



Personnel

**CIVILIAN PERFORMANCE AND
RECOGNITION**

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SUMMARY OF REVISIONS

This policy directive has been revised to delete the measurement and metrics and update the reference information. It implements and complies with DoD 1400.25-M, Subchapters 430, Performance Management (The DoD Performance Appraisal System), and 451, Awards. A bar (|) indicates revision from the previous edition.

- 1.** The Air Force depends upon a large civilian work force to accomplish its various missions. Managing this work force requires an effective system for use in promotion consideration, award nominations, etc., that helps plan, monitor, develop, evaluate, and reward individual and organizational performance.
- 2.** The Air Force's performance appraisal system is based on objective measurements of performance against individual and organizational goals, establishment of accountability in meeting those goals, and evaluation of individual and organizational accomplishments.
- 3.** The Air Force endorses incentive awards to recognize employee or organizational contributions that result in benefits or savings to the government.
- 4.** This directive establishes the following responsibilities and authorities:
 - 4.1.** The Assistant Secretary of the Air Force for Manpower, Reserve Affairs, Installations and Environment (SAF/MI) is responsible for civilian performance and recognition policy matters as described in Air Force Directive 90-1, *Policy Formulation*. SAF/MI approval is required before this document is changed, reissued, or rescinded.
 - 4.2.** The Deputy Chief of Staff for Personnel (HQ USAF/DP) develops, coordinates, and executes personnel policy and approves essential procedural guidance for the management of the Civilian Performance and Recognition Programs.

5. The Air Force civilian performance and recognition programs apply to all General Schedule (GS) and Federal Wage System (FWS) employees serving under appointments such as career, career-conditional, and temporary. This includes senior-level, scientific, and professional employees paid under Title 5, United States Code, Chapter 53, Section 5376, as well as Air Reserve technicians.
6. See [attachment 1](#) for implementing and interrelated publications.

F. WHITTEN PETERS
Secretary of the Air Force

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

Title 5, United States Code, Chapter 43, *Performance Appraisal*, Chapter 45, *Incentive Awards*, and Chapter 53, *Pay Rates and Systems (General)*, current edition

Title 5, Code of Federal Regulations, Part 430, *Performance Management*, Part 432, *Performance Based Reduction in Grade and Removal Actions*, and Part 451, *Awards*, current edition

DoD Directive 1400.5, *DoD Policy for Civilian Personnel*, current edition

DoD Directive 1400.16, *Inter-departmental Civilian Personnel Administration Support*, current edition

DoD Directive 1400.25-M, *DoD Civilian Personnel Manual System*, current edition

AFI 36-112, *Quality Assessments for Civilian Personnel*

AFMAN 36-203, *Staffing Civilian Positions*

AFI 36-810, *Substance Abuse Prevention and Control*

AFI 36-1001, *Managing the Civilian Performance Program*

AFPAM 36-1003, *Civilian Appraisal Impact on Mission Accomplishment Statements*

AFI 36-1004, *Managing the Civilian Recognition Program*

AFPD 90-1, *Policy Formulation*