



78th Air Base Wing



78TH AIR BASE WING



Performance Management Programs

*Newcomers Orientation Program
78 FSS/FSMC
Civilian Personnel Office
Bldg 255, 1ST Floor
478-222-0601*



Competitive and Non-Competitive Actions



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□ Competitive

- Promotions
(Movement to a position with a higher earning potential than the current position)
- Temporary Promotions exceeding a cumulative total of 1 year within any consecutive 24-month period
- **Non-Competitive**
 - *Reassignments*
 - *Re-Promotions*
 - *Change in position having no greater earning potential than current*
 - *Accretion of Duties/Impact of Person on the Job*
 - *RIF placement*
 - Maximum Broadband Level Promotions
 - Temporary Promotions NOT exceeding a cumulative total of 1 year within any consecutive 24-month period
 - Candidates with priority consideration
 - Addition of supervisory duties in same broadband level



DPMAP

New Beginnings



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□ Directives

- **Master Labor Agreement (MLA), 31 May 2017**
- **DoDI 1400.25, Volume 431_AFI 36-1002, DPMAP**

- ### **□ Applicable to Appropriate Fund Civilian Employees (i.e. GS, FWS, GL, AD) EXCEPT those excluded under applicable laws or covered by other systems (e.g., DCIPS, AcqDemo, LabDemo, SES).**



Key Performance Management



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- **Appraisal Cycle: 1 Apr – 31 Mar**
- **Minimum of Three Performance Discussions Required (but more recommended)**
 - Planning Phase – Initial Performance Plan Meeting (within 30 Calendar Days)
 - Monitoring Phase – Progress Review that can be initiated by the supervisor or employee anytime during appraisal cycle.
 - Evaluating Phase (Final Discussion) – Requires the supervisors to rate employee performance against the elements and standards/expectations in the employee's performance plan.



How You Are Rated



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- **Rated on the basis of performance elements also known as Major Duties (found on Core Document/ Position Description)**
- **Documented on DD Form 2906**
- **Performance elements are critical and align with organizational goals.**
- **Three – Level Rating Pattern**
 - **Unacceptable = 1**
 - **Fully Successful = 3**
 - **Outstanding = 5**



Core Document



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AIR FORCE STANDARD CORE PERSONNEL DOCUMENT (SCPD)

ORGANIZATION:		SCPD NUMBER:	9G585
SUPV LEVEL CODE:	8	COMP LEVEL CODE:	76ZA
TARGET GRADE:	12	FLSA:	
DRUG TEST:	See Notes to Users	CAREER FIELD ID:	U
SENSITIVITY:		CENTRALLY MANAGED TYPE:	2
EMERGENCY ESS:		BUS:	8888
KEY POSITION:		POSITION HIST:	

CLASSIFICATION: Human Resources Specialist (Employee Relations), GS-0201-12
DUTY TITLE:

ORG & FUNC CODE: PAY Civilian Personnel

PPP Option Code:	EMC	Employee Relations
PPP Option Code:	LBR	Labor Relations

DEVELOPED AND CLASSIFIED BY THE AIR FORCE SCPD LIBRARY, 12/04/02

CLASSIFICATION CERTIFICATION: SCPD adequately and accurately reflects the local work situation to meet classification, staffing, and performance management purposes.

JulieSmith _____ 16 June 2006 _____
 CLASSIFIER'S SIGNATURE DATE

SUPERVISOR'S CERTIFICATION: I certify that this SCPD is an accurate statement of the major duties, knowledges, skills, and abilities, responsibilities, physical and performance requirements of this position and its organizational relationships. The position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Tyle Marshall _____ 1 June 2016 _____
 SUPERVISOR'S SIGNATURE DATE

PERFORMANCE PLAN CERTIFICATION:

Rater/Supv.				
Date				
Reviewer				
Date				
Employee*				
Date				

*Signature acknowledges receipt. It does not indicate agreement/disagreement.



Core Document



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PURPOSE OF POSITION AND ORGANIZATIONAL LOCATION:

The primary purpose of this position is: To serve as a senior Human Resources (HR) Specialist in Employee Relations with responsibility for planning, developing, and carrying out the full range of employee relations and management advisory services for assigned organizations typified by complex organizational structures and dynamic, professional and/or scientific missions.

The organizational location of this position is:

ORGANIZATIONAL GOALS OR OBJECTIVES:

The organizational goals or objectives of this position are:

DUTY 1:

% Critical

Provides employee relations assistance to managers for assigned organizations of a complex nature. Serves as a senior specialist resolving very difficult employee relations issues in support of a wide variety of organizations with varying missions. For example, the assignment may include professional, administrative, research, and SES positions in a large, multi-mission environment and a broad spectrum of expertise to provide consultation, guidance, and assistance to senior management officials, supervisors, and employees. In addition, positions may be high graded, emerging or in a rapidly changing technological field, and/or higher headquarters positions. Advises senior management on a wide range of difficult and complex conduct and performance issues encompassing all areas of concern (leave and absences, hours of work, honorary and incentive awards, supervisory records, code of ethics, Office of Workers' Compensation (OWCP), drug and alcohol abuse, unemployment compensation, grievances/complaints/appeals, disciplinary and adverse actions, and physically restricted employees, etc.). Advises senior management officials and supervisors on the Performance Management Program, giving specific directions as needed on procedural and regulatory requirements for annual appraisal programs, developing/modifying/issuing performance plans, preparing performance improvement plans, and initiating performance-based actions. Develops and assists managers in implementing novel or innovative approaches to complex issues which are difficult to resolve or present sensitive problems. Informs employees regarding their entitlements and obligations; for example, advises employees facing adverse action for unacceptable performance about their entitlements to use grievance/complaint/appeal procedures. Serves as a technical advisor and representative for management/legal staff before third parties in quasi-judicial boards and commissions. Interprets laws, regulations, rules, and local policies for management and uses computer based programs or other means available to conduct more extensive research to resolve complex, controversial problems. Applies seasoned judgment and past practice or experience in developing new approaches where precedents are unavailable. Interprets the negotiated contract for management and employees as requested. Prepares and/or assists senior management in responding to both administrative and union grievances and ensures responses are in compliance with regulations/union contract and are legally sufficient. Performs other duties such as assisting with arbitrations, mediations, contract negotiations, and Unfair Labor Practices, and prepares and presents management's case to protect the government's interest, when necessary.

STANDARDS:

- A. With few exceptions, provides advisory services to senior management and employees that are technically correct and legally sound.
- B. Typically maintains harmonious and professional relationships with managers, employees, and staff activities.
- C. Routinely provides timely, technically accurate, and understandable interpretations of contract provisions and their impacts on policies, regulations, procedures, and existing case law.

KSA: 1, 2, 3, 4, 5, 6



DoD Performance Plan, Progress Review, and Appraisal DD 2906



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DEPARTMENT OF DEFENSE CIVILIAN PERFORMANCE PLAN, PROGRESS REVIEW AND APPRAISAL

EMPLOYEE NAME:
(Last, First, Middle Initial)

DoD ID
NUMBER:

APPRAISAL
YEAR (YYYY):

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. 43, Performance Appraisal; 5 CFR 430.205, Agency Performance Appraisals; 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; and DoDI 1400.25, Volume 431, DoD Civilian Personnel Management System: Performance Management and Appraisal Program; and DoDI 1400.25, Volume 1100, Civilian Human Resources Management Information Technology Portfolio.

PRINCIPAL PURPOSE(S): To document performance elements, associated performance standards, progress review(s) and ratings of record.

ROUTINE USE(S): Applicable Blanket Routine Use(s) are: Law Enforcement Routine Use, Disclosure When Requesting Information Routine Use, Disclosure of Requested Information Routine Use, Congressional Inquiries Routine Use, Disclosure to the Office of Personnel Management Routine Use, Disclosure to the Department of Justice for Litigation Routine Use, Disclosure of Information to the National Archives and Records Administration Routine Use, Disclosure to the Merit Systems Protection Board Routine Use, and Data Breach Remediation Purposes Routine Use. The DoD Blanket Routine Uses set forth at the beginning of the Office of the Secretary of Defense (OSD) compilation of systems of records notices may apply to this system. The complete list of DoD Blanket Routine Uses can be found online at:

<http://dpclid.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx>.

The applicable system of records notice is DPR 34 DoD, Defense Civilian Personnel Data System, located at:

<http://dpclid.defense.gov/Privacy/SORNsIndex/DODwideSORNArticleView/tabid/6797/Article/570697/dpr-34-dod.aspx>.

DISCLOSURE: Voluntary; however, if you are unable or unwilling to complete the administrative portion, your supervisor will complete it to ensure performance review is linked to individual performance, recognition, and awards.

INSTRUCTIONS FOR COMPLETING THE CIVILIAN PERFORMANCE PLAN, PROGRESS REVIEW AND APPRAISAL

Cover Sheet (Page 1): Enter the employee's full name, DoD ID number, and the current appraisal year. *(Completed by employee or Rating Official/Supervisor.)*

PART A - Administrative Data. *(Completed by employee and/or Rating Official/Supervisor.)*

1. Appraisal Period: a. Enter the rating start date of the appraisal cycle. b. Enter the end date of the appraisal cycle. c. Enter the Effective Date of the Rating of Record. NOTE: The DoD Performance Management and Appraisal Program cycle is April 1 - March 31 with effective date June 1. The minimum evaluation period is 90 calendar days.
2. Employee Name: Enter the name of the employee (last, first, middle initial).
3. DoD ID Number: Number found on the back of Common Access Card (NOTE: Do not enter SSN).
4. Position Title and Position Description Number: Enter the official position title and official position description number found in block 15 of SF-50.



DD Form 2906 Cont'd



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SUMMARY LEVEL CHART

Range	Summary Level	Rating of Record	Summary Level Rating Criteria
4.3 - 5.0	Outstanding	5	The summary rating of all element ratings of 4.3 or greater results in a rating of record of "5" - Outstanding, with no element rated "1" - Unacceptable.
3.0 - 4.2	Fully Successful	3	The summary rating of all element ratings of between 4.2 and 3.0 results in a rating of record of "3" - Fully Successful, with no element rated "1" - Unacceptable.
2.9 or lower	Unacceptable	1	Any element rated as "1" - Unacceptable.

When a rating on any element is "1" - Unacceptable, the overall Rating of Record shall be "1" - Unacceptable, regardless of the Summary Rating.



Recognition and Rewards



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- **Continuous Recognition and Rewards are highly recommended. Can Happen throughout the performance year (Remember: Not an Entitlement!)**
 - **Types of Awards for GS & Wage Grade**
 1. **Monetary**
 2. **Non-monetary (i.e. Time-Off Award)**
 3. **Quality Step Increase (QSI) 3% Salary Increase**



Automated Performance Appraisal Tool



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- **Automated Performance Appraisal Tool is Called MyPerformance which is located in MyBiz application.**
 - **Authorized to create, review, and approve performance plans, document modifications, progress reviews, employee input and performance appraisals.**



Additional DPMAP Information



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□ DPMAP training available

- **Instructor Led Training provided by 78 FSS/FSDE**
 - DPMAP-Class**
 - DPMAP SMART Objectives
- **Computer Based Training (CBT) available via Advanced Distributed Learning Service (ADLS)**
 - DoD Performance Management and Appraisal Program (DPMAP) 7 Module**
 - DoD Performance Management and Appraisal Program (DPMAP) 4 Module

****Recommended for initial training**



Acquisition Demonstration Project (AcqDemo)



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□ Directives

- **DoD AcqDemo Operating Procedures**

□ AcqDemo covers GS non-bargaining positions assigned to AFMC organizations

□ The pay plans are NH, NJ and NK with Broadband Level I, II, III and IV

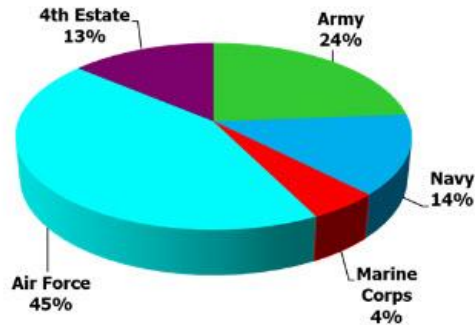


Who We Are

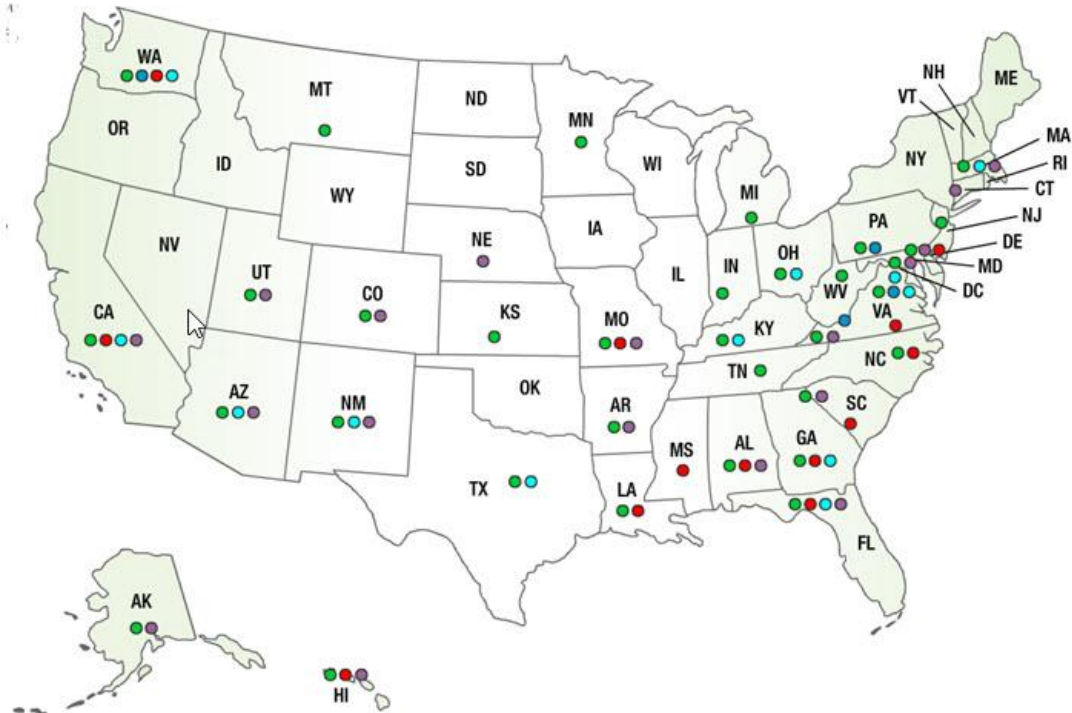
AcqDemo Workforce Demographics



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Component	Population
Army	8,936
Navy	5,248
Marine Corps	1,806
Air Force	17,094
4th Estate	4,871
Total:	37,955



Foreign Population							
Bahrain	Belgium	Egypt	Israel	Japan	Netherlands	Republic of Korea	United Kingdom
●	● ●	●	●	● ● ●	●	●	●



CLASSIFICATION

Broadbands



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BUSINESS AND TECHNICAL MANAGEMENT PROFESSIONAL (NH)

I	II	III	IV
\$18,785 – \$33,629 (GS 1- 4)	\$28,945 – \$68,983 (GS 5 – 11)	\$63,600 – \$98,317 (GS 12 – 13)	\$89,370 -\$136,659 (GS 14 – 15)

TECHNICAL MANAGEMENT SUPPORT (NJ)

I	II	III	IV
\$18,785 – \$33,629 (GS 1- 4)	\$28,945 – \$51,623 (GS 5 – 8)	\$43,857 - \$68,983 (GS 9 – 11)	\$63,600 – \$98,317 (GS 12 – 13)

ADMINISTRATIVE SUPPORT (NK)

I	II	III
\$18,785 – \$33,629 (GS 1- 4)	\$28,945 - \$46,609 (GS 5 – 7)	\$39,707 - \$62,787 (GS 8 – 10)

2018 ACQDEMO
BROADBAND
BASE PAY TABLE
(w/o Locality Pay)



The Benefits For Employees



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- **Tools to better understand contribution expectations**
- **Flexibility of movement within broadband**
- **Expanded temporary promotion and detail opportunities**
- **Enhanced career development opportunities**
- **Contributions exceeding expectations rewarded with greater compensation and/or awards**



The Benefits for Supervisors



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- Local manager authorities to manage the acquisition workforce**
- Tools for attracting and hiring a quality workforce**
- Flexibilities in assignment of duties to meet mission challenges**
- Opportunities for meaningful communication with employees**
- Tools for linking employee contributions to pay**
- Tools for addressing marginal or inadequate contributions and unacceptable quality of performance**



Key Performance Management



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- Appraisal Cycle: 1 Oct – 30 Sep**
- Three Documented Contribution Discussion**
 - Initial Contribution Plan**
 - Mid-Point Review**
 - Final Overall Contribution Score and Individual Factor Scores**



How You Are Rated



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- **Employees are rated on 3 Critical Factors (weighted equally) found on Position Requirement Document (PRD):**
 - 1. Job Achievement and/or Innovation**
 - 2. Communication and/or Teamwork**
 - 3. Mission Support**



Employee Self-Assessment



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- **Opportunity for employees to document their contribution throughout the appraisal cycle**
- **Organizations may choose to make employee self-assessment mandatory**



Position Requirements Document (PRD)



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Position Requirements Document (PRD) Cover Sheet

Position Number: H3R212

Official Classification Title: HUMAN RESOURCES SPECIALIST (EMPLOYEE RELATIONS)

Career Path-Broadband Level: NH-III

Occupational Series: 0201

Duty Title:

Employing Office Location:

Duty Station:

Organization:

Demo Pay Pool:

Supervisor’s Certification: This Position Requirements Document (PRD) is an accurate statement of the major duties, knowledge, skills, and abilities, responsibilities, physical and performance requirements of the position and its organizational relationships, and is a reflection of the actual duties performed by the employee. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Immediate Supervisor: Debra A. Singleton

Title: Force Support Squadron Acting Deputy Director



PRD Cont'd



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III. CCAS FACTORS, DISCRIMINATORS, AND DESCRIPTORS: *(These are standardized and may not be edited.)*

Factor 1. Problem Solving

NH-III

Work is timely, efficient and of acceptable quality. Completed work meets project/program objectives. Flexibility, adaptability, and decisiveness are exercised appropriately.

- Independently defines, directs, or leads highly challenging projects/programs. Identifies and resolves highly complex problems not susceptible to treatment by accepted methods.
- Develops, integrates, and implements solutions to diverse, highly complex problems across multiple areas and disciplines.
- Anticipates problems, develops sound solutions and action plans to ensure program/mission accomplishment.
- Develops plans and techniques to fit new situations to improve overall program and policies. Establishes precedents in application of problem-solving techniques to enhance existing processes.

Factor 2. Teamwork/Cooperation

NH-III

Work is timely, efficient and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately.

- Works with others to accomplish complex projects/programs.
- Applies innovative approaches to resolve unusual/difficult issues significantly impacting important policies or programs. Promotes and maintains environment for cooperation and teamwork.
- Leads and guides others in formulating and executing team plans. Expertise is sought by peers.

Factor 3. Customer Relations

NH-III

Work is timely, efficient and of acceptable quality. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately.



Recognition and Awards



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- Overall Contribution Score (OCS) of 1 to 115. Each employee will have an Expected Contribution Score (ECS) based on his/her salary.**
 - 1. Salary Increase**
 - 2. Cash Award**
 - 3. Both Salary and Cash Award**



Automated Performance Appraisal Tool



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- **CAS2Net is the automated software tool AcqDemo utilized to capture Compensation and Appraisal System (CCAS) related data necessary in the annual appraisal cycle process.**
 - **All documentation (contribution planning, mid-point review, additional feedback, self-assessments, and annual appraisals) are generated from CASNET and may be printed for records**



Additional AcqDemo Information



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□ AcqDemo training available

- <http://acqdemo.hci.mil/training.html>
 - Videos
 - User guides
 - Training guides



Probationary Period for New Hires



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- Two years of permanent federal appointment**
- Character, conduct, and attitude that affect performance is observed**
- Failed probation results in possible reassignment, demotion or separation**
- Employees who fail can be terminated from employment**
 - Have limited appeal rights**
 - Appeal rights dependent upon length of service and type of appointment**



Summary



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- **Two types of Appraisal Programs**
 1. **DPMAP (New Beginnings)**
 2. **AcqDemo Project Contribution**

- **Core Document and Position Requirement Document outlines duties you are expected to perform**

- **Ratings are based on performance Elements for DPMAP and Critical Factors for AcqDemo**



Discussion/Questions



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