



OFFICE OF THE UNDER SECRETARY OF DEFENSE

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ACQUISITION,
TECHNOLOGY
AND LOGISTICS

DEC 05 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: AcqDemo Memorandum (AM) 12-01 – Career Ladder Positions Within the Civilian Acquisition Workforce Personnel Demonstration Project

References: (a) DoD Civilian Acquisition Workforce Personnel Demonstration Project Operating Procedures, May 15, 2003
(b) 5 CFR 362, Subpart B, Pathways Program, Internship Program
(c) 5 CFR 362, Subpart C, Pathways Program, Recent Graduates Program
(d) Title 5, United States Code
(e) Federal Register Notice, 64 FR 1426, January 8, 1999, as amended, Civilian Acquisition Workforce Personnel Demonstration Project; Department of Defense (DoD); Notice
(f) 5 CFR 362, Subpart D, Pathways Program, Presidential Management Fellows Program

Purpose. AM 12-01 provides guidance regarding the treatment of employees in career-progression positions, known as ‘career ladder positions.’ It describes eligibility for career ladder positions within the DoD Civilian Acquisition Workforce Personnel Demonstration Project (AcqDemo), and describes the applicability of AcqDemo with the Federal Pathways Program, implemented in May 2012.

Effective Date. This AM is effective immediately as an augmentation to Reference (a), and will expire upon incorporation into an upcoming revision. Please ensure the widest dissemination possible to all AcqDemo organizations.

Background. AcqDemo career ladder positions typically describe the progression in an occupation from entry-level positions to positions with full performance levels at higher broadband levels offering increased levels of pay for corresponding increases in skill, responsibility, or authority. Due to the implementation of the Pathways Programs, most AcqDemo career ladder positions are expected to be used in one-of-two scenarios. First, it may be used for student interns (formerly hired under the Student Career Experience Program), Reference (b), who are appointed for an initial period expected to last more than one year. Second, it may be used for recent graduates, Reference (c), whose application is received not later than 2 years after the date the individuals completed all requirements of an academic course of study leading to a qualifying associate’s, bachelor’s, master’s, professional, doctorate, vocational or technical degree or certificate from a qualifying educational institution. For those veterans, as defined in

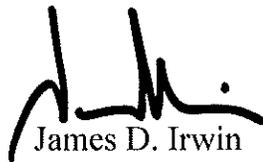
section 2108 of Reference (d), unable to apply within the initial two-year eligibility period due to military service obligations, their eligibility period to apply may extend up to six years from the date on which they completed the requirements of an academic course of study leading to a qualifying degree or certification.

Guidance. It is AcqDemo guidance that:

- In accordance with section II.F. of Reference (e), “Interns [formerly Student Career Experience Program members] assigned to an organization participating in the AcqDemo may be included, as determined by their organization or component.” If not included in AcqDemo, they will need to be included in another appropriate personnel and pay system. Student interns within this category, as provided for in section 362.203(d)(3)(i) of Reference (b), are appointed for an initial period expected to last more than one year.

- Also, in accordance with section II.F of Reference (e), “Employees in the [former] Student Temporary Employment Program (summer hire and stay in school) are excluded from AcqDemo.” Individuals would need to be hired under another appropriate personnel and pay system to be assigned to an AcqDemo organization or team. Students within this category of Pathways are considered to be those appointed on a temporary basis, not to exceed 1 year, to complete temporary projects, to perform labor-intensive tasks not requiring subject-matter expertise, or to fill traditional summer jobs, as provided in Reference (b), section 362.203(d)(3)(ii).

- Individuals hired into a career ladder position under the Pathways Recent Graduate or Presidential Management Fellows Programs, References (c) and (f) respectively, or under other traditional programs or positions for assignment to an organization or team participating in the AcqDemo may be included, as determined by their component, agency, organization, or field activity. If not included in AcqDemo, they would need to be included in another appropriate personnel and pay system.



James D. Irwin
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