



DoD Civilian Acquisition Workforce Personnel Demonstration Project (AcqDemo)

Site Historian Training

**Presented by AcqDemo Program Office
Spring 2012**

- 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

- OPM 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."

- 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 July 2011 to 31 Dec 2011, report is due on 15 March 12
- Time period: 1 Jan 2012 to 30 Jun 2012, report is due 31 July 2012
- Time period 1 July 2012 to 31 Dec 2012, report is due 31 Jan 2013

- **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 your event – choose one of the following categories: Environmental, Mission, Procedural, or Other)

- 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

Instructions for Site Historian Form

1. Fill out a Site Historian Form for each event and select one of four (4) available categories described below
2. In "Site Historian Identification" section:
 - a. Enter your Full Name (e.g. Jane Mary Doe) in "FULL NAME" box
 - b. Enter your Organization and Location (e.g. Missile Defense Agency (MDA), Huntsville, Alabama) in "ORGANIZATION AND LOCATION" box
 - c. Enter the date you are filling out this form in "Today's Date" (e.g. 11/11/2011) in "TODAY'S DATE" box
 - d. Enter your email address (e.g. jane.doe@osd.pentagon.mil) in "EMAIL ADDRESS" box
3. In "Event Description" section:
 - a. Enter an event title in the "EVENT DESCRIPTION" box (optional)
 - b. Select the most appropriate event category from the four listed below
 - a. Environmental:
 - i. Local labor market changes
 - ii. Organization restructuring
 - iii. Changes in leadership
 - iv. Requests for reports/studies
 - v. Installation awards
 - vi. Other
 - b. Mission:
 - i. Addition/deletion of programs
 - ii. Program oversight
 - iii. New objectives
 - iv. Changes in focus
 - v. Other
 - c. Procedural:
 - i. Execution of mission
 - ii. Improved recruitment procedures
 - iii. Alternative work schedules
 - iv. Enhancements leading to employee satisfaction
 - v. Other
 - d. Other
 - i. Any other category not described above

Then use the related box from the four following pages to enter the sub-category heading and your event description. Make sure to include the date the event occurred and any names/titles of relevant parties if applicable

**This is a snapshot
of the
Site Historian Form's
Instructions page**

Site Historian Log

1. SITE HISTORIAN IDENTIFICATION

Full Name	<input type="text"/>
Organization and Location	<input type="text"/>
Today's Date	<input type="text"/>
Email Address	<input type="text"/>

2. EVENT DESCRIPTION

Enter a brief description of your event 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:

- Local labor market changes
- Organization restructuring
- Changes in leadership
- Requests for reports/studies
- Installation awards
- Other

Mission :

- Addition/deletion of programs
- Program oversight
- New objectives
- Changes in focus
- Other

Procedural:

- Execution of mission
- Improved recruitment procedures
- Alternative work schedules
- Enhancements leading to employee satisfaction
- Other

Other

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This is a snapshot of the Site Historian Form's Content pages

- 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@dau.mil
- Email Ms. Patricia Lindsey if you have any questions