

**BY ORDER OF THE COMMANDER
56TH FIGHTER WING (AETC)**

AIR FORCE INSTRUCTION 36-1001



**LUKE AIR FORCE BASE
Supplement**

30 MAY 2013

Personnel

**MANAGING THE CIVILIAN
PERFORMANCE PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Air Force Instruction (AFI) 36-1001, *Managing the Civilian Performance Program*, is supplemented as follows. This supplement applies to all civilian employees serviced by the Civilian Personnel Office, Luke Air Force Base (AFB). It also applies to Air Force Reserve and to Air National Guard units attached to Luke AFB. This supplement establishes the use of Luke AFB Form 219, *Civilian Progress Review Worksheet* (Attachment 4) (paragraph 1.8.2.); clarifies criteria for approval of Performance Awards and Quality Step Increases (paragraph 2.7.4.); establishes a reporting requirement for Performance Awards (paragraph 2.7.10.); establishes procedures for documentation of unacceptable performance (paragraph 5.4.1.) and establishes the location of the employee performance file (paragraph 8.2.). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

The revision to this supplement is to delete paragraph 7.2., Luke AFB Form (LUKEAFB) 218, *Civilian Promotion Factors Rating*, as one of the prescribed forms. LUKEAFB Form 218 is no longer required for civilian promotion factors rating.

1.5.2. Additional performance elements, if included in the performance plan, will be related to the scope and performance of the position with the exception of collateral duties, such as Equal Employment Opportunity Counselor, Special Emphasis Program Manager, Safety Monitor and the like. These duties will be identified in the position description or through an addendum to the core personnel document.

1.5.5. After providing input regarding changes or proposed changes to the elements and standards of a performance plan, an employee not satisfied may address the issues with the reviewing official.

1.8.2. Luke AFB Form 219, *Civilian Progress Review Worksheet*, will be used in lieu of AF Form 860B (Attachment 4).

1.8.2.1. **(Added)** When the Progress Review Worksheet reflects an element(s) as failing, the supervisor will:

1.8.2.1.1. **(Added)** Document all guidance and actions taken to assist the employee to meet the standards.

1.8.2.1.2. **(Added)** Explain how the employee is failing.

1.8.2.1.3. **(Added)** Explain what the employee must do to pass the element(s).

1.8.2.1.4. **(Added)** Initiate and document follow-up progress review(s) with the employee.

1.8.2.1.5. **(Added)** After determining an employee is passing in the element(s), complete a new progress review worksheet. All documentation generated by the progress reviews will be destroyed no sooner than 60 days after completion of the rating of record or after completion of the complaint process, whichever is later.

2.3. All employees who are placed from other federal agencies, who have performance ratings of at least fully successful, will be considered as having an acceptable rating and granted the same amount of retention credit as Luke employees with acceptable ratings during Reduction In Force in accordance with appropriate law, rule or regulation.

2.7.4. With the available funds in the organization awards program, the Awards Approving Official will grant Performance Awards to all employees who receive an Acceptable rating taking into consideration various circumstances during the rating period. Such circumstances for any exceptions are: disciplinary action, extended sick leave, insufficient award justification, leave without pay, length of time in position, long-term full-time training, and promotion.

2.7.4.5. **(Added)** Approval authority for performance awards and quality step increases is delegated to group commanders and commanders of associate units at Luke Air Force Base. These officials may further delegate this authority to squadron commanders, if deemed appropriate.

2.7.10. **(Added)** Reporting Requirement. The Civilian Personnel Office will supply award data to the Union on an annual basis that shows the amount of each Performance Award

recommended by each supervisor, and how awards were distributed on a race and national origin basis.

5.4.1. If the employee's performance becomes unacceptable in one or more critical element(s) at any time during the appraisal cycle, the supervisor must inform the employee in writing within 60 days.

5.4.2. The supervisor will complete a performance appraisal prior to initiating an opportunity period.

5.4.5. All assistance provided to the employee will be documented and the employee will be allowed to sign the documents as "received only." A copy of each document will be provided to the employee. Employee shall be advised of all available training.

6.6.2. If applicable, notification will be delivered to the employee and his/her representative concurrently or two copies to the representative.

6.8.1. If applicable, notification will be delivered to the employee and his/her representative concurrently or two copies to the representative.

8.2. The Employee Performance File will be kept along with the AF Form 971, *Supervisor's Employee Brief* in the Supervisor's Employee Work Folder.

MICHAEL D. ROTHSTEIN
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Commander

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

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

AFMAN 33-363, *Management of Records*, 1 March 2008

Prescribed Form(s)

Luke AFB Form 219, *Civilian Progress Review Worksheet*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 971, *Supervisor's Employee Brief*

Abbreviations and Acronyms

AF—Air Force

AFB—Air Force Base

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

Attachment 4 (Added)

CIVILIAN PROGRAM REVIEW WORKSHEET

Table A4.1. (Added) Civilian Progress Review Worksheet.

CIVILIAN PROGRESS REVIEW WORKSHEET			
<i>PRIVACY ACT STATEMENT</i>			
AUTHORITY: 10 U.S.C. 8013 and Executive Order 9397.			
PURPOSE: The social security number is needed to correctly identify the employee.			
ROUTINE USE: None			
DISCLOSURE IS VOLUNTARY: However, without it, it may affect the ability to accurately identify the employee and the records.			
EMPLOYEE (Last Name, First, Middle Initial)	ORGANIZATION	DATE	PERIOD COVERED
At least one progress review of the employee's performance against all the elements of the performance plan will take place during the appraisal period, a feedback discussion will be accomplished no later than 15 October each year. This worksheet will be used to further document this review, and may be filled out prior to and/or during the review with the employee. Use of this form is mandatory, and is meant to facilitate communications concerning performance. The process is intended for employee development and to help the individual. The employee should be made aware that the progress review is meant to provide feedback about his/her performance that may impact the rating of record at the end of the appraisal period. Do not forward the form to the civilian personnel flight. It is filed with the AF Form 971 and a copy given to the employee.			
COMMENTS			
<i>Use the space provided for any comments (optional). Performance items not observed are not rated.</i>			
1. PROGRESS ON PERFORMANCE PLAN ELEMENTS			
- Element 1			
- Element 2			
- Element 3			
- Element 4			
- Element 5			
- Element 6			
- Element 7			
- Element 8			
- Element 9			
- Element 10			
- Element 11			
- Element 12			
- Element 13			
- Element 14			
2. COOPERATION/RESPONSIVENESS			
- Skilled at working with individuals or groups			
- Is an enthusiastic follower			
- Is a skilled leader			
3. ORGANIZATIONAL SKILLS			
- Uses resources effectively			
- Sees future problems and heads them off			
- Plans and schedules work effectively			
- Adapts well to new demands			
4. COMMUNICATION			
- Listens well			
- Effective in oral communication			
- Writes clearly			
5. DUTY PERFORMANCE			
- Work is of appropriate quality and quantity			
- Work is timely			
6. THOROUGHNESS			
- Completes a job on his/her own			
- Follows up when necessary			
7. ADDITIONAL ITEMS			
- Accomplishes required items as appropriate			
RATER (Supervisor's signature)	EMPLOYEE (Signature doesn't indicate agreement/disagreement)	DATE (YYYYMMDD)	