



Lesson Guide

Civilian Appraisals

9 May 2022



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Purpose

This lesson guide is designed to support the local development of Flight Commander Leadership Course materials. Selected facilitators should use this guide as they prepare presentation materials. For more information on how lessons are structured, or how to use them in the course, see the **Course Director's Handbook** or online Facilitator Resources.

Scope

Motivating and recognizing team members is a key part of leading and encouraging others toward higher levels performance and service. Like military, civilians also require annual performance evaluations; additionally, civilians operate under a different recognition system than military members. While civilians are able to receive decorations similar to that of military members, they are also eligible to receive monetary awards and time off.

As a Flight Commander you should constantly be looking for ways to evaluate and recognize superior performance by all members of your team. While the approval authority for the evaluation process for your Airmen or Guardians may fall within your local chain of command, the process and authority for evaluating civilians on your team must also be routed through Human Resources and it will take some additional time and effort. The Department of Defense Directive (DoDD) 1400.25, *Civilian Recognition Program* (supersedes the former AFI 36-1004), includes added Department of the Air Force supplementary materials in bold font and indicated by "(Added)(DAF)". In addition, a review of AFPD 36-1 *Appropriated Funds Civilian Management and Administration* might be useful for new flight commander's awareness.

Recommended Objectives

By the end of this lesson, the participant should be able to:

1. Understand the requirements of The Department of the Air Force civilian performance program (timeline, goal setting, feedback, and appraisals).
2. Understand The Department of the Air Force Civilian Incentive Awards program.
3. Comprehend the process and approval authority for evaluating and rewarding Department of the Air Force civilians.

Recommended POC / Presenter

- Current/former commander with significant experience supervising civilians
- Civilian Personnel Office representative
- Facilitator

Recommended Length:

- 20 minutes inclusive of Q & A

Recommended Approach

- Present informal slides with Q & A

Lesson Connections

- **Developing Others**-the development of others does not occur without a level of intentionality and honesty concerning the behaviors, actions, and performance of others.
- **Civil Service Force Structure**-with each grade comes an expected level of technical expertise. Timelines, goals, and feedback should be tailored to the category, grade, and responsibility of each civilian member.
- **Mentoring**-advising civilians of their educational/training options and encouraging accomplishment as well as ways to meet their individual goals.
- **Conducting and Documenting Feedback**-it is important to set goals and to regularly and honestly document performance.

References

- DoD Performance Management and Appraisal Program (DPMAP) is available on the Defense Civilian Personnel Advisory Service (DCPAS) site (DCPAS.OSD.MIL).
- Visit the Milsuite site for additional topic ideas related to Civilian Appraisals.