

**BY ORDER OF THE COMMANDER
673D AIR BASE WING (PACAF)**



**673D AIR BASE WING INSTRUCTION
36-1001**

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Personnel

CIVILIAN PERFORMANCE PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Lt Col Kelly Sams)

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This instruction implements AFPD 36-10, *Civilian Performance Management*, and is used in conjunction with AFI 36-1001, *Managing the Civilian Performance Management Program*, and Memorandum of Agreement between the Commander, 673d Air Base Wing, Joint Base (673 ABW) Elmendorf Richardson JBER), and Local 1101, and AFGE. It establishes policy and procedures for processing civilian mid-term reviews at JBER for bargaining unit civilian employees. These procedures apply to all supervisors and managers who manage bargaining unit civilian employees but does not apply to the US Air Force Reserve or Air National Guard units and members. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR), using AF Form 847, *Recommendation for Change of Publication*. Route the AF Forms 847 through the appropriate chain of command. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN33-360, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://my.af.mil/afrims/afrims/afrims/rims/cfm>. See **Attachment 1** for Glossary of Reference and Supporting Information.

SUMMARY OF CHANGES

This instruction is substantially revised and must be completely reviewed. This instruction has been changed to correlate with new policies and procedures and updated terminology.

1. Responsibilities:

1.1. The 673 FSS/FSMC:

- 1.1.1. Ensure supervisors and managers are properly notified of requirements for completing Civilian 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 673 ABW 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. The reverse side of the form addressing each appraisal factor is not to be used.
- 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. Information Collections. No information collections are required by this publication.

BRIAN P. DUFFY, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 36-10, *Civilian Performance Management*, 31 October 2000.

AFI 36-1001, *Managing the Civilian Performance Management Program*, 1 July 1999.

AFMAN33-360, *Management of Records*, 1 March 2008.

Prescribed Forms

673 ABW Form 37, *Civilian Mid-Term Review Worksheet*.

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*.

Abbreviations and Acronyms

EPF— Employee Performance File.

JBER—Joint Base Elmendorf-Richardson.

673 ABW—673d Air Base Wing.