

Joint Acquisition / Human Resources Summit
13 May 2016 Meeting Minutes
Hirsch Center, DAU Campus, Ft. Belvoir, VA

Purpose:

The objectives of the Joint Summit:

- **AT&L and P&R can assist Components with recruiting, hiring, and sustaining the acquisition workforce**
- **Increase knowledge sharing between the Acquisition and HR communities**
- **Improve mutual awareness of hiring challenges**
- **Better understanding of the problems**
- **Collaborate on solutions – Develop an action plan**

Agenda Topics:

- Welcome / Opening Remarks
- 31 July 2015 Joint Summit Action Items and Review
- HR Overview Servicing Structures (4th Estate, DON, USAF, and Army)
- Force of the Future Updates
- FY16 NDAA Update / Implementation Status
- Expedited Hiring Authority (EHA) Implementation Status
- Science and Technology Reinvention Laboratories (STRL) Hiring and Personnel Perspective
- Acquisition Workforce Hiring Cell Pilot
- Naval Acquisition Career Center (NACC) Recent Graduate Centralized Program – Best Practices
- Campus Recruiting – Best Practices – STAR Program
- DoD Acquisition Workforce Strategic Plan Update
- Roll Out of New Beginnings Performance Management
- Acquisition Workforce Personnel Demonstration Project (AcqDemo) Update

Introductions:

- Mr. Max Wyche (Director, HR Strategic Programs and Advisory Services, OUSD (P&R)) and Ms. René Thomas-Rizzo (Director, OUSD (AT&L), Human Capital Initiatives) welcomed the Acquisition and Human Resources Community to the second Joint Summit.
 - Ms. Thomas-Rizzo reviewed the objectives of the Summit and highlighted some major accomplishments since last year's Joint Summit including:
 - Improved Expedited Hiring Authority (EHA) Implementation Guidance
 - Expanded leverage of DoD Recruiting Consortium
 - IPTs established (3 R's and development of ACQ 101 for HR personnel)
 - FY16 Implementation Guidance

- Force of the Future – development of initiatives
- Increased engagement with the Hill – Congressional Support and new authorities

Admin Remarks / 2015 Summit Action Item Review – Jonathan Perez and Stephanie Buxton, DCPAS / Cathy Dunleavy, HCI:

Reference the Action Item section of the document for further details on pages 7-8.

HR Overview:

- The three Services and 4th Estate gave briefs on their current operations and advised lessons learned and best practices. This overview provided each of the Services an opportunity to discuss their respective human resource services structure and compare and contrast methods to provide organizational HR services, identifying best practices where applicable. While all had different structures, many of the services identified the same issues and key takeaways with regards to HR service consolidation, hiring processes and resource issues. These details can be found in the briefs that have been uploaded to the HCI webpage for public consumption. (Note: 4th Estate and DON's briefs contained proprietary info and therefore are not on the website.)

Force of the Future Update – Mr. Max Wyche

- SECDEF Carter initiated the Force of the Future initiative in March / April 2015 to improve military and civilian hiring and recruiting practices, and he approved several civilian proposals on 18NOV15. These initiatives included many for the internship programs. The Department is currently assessing funding for these initiatives. Implementation plans were created back in DEC15, but are stagnant due to funding constraints. Traunches #3 and #4 are on the horizon. The highest priority on the civilian workforce list is getting back on college campuses to recruit and make on-the-spot offers. Upon SECDEF approval, DoD will move forward with these additional initiatives.

NDA FY16 – Garry Shafovaloff, Danny Henderson, and Charles Sumpter

- Garry Shafovaloff and Charles Sumpter provided updates on the 800 Series (Acquisition Focus). Main items of interest include Sections 826 and 827, which revised guidance on Program Manager Tenure and waiver authority for Major Defense Acquisition Programs (MDAPs). Section 841, Congress removed the sunset on the Defense Acquisition Workforce Development Fund (DAWDF) making it a permanent fund at the \$500M level annually. This now allows for better component planning. Sec. 841 also removed the sunset for EHA, making it permanent. It also expanded access to expired funds to resource the DAWDF.
- Dan Henderson covered elements of the 1100 Series (Personnel). Main highlights include changes in the periodic step increases, probationary periods, temporary exchanges for

financial management and acquisition personnel, and enhanced pay authorities for AWF positions.

EHA Implementation Status - Edie Olsen / Suky Blair (DCPAS)

- The FY16 NDAA extends EHA indefinitely, and will be included in the next update of guidance. A joint AT&L / P&R memo was issued in December 2015 to provide improved guidance intended to increase use. That memo extended authority through 2017.
- Also discussed the STEM component that was added to the Presidential Fellowship Program. The main takeaway was that since hiring is distributed and not centralized, communication to all of the hiring managers is difficult. A hiring guide for recruiters that has the information and provides confidence to do on-the-spot hiring would be helpful.
- Discussion identifying the fact that the “offer-to-onboard” process is sometimes difficult due to security clearance issues timelines.
- There was a lot of discussion on how we better communicate EHA implementation guidance to the HR Centers and hiring managers.

STRL – Michelle Williams (Air Force Research Laboratories AFRL)

- Science and Tech Reinvention Lab (STRL) has the ability to waive Title 5 which enables them to write their own rules without going through OPM; currently no sunset date. They are trying push as many authorities down to the line manager level. The FY16 NDAA (1109) increased Direct Hire (HR) allocations for candidates w/ bachelor degrees and veteran technicians.
- The Lab Quality Enhancement Program Personnel Subpanel has helped the labs survive, as they meet quarterly with all demonstration project managers and work on FRNs, policies, address issues, etc.

ARMY AWF Hiring Cell Pilot – Jack Kendall

- Army AWF hiring challenges are based on the interpretation of hiring authorities. As a result of the last Joint Summit, a pilot was developed to focus on centralized hiring, and will begin in JUN16. The hiring pilot will last 18 months and will take 30-90 days to be fully implemented. Army will report out success of this pilot at the next Summit.

Naval Acquisition Career Center (NAAC) – Hugh Smith

- The Naval Acquisition Development Program (NADP) is the largest centrally developed hiring program in DoD, with its graduates achieving Level II DAWIA certification in their specified career field.
- Best Practices noted:
 - Use of interim security clearances for onboarding personnel, a process that takes about 5-10 days vice the 6-18 month timeline for a full security clearance.

- Use of USAHIRE’s assessments in a limited capacity to reduce the huge funnel of applicants.
- Centralized hiring process using one HR Service Center for all hires.

Campus recruiting – STAR Program – Best Practices – Karen Hannah, DCPAS

- Major recruiting initiatives include;
 - UTSA Career Fair
 - Hiring Heroes Career Fair
 - STAR Program
 - Boren Scholars Program
- The STAR program allows for students (hired as interns through the Pathways program) to work in career services offices on campus and act as student ambassadors for the program.

Acquisition Workforce Strategic Plan (AWSP) – Cathy Dunleavy

The AWSP plan is organized into six sections: Message from USD(AT&L), Introduction, Background, Management Framework, State of the Workforce, Looking Forward - which includes the four goals below:

- Make the Department of Defense an Employer of Choice
- Shape the Acquisition Workforce to achieve current and future Acquisition requirements
- Improve the quality and professionalism of the Acquisition Workforce
- Continuously Improve Workforce policies, programs and processes

The staff has been adjudicating comments from the services and the goal is to have the AWSP signed out by the end of the summer.

NEW Beginnings Performance Management Implementation – Mike Beaupre

- Phase 1 Implementation launched 01APR16 and portions of WHS, DLA, Navy and DFAS will join New Beginnings. There is a challenge regarding transition if organizations are looking at AcqDemo. Instead of New Beginnings, multiple migrations and several systems within one organization is discouraged.
- Best practices with the labor unions, early notifications and actively engaging of collective bargaining agreements is most desirable.
- Now that AcqDemo has been extended through 2020, New Beginnings is receiving calls from organizations who want to examine and consider AcqDemo. It should be verified that there is no duplication for those looking to implement New Beginnings and AcqDemo.

AcqDemo – Darryl Burgan, AcqDemo Program Manager

- The AcqDemo expansion, modification, and permanency are HCI’s top priorities. The AcqDemo Program Office has sponsored an FY17 legislative proposal requesting an

extension to FY22. Our current population of over 20K employees is expected to grow to over 34K by end of this year. With the New Beginnings conversions scheduled, the Program Office needs to work closely with DCPAS to avoid duplicative conversion efforts if the organization plans to convert to AcqDemo. AcqDemo advises interns to reach full potential prior to entering AcqDemo, to allow pay adjustments in accordance with their developmental plan (versus STET adjustments). There is an FRN with several new flexibilities, authorities, and improvements out for formal coordination.

ACTION ITEMS:

Joint Acquisition / Human Resources Summit Ft. Belvoir, DAU Hirsch Conference Center, Friday, 13 May, 2016 ACTION ITEMS (AI) as of 13 May 2016						
	Action Item (AI)	AI Lead	AI Partner	Description	Suspense	Status
1	Communication of Expedited Hiring Authority (EHA) guidance	DCPAS & Comp HR	HCI	Need to better communicate EHA implementation guidance to the HR Centers and hiring managers by ensuring the information is easily available and distributed to all actively recruiting.	TBD	
2	Science and Technology Reinvention Laboratory (STRL) Usage Implementation Data	AFRL	DCPAS	Collect and provide data on use of the Direct Hiring Authorities to HCI.	TBD	
3	Federal Register Notice (FRN) Process	HCI	DCPAS	Determine what authorities are required to publish a FRN and what ones could be implemented by a memo.	TBD	
4	Tracking and Data collection of all hiring authorities used	DCPAS		When using different hiring authorities, often times a primary as well as additional authorities are utilized. As data is collected down the road, it is difficult to ascertain the hiring authorities utilized by different organizations as only the primary is recorded. How do we change the way data is pulled to ensure that organizations are receiving credit for all authorities that are actually being used?	TBD	
5	New panel member for Lab Quality Enhancement Program (LQEP) Personnel Subpanel	HCI		HCI provide Michelle Williams a POC to participate in the Lab Personnel Subpanel.	June 2016	

2015 Joint Summit Action Items

	RED Needs attention					
	AMBER On track					
	GREEN Done to be briefed (TBB)					
	BLUE Cancelled					
	Action Item (AI)	AI Lead	AI Partner	Description	Suspense	Status
2	USAHIRE	DCPAS / Danny Henderson	HCI / DACMS	Consider having an Acquisition customized USAHIRE for the DoD Acquisition Workforce and HR, focusing on business acumen. Consider add 0201 (confirm, HR), 1102 (AWF specific) series and 0346 (AWF) entry-level to the "USA Hire" entry-level list. *AIs 2, 19, and 20 are grouped by functionality.	Ongoing	Under development
19	Agency-Specific Qualification Standards	Mark Deskins	Danny Henderson	Provide and update on Acquisition and HR communities efforts to collaborate on methods to professionalize the workforce by requiring positive degree requirements. Acquisition community will pursue an "Agency Specific Qualification Standard" to address the requirement for positive degree requirements. The Acquisition community will also compile a list of desired degree types and fields of study. Acquisition will reach out to the DCPAS community for recommendations on methods and data to support a business case for a positive degree requirement. Options include: creating a new job series, pursue legislation, ensuring OPM and DAWIA match). *AIs 2, 19, and 20 are grouped by functionality.	Ongoing	Standards to professionalize the workforce being worked at a higher level to better understand the scope of the standards
20	ACQ101 is being developed to ensure HR recruiters have access to this product and utilize in a meaningful way;	Mark Deskins	Jonathan Perez	Acquisition Community to provide information on talent management processes to expand knowledge of Acquisition-specific requirements and establish learning modules on DAWIA hiring needs. DACM offices to encourage relationship building among HR professionals and DACMS. Would also like HR "operators" to understand the Acquisition Workforce. *AIs 2, 19, and 20 are grouped by functionality.	Ongoing	Currently being developed to ensure HR recruiters have access to this product and utilize in a meaningful way;
21	Rotational Assignments	HCI / DACMS	Cathy Dunleavy	To professionalize the Acquisition and HR communities, consider rotational assignments from HR commands to DACM offices (leveraging DAWDF for TDY funding).	Ongoing	HR proposal has been drafted;
5	Market HQE	Cathy Dunleavy	Greg Price	Hiring managers have the impression that hiring HQEs is too difficult. Identify strategies to address this misconception, also consider relooking the level of expertise required. Facilitate conversations regarding the use of HQEs. Note: 8 Apr-Ensure HQE training is included in ACQ 101 for HR.	Ongoing	Market HQE and develop training products to Components, as there appears to be a lack of knowledge on how to execute HQEs;
7	The OPM Pathway Toolkit	Danny Henderson		Provide a draft version of the OPM Pathway toolkit to be released in September 2015.	Ongoing	The OPM Pathway Toolkit has been developed as of 06 APR 16 and awaiting OPM approval and release

	Action Item (AI)	AI Lead	AI Partner	Description	Suspense	Status
8	Science, Mathematics and Research for Transformation (SMART) Program	Christine Deckard DCPAS		Provide clarification on hiring implementation of the SMART program.	Ongoing	Working on clarity for implementation by having resource materials drafted and currently awaiting senior leader buy-in. This information should be disseminated by late summer 2016. The perception is that the SMART program, while being leveraged, users are not knowledgeable of the program and allocations are not being used
12,14, 16, 18	The 3 R's (Recruitment, Relocation and Retention Incentives)	Pam Jamieson	Eric Clayton	Communicate existing policy and guidance for incentives across the workforce. *AIs 12, 13, 14, 16, and 18 are grouped by functionality.	Ongoing	Held one meeting and representatives from each of the Services serve on the IPT
23	The expansion of 0301 Series	HR Components and DACMs	SHCPD - DCPAS	Provide an update to consideration of allocating other than HR professionals working with the functional community strategic workforce plan to help bridge the gap between both communities. UPDATE- 8 Apr 16: Due to political climate, more preparation work is needed at the OSD level: pending that action item is closed at this level.		Integrated into Strategic planning process to classify 0301 series more precisely. Based on what occupations actually do is not attainable at a Summit level;
17	Migration Data	Dr. Deb Peeler	Garry Shafovaloff	Action complete, but next steps may include analysis and follow on actions	Complete/Could continue w/ analysis	The migration data of employees leaving and returning to DoD in the Acquisition Workforce was completed. It needs to be decided what to do with this info. Action complete, but next steps may include analysis and follow on actions.
11	The Army Acquisition Academy Onboarding Strategy Program	Diane Murtha	Cathy Dunleavy	Leverage on-boarding strategy and implementation of the PEO STRI (Florida) Acquisition Academy.	Complete	This was stood down due to policy changes; however Army's white paper should be considered for review to obtain best practices;
15	Regional Salary Survey	DACMs	Eric Clayton	Survey regional salaries (leverage Department of Labor products/publications) to determine DoD competitiveness to recruit top talent. Navy has an annual salary subscription to accomplish this goal.	Completed	Cancelled as it should have not been on the list. The regional salaries paid in the area are available from DCPAS.