

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,

Scott Wortman

Program Director, AcqDemo



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

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

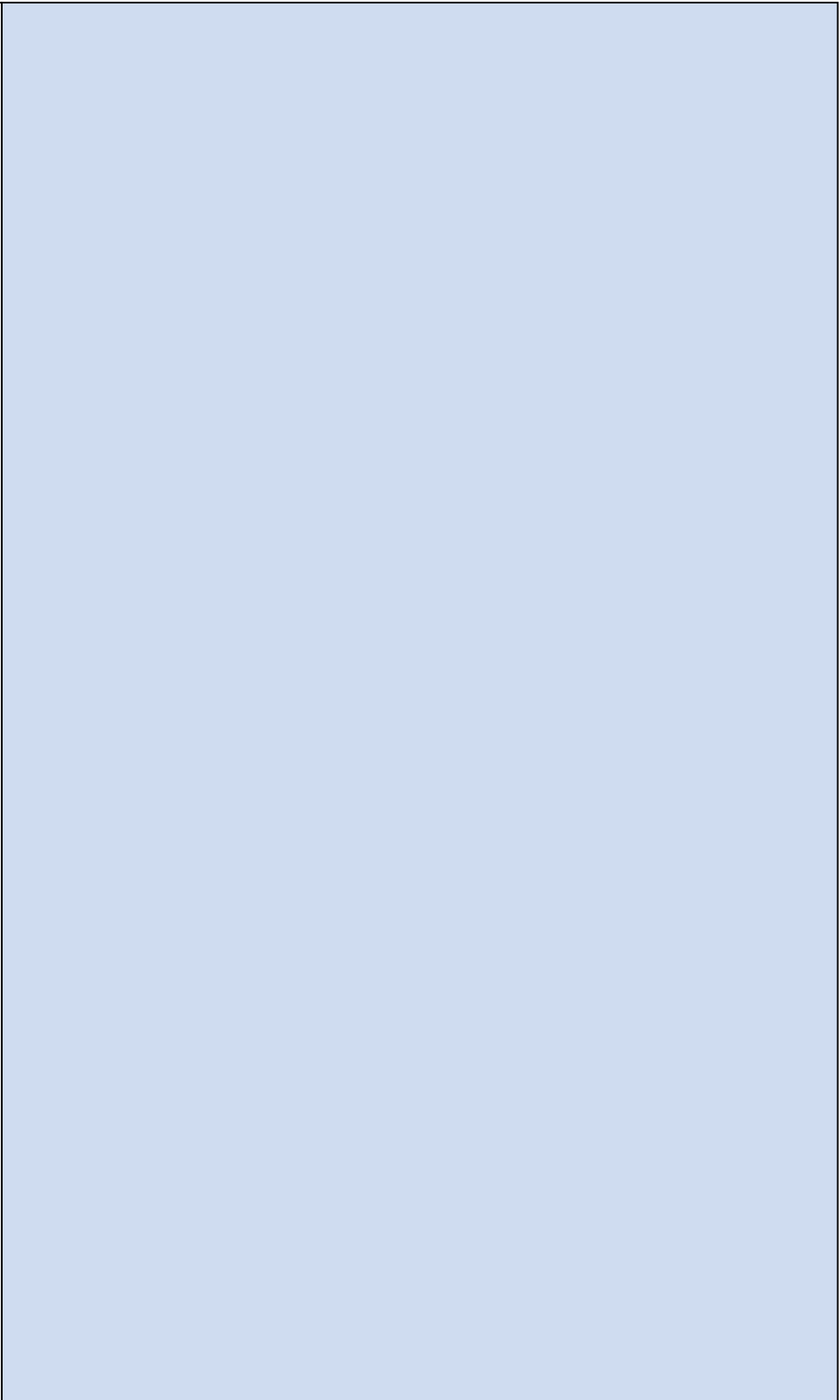
- Organizational reviews/
studies

- BRAC/RIF actions

- Other (Describe):

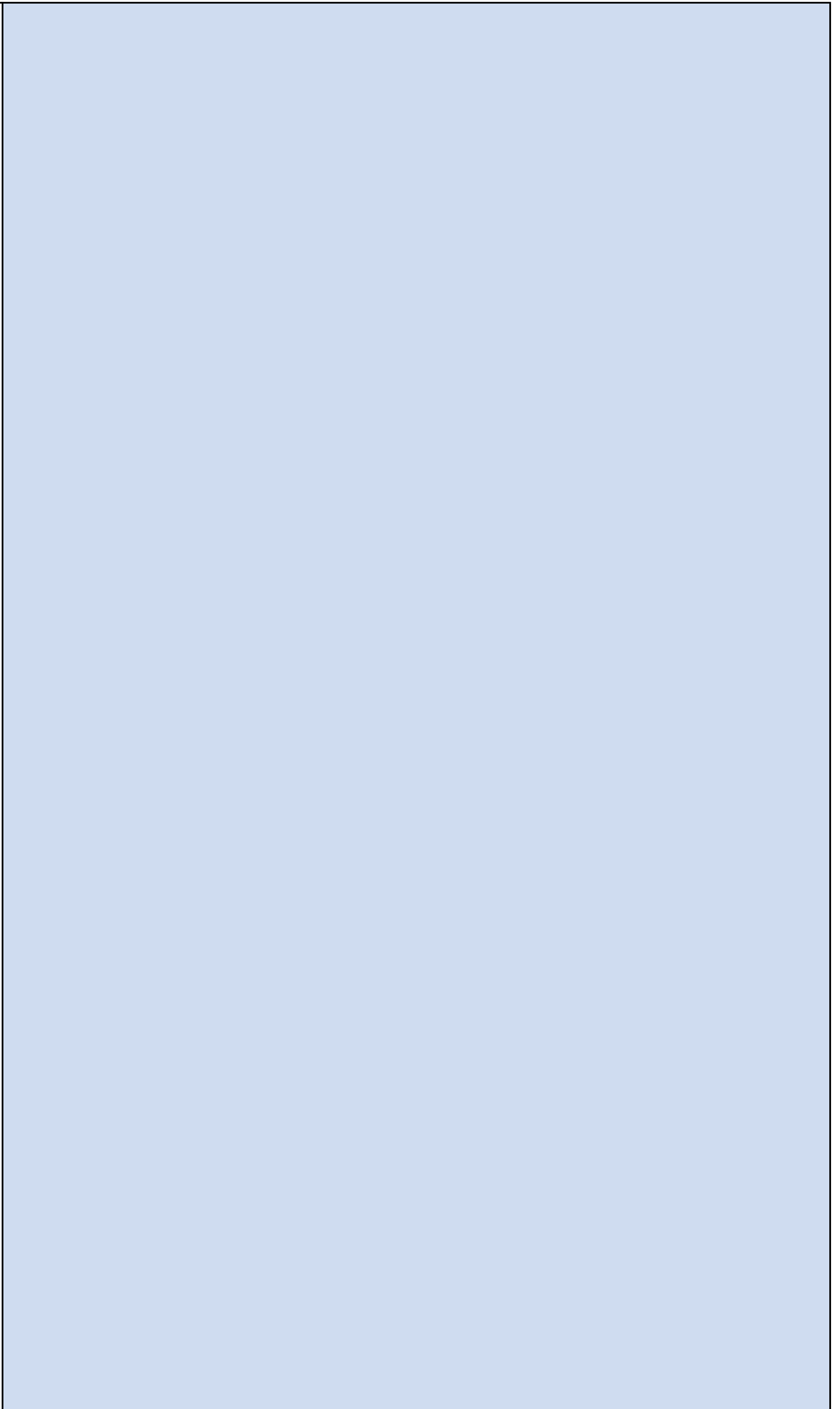
Mission: (e.g.)

- New department/ AT&L direction for changes to mission
- Addition/deletion/ change of significant programs
- Financial/manpower/ resource management events
- Other (Describe):



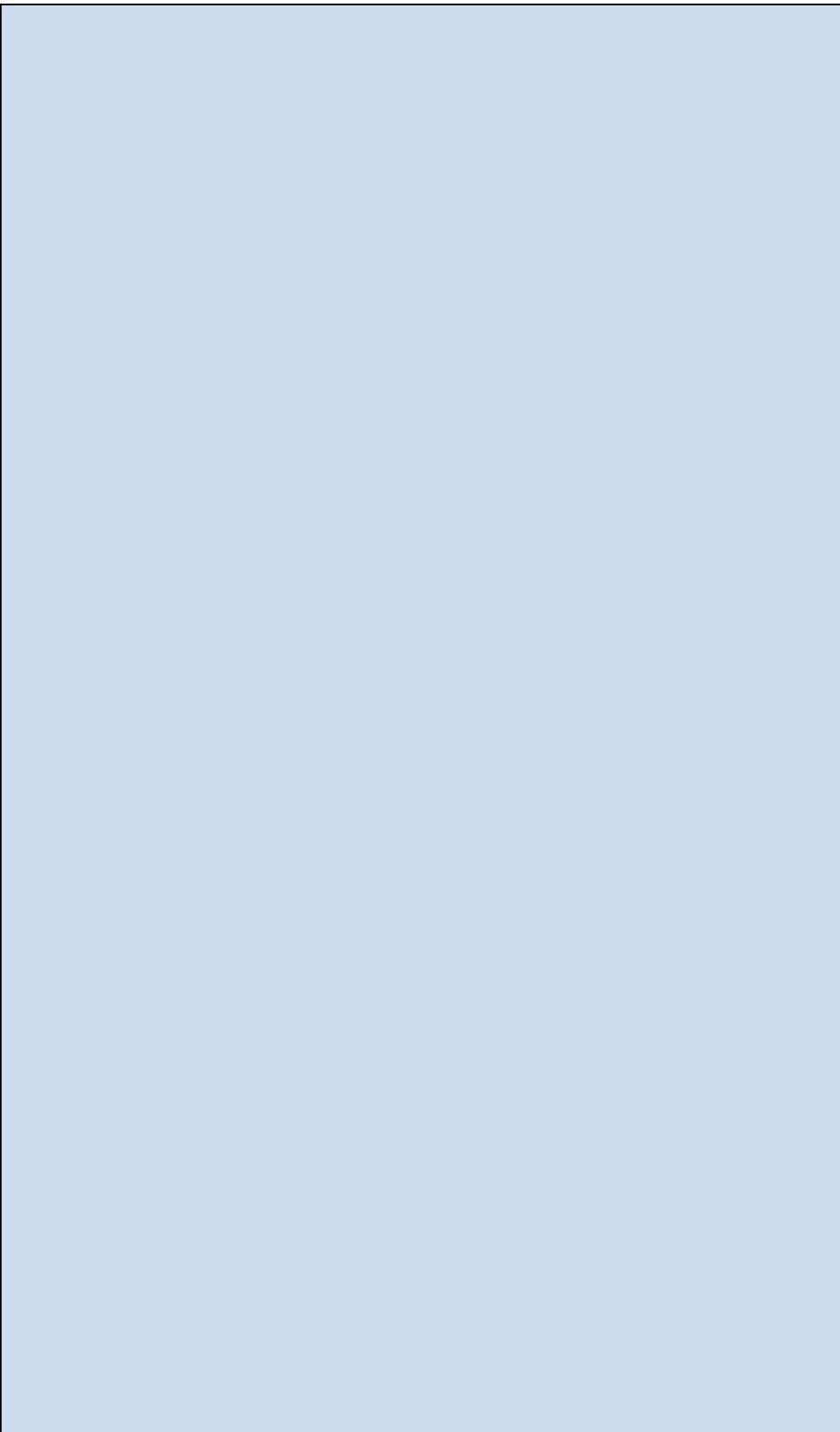
Procedural: (e.g.)

- Improved business procedures
- Improved personnel procedures (unrelated to AcqDemo features)
- Other (Describe):



Other

- Any other category not described above



	Spreadsheet, CMS, PAT) are effective.							
	<i>Optional Narrative Feedback:</i>							
7	I am optimistic regarding the impact of AcqDemo on the mission of my organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Optional Narrative Feedback:</i>							
8	I know what resources are available to me from the PMO (website, software, policy guidance, pay pool advisories, training, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Optional Narrative Feedback:</i>							
9	<i>I offer the additional feedback about the AcqDemo conversion experience:</i>							