



**MANAGING THE CIVILIAN PERFORMANCE
PROGRAM**

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The OPR for this supplement is 21 MSS/DPCE (Siobhan P. Berry). This supplement implements and extends the guidance of Air Force Instruction 36-1001, *Managing the Civilian Performance Program, 1 July 1999*. This supplement describes 21 SW procedures for use in conjunction with the basic AFI. This supplement applies to all civilian personnel serviced by the Civilian Personnel Flight (DPC), 21st Mission Support Squadron (21 MSS), Peterson AFB CO, unless otherwise specified in a negotiated Labor-Management agreement. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule*.

1.2.3.3.1. (Added) **21 SW IMT 860C, Worksheet for Mid-Term and Initial 90-Day Performance Progress Reviews** : Paragraph 1.8.

1.8.2.1. (Added) Supervisors must be familiar with and apply the requirements in the Memorandum of Agreement pertaining to the performance management of Peterson Complex bargaining unit employees. The negotiated feedback IMT, 21 SW IMT 860C, will be used to document the initial and mid-term performance feedback of all Peterson Complex bargaining unit employees. Supervisors will conduct and document feedback upon completion of the first 90 days of Air Force employment and approximately midway through each subsequent appraisal period.

2.7.4.3.1. (Added) Typically, supervisors have the authority to approve time-off awards of no more than 1 working day without review and approval of a higher official; however, in the case of time-off awards in connection with the AF Form 860A, the awards approving official must approve all time-off awards regardless of the duration.

2.7.4.4.1. (Added) Justifications for performance awards are required to nominate an employee for an award and will address the employee's accomplishments in relation to their performance elements and standards. Consideration of the employee's impact to overall mission accomplishment may provide further distinguishing factors for distribution of awards. The nine appraisal factors describe the employee's manner of performance, assess work behaviors that can be observed in the context of the employee's current position, and are predictive of performance at the next higher grade level. They are not linked to the

overall performance rating or justification for award. While organizations are not prohibited from establishing additional criteria for granting awards, the establishment of specific quantitative or standardized award distribution schemes is discouraged, as doing so may inadvertently prevent otherwise deserving employees from receiving appropriate awards. Organizations desiring to establish award distribution schemes must consult with their servicing Employee Relations Specialist in the Civilian Personnel Flight (CPF) prior to implementation. Proposed award distribution schemes affecting bargaining unit employees must also be coordinated with the exclusive representative, through the Labor Relations Officer, prior to implementation.

2.7.6.1. (Added) Rating and reviewing officials are normally the first and second level supervisors, respectively. Where the rating official is a wing commander or tenant commander, the commander is the rating, reviewing, and awards approving official for all employees reporting directly to them. At the headquarters level, in directorates headed by a general officer or equivalent, the director serves as the rating, reviewing, and awards approving official for employees reporting to them. In directorates headed by an O-6 or equivalent, the director will serve as the rating, reviewing, and awards approving official for secretaries and administrative support personnel reporting them. AFSPC/DS will serve as the reviewing and awards approving official for civilian division chiefs and civilian deputies reporting to O-6 directors.

2.7.7.1. (Added) Annually, the CPF will ask commanders to appoint a Quality Control Monitor (QCM) for their organization. The CPF will provide performance management training to the appointed QCM, and the QCM will serve as a liaison between the CPF and supervisors/managers/employees within their organization. Additionally, the QCM will be responsible for (1) implementing the quality control review process for performance plans and appraisals in their organization, (2) ensuring supervisors are aware of the civilian performance management program requirements so the program operates properly in their organization, (3) ensuring supervisors are aware of the established time frames for certifying performance plans, accomplishing performance feedback documentation, completing and reviewing appraisals to ensure they are signed by the appropriate rating official, reviewing official, and awards approving official, and (4) providing copies of completed civilian performance appraisals to the CPF within established time frames.

2.8.4.1. (Added) A QSI will *normally* be effective the beginning of the first full pay period after the QSI is approved by the awards approving official. However, if the employee does not have at least an "Acceptable" rating of record, the QSI will be effective the first full pay period following the effective date of the rating of record. QCMs will inform the CPF in advance of any current or pending personnel actions when a QSI is approved, i.e., temporary promotions, promotions, change to lower grades, within grade increases, etc. This will assist the CPF in processing the personnel actions in the order that will give the greater advantage to the recipient. Retroactive corrections to awards will not be processed more than 60 days after the award is effective unless required by law or regulation, as part of a bona fide settlement of a formal proceeding, or when an award was incorrectly processed.

4.4.1. (Added) The mandatory supervisory training requirements, identified in AFI 36-401, *Employee Training and Development*, Attachment 4, should be completed during the supervisory/managerial probationary period. Completion of the required training is not required to satisfactorily complete the probationary period since the availability of training/funding may not be within the employee's control. However, early or final certification of successful probationary period completion is discouraged if the employee has not completed the required supervisory training and it was available prior to the completion of their probationary period.

8.2.1.1. (Added) The Employee Performance File (EPF) is maintained with the AF Form 971, Supervisor's Employee Brief, in the Supervisor's Employee Work Folder (971 file).

8.4.1.1. (Added) When an employee moves within the Peterson Complex, the losing supervisor is responsible for forwarding the employee's 971 file, including the EPF, directly to the gaining supervisor. When an employee leaves the federal service or moves outside the Peterson Complex, the losing supervisor is responsible for forwarding the EPF to the CPF when the employee departs.

8.5.1. (Added) The CPF is responsible for forwarding the EPF to the Air Force Personnel Center for inclusion in the employee's Official Personnel Folder (OPF) and subsequent transmittal to the appropriate Air Force activity, federal agency, or the National Personnel Records Center.

8.6. IMT Prescribed. 21 SW IMT 860C, Worksheet for Mid-Term and Initial 90-Day Performance Progress Reviews.

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Terms***

Awards Approving Official—NORAD/USNORTHCOM directors, AFSPC directors, wing commanders, tenant unit commanders, or designated appointees.

Peterson Complex Bargaining Unit Employees—Includes all non-supervisory General Schedule (GS) firefighters, all Wage Leaders (WL), and all Wage Grade (WG) employees serviced by 21 MSS/DPC.

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