



*Personnel*

**CIVILIAN PERFORMANCE PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFPD 36-10, *Civilian Performance Management*, and establishes policy and procedures for processing civilian mid-term reviews at Elmendorf AFB. These procedures apply to all supervisors and managers who manage civilian employees. This instruction is used in conjunction with AFI 36-1001, *Managing the Civilian Performance Management Program*, and Memorandum of Agreement between the Commander, 3rd Wing, Elmendorf AFB, and Local 1101, and AFGE. This publication does not apply to the US Air Force Reserve or Air National Guard units and members.

**1. Responsibilities:**

**1.1. The 3 MSS/DPCW:**

1.1.1. Ensure supervisors and managers are properly notified of requirements for completing Mid-Term Review Worksheet.

1.1.2. Advise supervisors and managers on the quality and technical adequacy of their written reviews.

1.1.3. Advise supervisors on all actions related to changes caused by requirements of AFI 36-1001, and coordinate on all unacceptable performance ratings resulting from the mid-term reviews.

**1.2. Supervisors and Managers:**

1.2.1. Supervisors must provide the employee at least one annual progress review (normally at mid-point of the appraisal period) of his/her performance against the elements in their core document or performance plan.

1.2.2. The 3 WG Form 37, *Civilian Mid-Term Review Worksheet*, one copy will be used to document this review. The form may be filled out prior to and/or during the review with the employee. **Use of this form is mandatory.**

1.2.3. Supervisors should make employees aware the progress review is meant to provide feedback on performance that may impact the rating of record at the end of the appraisal period.

1.2.4. Supervisors will provide a copy of the feedback form to the employee. The original is retained by the rating official in the employee performance file (EPF).

1.2.5. Annotate progress on each performance element by placing an "X" somewhere along the line to indicate progress on performance.

1.2.6. Complete comment sections on both sides of review form. **Comments are mandatory and each standard must be addressed.**

1.2.7. Complete the reverse side of form addressing each appraisal factor by circling the appropriate number that indicates progress on that element.

1.2.8. Assign no rating and write "Not Assigned" beside the performance element number if an element was not performed during the review period.

1.2.9. Annotate "Employee Refused to Sign" on the employee signature line, then sign and date as rater in circumstances where employees refuse to sign the review.

**2. Forms Prescribed:** 3rd Wing Form 37, *Civilian Mid-Term Review Worksheet*.

DOUGLAS M. FRASER, Colonel, USAF  
Commander