DoD Civilian Acquisition Workforce Personnel Demonstration Project (AcqDemo)

Site Historian Training

Presented by AcqDemo Program Office
2016

Objectives

- By the end of this training, participants will
    - understand the purpose of a Site Historian
    - be familiar with their roles and responsibilities as Site Historian
    - know how to fill a Site Historian Form

- ## Background:

  - Because AcqDemo is a Demonstration project, it is important to the AcqDemo Program Office to recognize factors external to the demonstration interventions that could have a significant impact on its intended outcomes.

  - Site historians help the Program Office by identifying and reporting events, policies, and/or procedures that may affect their organization.

- ## DoD AcqDemo Operating Procedures Guidance:

  - The site historian is not required to make an immediate judgment about the importance or the expected effect of an extraneous event. It is necessary merely to determine that an event might have an effect and should be noted.

  - Some events will be clearly pivotal.

  - Others will be anecdotal. However, even anecdotal items may be useful when aggregated. Perhaps the most difficult job of the site historian is deciding what must be recorded and what may be ignored. It is better to err on the side of caution. Unnecessary notations are easy to delete. Notations never made are difficult to establish later.

Roles and Responsibilities

- Become familiar with the Site Historian Form and review its "Instructions" section carefully.

- Remain attentive to your environment and identify factors that could affect the demonstration's intended outcomes.

- Engage others around you, such as your pay pool manager and ask them if they have identified any qualifying event(s).

- Schedule a "recording" time for yourself at least twice a month, (more as needed), to log in event(s) in your Site Historian Form(s).

- Send the Site Historian Forms regularly (see "Schedule" next slide).

- Time period: 1 Jan 2016 to 30 Jun 2016, report is due 31 July 2016

- Time period 1 July 2016 to 31 Dec 2016, report is due 31 Jan 2017

- Format:
  - Fillable PDF form with instructions
  - Defined fields include Site Historian Identification and Event Description fields

- Structure:
  - Instruction page
  - Content pages
    - Site Historian Identification section
    - Event Description section (enter a title or high level descriptor for your event)
    - Event Description section (detail description of you event – choose one of the following categories: Environmental, Mission, Procedural, or Other)
    - Senior leaders feedback section (intended for senior leaders from recently transitioned organizations to give feedback to the Program Office)

Filling the Form Procedures

- Open the Site Historian Form (pdf) using Adobe Acrobat

- Enter your data following the Instructions on the form

- When finished, save the file as "organizationID_datexxxxxx.pdf"

- Email to AcqDemo Program Office

Site Historian Form Instruction Pages

Instructions for the Site Historian Form

THE PURPOSE OF SITE HISTORIAN INPUT

The AcqDemo Federal Register Notice (FRN) requires the collection of site historian input to help evaluate the project. This is one of several methods used to capture the effectiveness of each feature and of the demonstration project as a whole in meeting stated project objectives. It is important then, that care is taken to be aware of and to communicate AcqDemo design impacts, internal mission and cultural influences and any other externally (government or industry) imposed environmental, policy or legislative impacts on your organizations' operation of AcqDemo, that has a bearing on the effectiveness of the project. The assessment of this effectiveness will influence the decision for AcqDemo to become a permanent alternative personnel system. As a Site Historian, please keep this important purpose in mind as you prepare your inputs to these areas of concern. I ask for your attention to these matters in preparing both positive and constructive input, as appropriate, to help us better articulate the value of the project. Thank you in advance.

INSTRUCTIONS:
1. Fill out each section of the Site Historian Form.
2. In the "Site Historian Identification" section:
   a. Enter your Full Name
   b. Enter your Organization and Location (e.g. Missile Defense Agency (MDA), Huntsville, Alabama)
   c. Enter the date you are filling out this form
   d. Enter your email address (e.g. jane.doe@us.af.mil)
3. In the "Event Description" section:
   a. Select the most appropriate event category from the four listed below. Note that several events can be recorded in a single form, such as:
      1) Environmental:
         i. Local labor market changes
         ii. Facility changes
         iii. Organization restructuring
         iv. Changes in leadership
         v. Increased reporting requirements
         vi. Organizational reviews/studies
         vii. BRAC/RIF actions
         viii. Other (Describe)
      2) Mission:
         i. New department/AT&L direction for changes to mission
         ii. Addition/deletion/changes of significant programs
         iii. Financial/manpower/resource management events
         iv. Other (Describe)
      3) Procedural:
         i. Improved business procedures
         ii. Improved personnel procedures (Unrelated to AcqDemo features)
         iii. Other (Describe)
      4) Other:
         i. Any other category not described above
   b. Then document comments in the box to the right on each page, listing information adjacent to the appropriate sub-category heading. Make sure to include the date the event occurred and any names/titles of relevant parties, if applicable

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Site Historian Form Content Pages

SITE HISTORIAN FORM

SITE HISTORIAN IDENTIFICATION SECTION

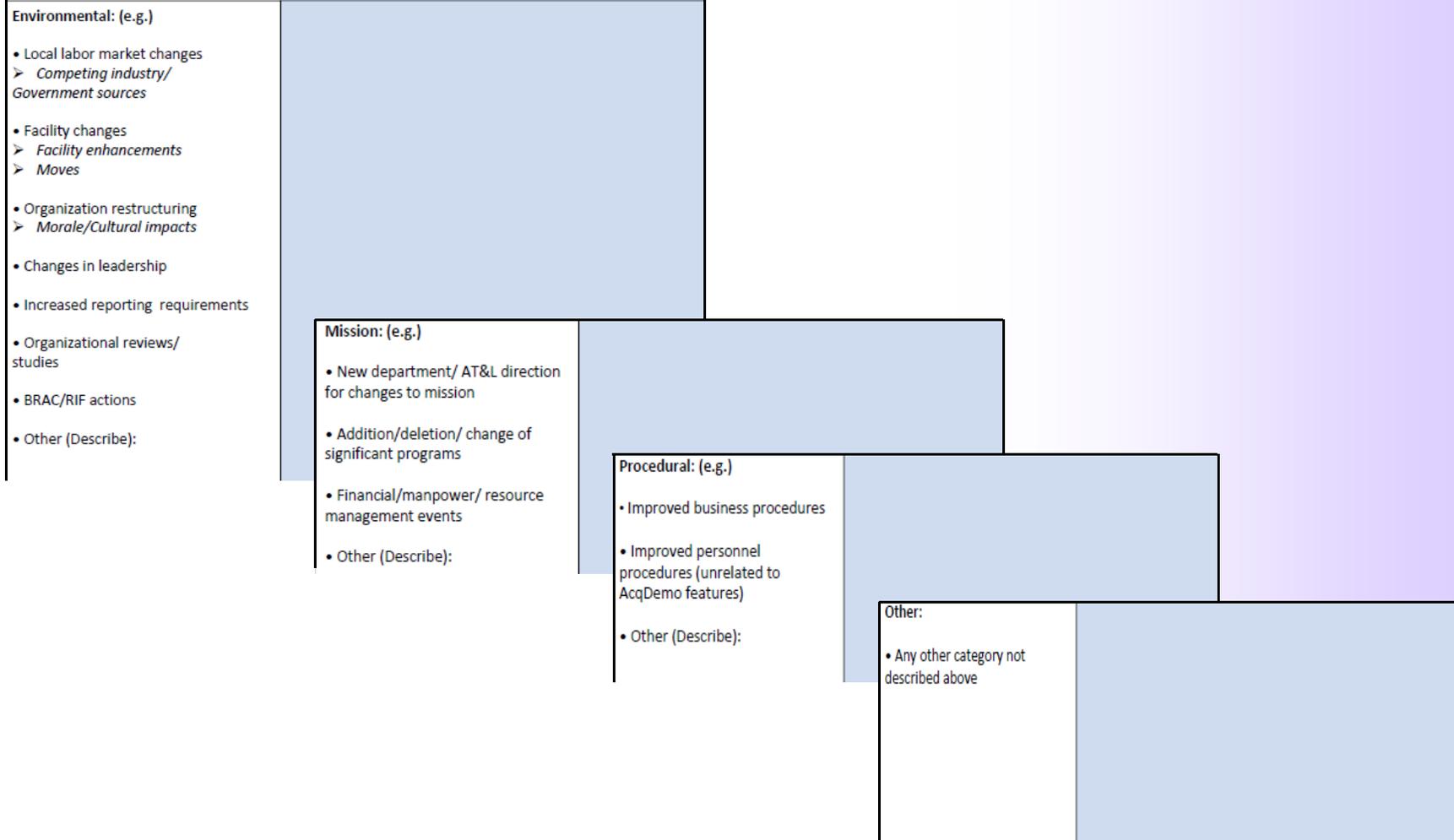FULL NAME

ORGANIZATION AND LOCATION

TODAY'S DATE

EMAIL ADDRESS

EVENT DESCRIPTION SECTION
On the following pages, provide descriptions of any events experienced by your AcqDemo population by event category (Environmental, Mission, Procedural, or Other). For each event described, include the date it occurred. Names and titles of relevant parties should be included.

Environmental: (e.g.)

• Local labor market changes
➢ *Competing industry/ Government sources*

• Facility changes
➢ *Facility enhancements*
➢ *Moves*

• Organization restructuring
➢ *Morale/Cultural impacts*

• Changes in leadership

• Increased reporting requirements

• Organizational reviews/ studies

• BRAC/RIF actions

• Other (Describe):

Mission: (e.g.)

• New department/ AT&L direction for changes to mission

• Addition/deletion/ change of significant programs

• Financial/manpower/ resource management events

• Other (Describe):

Procedural: (e.g.)

• Improved business procedures

• Improved personnel procedures (unrelated to AcqDemo features)

• Other (Describe):

Other:

• Any other category not described above

Site Historian Form Content Pages (cont.)

Intended Audience: Senior Leaders from Recently Transitioned Organizations (if your organization transitioned during the reporting period)							
	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	No Basis to Judge	N/A
1	Overall, the conversion into AcqDemo was successful.	○	○	○	○	○	○	○
	Optional Narrative Feedback:							
2	My communication plan was effective. *Please share a specific feature that was particularly helpful (if any): use feedback box below)*	○	○	○	○	○	○	○
	Optional Narrative Feedback:							
3	The training offered through the PMO was effective	○	○	○	○	○	○	○

- Send the completed form(s) on the scheduled day (see "Log and Reporting Schedule" slide) to Ms. Patricia Lindsey, AcqDemo Program Office, at Patricia.Lindsey@hci.mil

- Email Ms. Patricia Lindsey if you have any questions