

**BY ORDER OF THE COMMANDER
366TH WING**



AIR FORCE INSTRUCTION 36-1001

**MOUNTAIN HOME AFB
Supplement 1**

**15 DECEMBER 1999
Certified Current, 27 January 2015
Personnel**

**MANAGING THE CIVILIAN PERFORMANCE
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the SAF/AAD WWW site at: <http://afpubs.hq.af.mil>.
If you lack access, contact your Publishing Distribution Office (PDO).

OPR: 366 MSS/DPC (Mrs. Marilyn Landers)
Supersedes AFR 40-452MHSUP1,
24 August 1990

Certified by: 366 MSS/CC (Maj Kenneth S. Klein)
Pages: 2
Distribution: F

AFI 36-1001, 1 July 1999, is supplemented as follows.

Quality control (QC) will be accomplished at the organization level by annotating "QC'd", dated, and initialed. Squadron commander will ensure a responsible official is appointed and trained to QC appraisals.

2.7.9. Rating official will forward the original form to the 366th Mission Support Squadron, Civilian Personnel Flight (CPF) (366 MSS/DPC) for filing in the employee's personnel file (EPF).

8.1. Supervisors keep the original AF Form 860, **Civilian Performance and Promotion Appraisal**, or core position description (CPD) in the employees SF 971, **Supervisor's Employee Brief**, and forward a copy to 366 MSS/DPC.

8.2. The EPF will be maintained at 366 MSS/DPC.

8.3. Performance appraisals older than 4 years will be returned to the employee for their disposition.

TAMZY J. HOUSE, Colonel, USAF
Commander, 366th Support Group

