unit status will not change for any position converting.

Q. Has the GS-AcqDemo conversion process/timeline been vetted by local union offices?

Impacted unions over AFMC employees have been provided notices and information.

Q. Where can we find information showing the local union has already agreed with the transition and which groups are affected by the conversion?

You should contact your local union office to find out additional information.

Q. Current AFMC ACQDEMO employees are not bargaining unit. Where can we find this in writing those converting retain their bargaining unit status?

5 USC 71 provides who are excluded and included in a bargaining unit.

Q. How do we view our bargaining unit status so we can address concerns with union representation?

Your SF-50 will provide you with a bargaining unit status code which will remain the same upon conversion. If there is an issue with that code, please reach out to your local union or HR office for further review to address the issue.

Q. Have all the 26,000 positions been identified, or is that process ongoing?

Yes, however not all unions have completed bargaining, therefore some of those positions are still under negotiations and pending conversion.

Q. Where is the draft Master Labor Agreement (MLA) posted for review?

The 2021 AFMC MLA, has been rolled over for another 3 years and will not be modified. For other, local MLAs please reach out to your local union representative.

BROADBAND

Q. I am a GS-12, step 10 being converted to a NH-03 (supposed to encompass 12/13 pay range). I understand that you do not get any salary increase converting to AcqDemo, but will I have an opportunity for a salary increase for the rest of my time / career as a NH-03?

You are correct. As a GS step 10, you will not receive a WIG buy-in, however you will have opportunity for contribution-based salary increases during future rating cycles based on your contribution scores.

Q. I am currently a GS-12 step 10, could I get a contribution-based salary increases going forward and will I be able to bust into the GS-13 portion of the pay range of a NH-03?

Yes, under AcqDemo you have an opportunity to contribute and be compensated with an annual salary increase to the maximum potential of the broadband assigned.

Q. How do I know what my career path and broadband will be after conversion?

Career Path and Broadband are based on your current series; you can reference the Conversion [calculator](#) to determine your projected position

Q. At one time there was a tier in the NH-03 broadband to restrict the ability of an GS-12/NH-03 moving into the 13 pay range. Is that restriction still in place?

Tiering and control points are no longer authorized in AFMC. While positions may reach a plateau where basic pay growth levels off, employee contribution and compensation may exceed the value of position.

Q. So a GS-12 could plateau as a high NH-03 since GS-12/13 is banded, but a GS-13 cannot plateau into a high NH-04 band (GS-14/15 equivalent broadband), is that correct?

Correct. However, although each position contained within a broadband level could have access to the complete range of pay options, it does not mean that all jobs within that broadband level should be compensated at the top rate of basic pay of the broadband level

Q. If I am understanding correctly, it seems unfair to the GS-13 that cannot plateau into the GS-14 broadband like a GS-12 could into a GS-13. Why is this?

Employees cannot exceed the maximum of the broadband. For example, an NH-03 this is equivalent to a GS-13, Step 10. An employee would have to promote to the next higher band to receive pay above the GS-13, Step 10 level.

Q. With such a significant wide range of pay for NH-II (GS-5 to GS-11), how would I advertise for a position, and how is salary advertised for a position that is not at the top of the broadband?

Job Opportunity Announcements should cover the duties and conditions of employment specific to the position (as described in the S/PRD) and should not reference the former GS grade equivalency. The duties are based on factors, descriptors and discriminators, which will provide great context for the value of the position. Of note, the *minimum qualification requirements* for the NH-02 broadband level matches the qualification requirements equivalent to filling a GS-05 position, which means a larger pool of candidates will be deemed minimally qualified but might not be within the best qualified categories.

The salary listed on the job opportunity announcement should include the full salary range of the NH-02 broadband; however, pay setting will be dependent on the selection type (e.g., new hire or current federal employee) and applicable pay setting rule.

Q. Will anyone from the NH-02 broadband be eligible to apply for a NH-03 position without requiring the 1 year of lower grade?

Employees must have at least one year of specialized experience at the NH-02 broadband level (or GS-11) to qualify for a NH-03 position; however, AcqDemo is not subject to time-in-grade restrictions found in 5 CFR Part 300 Subpart F.

Q. Does the employee have a choice on a "Reassignment"? Or, can management reassign you whenever they want?

Employee reassignments are considered movement of from his/her current AcqDemo position to another AcqDemo position in the same or a different career path having a broadband level with the same maximum basic pay **with or without competition**. No changes to the procedures for management directed or initiated reassignments.

Q. Will transitioning from the General Schedule (GS) to the Acquisition Demonstration (AcqDemo) program slow down pay increases for newer GS employees who were originally guaranteed yearly step increases?

Pay increases (CRI) are dependent upon the employee's contributions to the mission. Some employees may have more rapid pay growth, while some may level out within the broadband more quickly.

Q. How do the AcqDemo broadbands affect Time-in-Grade (TIG) Restrictions for other positions (AcqDemo or GS)?

The movements into and within AcqDemo are not subject to time-in-grade restrictions found in 5 CFR Part 300 Subpart F. If an employee moves to a GS position and is subject to TIG Restrictions, their AcqDemo service is evaluated and credited IAW the procedures outlined in 5 CFR 300.605(b).

Q. If a person is "reassigned" to a job with lesser responsibilities involuntarily, will pay also be affected?

Employee reassignments are considered movement of from his/her current AcqDemo position to another AcqDemo position in the same or a different career path having a broadband level with the same maximum basic pay **with or without competition**. Management reassignments are typically driven by contribution-based actions when an employee's level of contribution is unacceptable/inadequate but will not result in a loss of pay.

Q. How can I determine what my career path and broadband will be after conversion?

Please visit the AcqDemo conversion calculator to determine the calculated career path and broadband: [AcqDemo Conversion Calculator \(hci.mil\)](http://hci.mil).

Q. Can a new employee be brought in anywhere within the broadband, or does it require approval if it is over a certain threshold (like top 20% of pay band)?

A newly-appointed individual can have pay set anywhere within the broadband; however, AFMC Business rules and Center supplements establish thresholds for approval levels based on percent increase from the bottom of the broadband. Multiple factors will be considered when setting appropriate pay levels.

Q. Is it considered a promotion if, in same broadband, there is an increasing scope/responsibility such as non-supervisory to supervisory?

No, as DoD considers this a reassignment for pay setting purposes. However, the employee may be eligible for a supervisory differential.

Q. Can you discuss the tiers in the Pay Bands?

AFMC does not have tiering in the broadbands

DEVELOPMENTAL / ACDP

Q. Will there be developmental positions under AcqDemo?

In the latest AFMC Business rules, we authorized Accelerated Compensation for Developmental Positions (ACDP) in AcqDemo; however, we are not converting existing GS developmental employees into AcqDemo until they outplace or reach their target grade.

Q. Will there be a separate pay pool for ACDP employees?

No, ACDP employees will participate in the regular pay pool of assignment

Q. How will the training programs work after the transition, and will they still go through the traditional GS steps? Or, would they be NJ-02s and then NJ-03s?

All new developmental positions will be filled in AcqDemo and assigned to the appropriate career path based on series. Accelerated Compensation for Developmental positions (ACDP) is limited to the NH career path and can be targeted, e.g. NH-02, target NH-03. ACDP includes up to two additional basic pay increases each year beyond the CCAS related increases, and starting salary and increase percentages may vary based on the functionally-managed training program.

Q. Will developmental positions automatically convert to AcqDemo once they reach their target grade, and to what broadband will they convert?

Individuals on GS targeted positions that are scheduled for conversion into AcqDemo on June 15th, 2025, will convert to AcqDemo on a later date after reaching their full performance level on the GS side. Once individuals reach their full performance GS grade, they can visit the AcqDemo conversion calculator to determine the calculated career path and broadband: [AcqDemo Conversion Calculator](#).

TRAINING

Q. After conversion, will DAWIA certification requirements change?

DAWIA certification requirements will not be affected by the conversion.

Q. Will there be additional training offered?

Throughout the expansion and continued through the closeout of the 2025 appraisal cycle, multiple training opportunities will be presented to various audiences covering more detailed information. Be on the lookout in early 2025 for training information from your Center POCs. Employees may also visit the [Department of Defense AcqDemo](#) for online training.

Q. Is AcqDemo like acquisition-coded positions that require all the extra training?

No additional acquisition training will be required. However, AcqDemo conversion training in various formats will be provided through the 2025 appraisal cycle covering various topics to various specific audiences. After the first rating cycle concludes, annual refresher training will be offered to provide the latest updates to all employees.

Q. Is there a guide to assist with creating contribution entries for appraisals?

Training is available on the [DoD Training Site](#) > *Writing an Annual Appraisal Self-Assessment*.

CLASSIFICATION / Standard Position Requirements Document (S/PRD)

Q. Are Standard Position Requirements Document (SPRDs) already written, or will supervisors have to re-write for all personnel?

AFMC has developed [Standard Position Requirements Document Library](#) where some SPRDs have been shared. This is a growing library, so please continue to check back as additional documents are required. Also available is the [AFMC Position](#)

[Requirements Document Library](#) that may be used as sample documents as supervisors begin developing documents. If an applicable document is not available, then the document will need to be developed by the supervisor.

Q. Why do the PRDs need to be rewritten? Wouldn't it just be a pay system change?

AcqDemo differs from the OPM classification system by utilizing only three factor levels instead of the nine factors commonly used in the OPM Classification Standards. The factor descriptors and discriminators are generally tailored to the duties and the expected contribution criteria for the occupations grouped within the respective career path and broadband level. While the descriptors indicate a position classification and/or contribution level appropriate at the upper end of each broadband level, a broadband contains an array of positions with varying levels of work, responsibilities, and value as defined by an organization's position management structure and compensation management strategy needed to accomplish its mission. ([OpsGuide 3.6.1.](#))

Q. What job series are affected by this conversion?

Eligible AcqDemo Occupational Series can be found in [Appendix B of the AcqDemo Operating Guide](#)

Q. Will I get a copy or be able to view my new NH job description to compare my current GS job description? If so, when?

Yes, everyone will receive a copy of their PRD upon conversion and a contribution plan will be accomplished within 30 days.

MISCELLANEOUS

Q. Is the transition to AcqDemo voluntary?

No, those eligible positions identified for conversion will convert in June 2025, provided local bargaining negotiations were completed. Those on GS targeted positions identified for conversion will convert into AcqDemo after reaching their target grade, if they have not reached it by the date of conversion.

Q. What happens if AcqDemo authority is not extended?

Since 1999, Congress has repeatedly extended AcqDemo's temporary authority, which now is set to expire on December 31, 2026. Currently there is a legislative proposal to extend the authority five additional years. If not passed, the Department will request another extension in the FY26 NDAA. If Congress does not extend the authority for AcqDemo at that time, the AcqDemo program will terminate on 12/31/2026 and organizations have 6-months to convert to the GS system.

Q. My job duties have nothing to do with acquisition. Why is my position converting?

Organizations are eligible to participate in AcqDemo if:

- At least one-third of their civilian workforce occupying positions coded as meeting the requirements of the Defense Acquisition Workforce Improvement Act (DAWIA); and
- At least two-thirds of the civilian workforce consisting of members of the Acquisition Workforce and supporting personnel assigned to work directly with the AWF position is an eligible occupational series under the federal register and the DoD AcqDemo Ops Guide.

Q. How is AcqDemo beneficial to an employee who is rated "fully successful" under the current system? How is this system better for most of the work force who are continually rated fully successful?

AcqDemo provides several advantages for our AFMC employees:

- The potential for faster advancement than in the General Schedule
- Grants supervisors the flexibility to adequately compensate employees (salaries and awards)
- Links employee work assignments to the organization's mission
- Expands training and development opportunities across a variety of platforms

Q. Can we direct hire applicants that just graduated?

Yes, all NH positions in AFMC are covered by the AcqDemo DHA. OPM qualification requirements still apply.

Q. What are the incentives for NH-03 supervisor versus NH-03 non-supervisor?

Supervisory Differential pay is an incentive offered in AcqDemo and is based on organizational level and scope, difficulty, and value of position; extremely difficult to fill; and/or salary inequities existing between supervisor and subordinates' basic pay. Differentials for supervisor positions are up to 10% and team leader positions up to 5%.

Q. Is a contribution like a pay increase (step) and pay pool similar to a bonus?

CRI (Contribution Rating Increases) are permanent basic pay increases, CA (Contribution award) are lump sum cash awards. Both are approved by the pay pool.

Q. Does the conversion reset any probationary periods?

No, conversion will not impact nor reset any probationary period.

Q. Why are Wage Grade (WG) employees not converting to ACQ Demo?

Federal Wage System employees are not covered as eligible in the AcqDemo Federal Register.

Q. Is the differential only offered when there are new employees?

Differentials are normally offered upon selection of an employee to a lead or supervisory position.

Q. Is AcqDemo like NSPS?

The DoD AcqDemo Project is a broadband system that differs from the National Performance-based Standards System (NSPS) in several ways, including design, management and union support as it requires local union coordination and written agreement.

Design: AcqDemo has a simplified classification system that uses three factor levels instead of the nine used in the OPM Classification Standards. It also organizes professions into four broadband salary groups, instead of General Schedule (GS) Grades or Steps.

Management: AcqDemo offers more flexibility in assignments and compensation, which can streamline the administrative process and allow employees to move up in salary more quickly. AcqDemo also gives managers more control over personnel processes and functions, while still expanding employee opportunities.

Union support: AcqDemo requires local union bargaining agreements, which NSPS does not.

Q. If you don't agree with your annual appraisal score, can a dispute be made?

There is a grievance process available for employees. Reach out to your local Labor and Employee Management Relations (EMR/LER) point of contact or union representative for the process.