

**PERFORMANCE MANAGEMENT SELF-INSPECTION CHECKLIST**  
*(AFI 36-1001, Managing the Civilian Performance Program)*

<b>Air Force Policy: The AF depends upon a large civilian workforce to accomplish its various missions, requiring an effective program for planning, monitoring, developing, evaluating, and rewarding individual and organizational performance which is the responsibility of the first-level supervisor.</b>			
<b>ITEMS</b>	<b>Y/N</b>	<b>N/A</b>	<b>COMMENTS</b>
<b>A. DEVELOPMENT AND DISCUSSION OF PERFORMANCE STANDARDS (OBJECTIVES):</b>			
1. Are performance plans based on current work assignment and documented on AF Form 860, Civilian Performance Plan or AF Form 1003, Core Personnel Document (CPD)? [AFI 36-1001, para 1.3]			
2. Are employees encouraged to participate and provide feedback in establishing their performance plan and to ensure plan is current and accurate? [AFI 36-1001, para 1.5.5]			
3. Are performance plans discussed and provided to employees when a new rating official or employee is newly assigned and/or at the beginning of the rating period (normally within 30 days)? [AFI 36-1001, paras 1.8 and 1.8.1]			
4. Has the performance plan been signed and dated by rating/reviewing officials and the employee? [AFI 36-1001, paras 1.5.5, 1.5.6 and 1.6]			
<b>B. PROGRESS REVIEW:</b>			
1. Was at least one progress review (normally at the midpoint) completed and documented on AF Form 860B? [AFI 36-1001, para 1.8.2]			
2. If performance was unacceptable (i.e., failing one or more critical element(s)) at any time during the appraisal cycle (AFI 36-1001, para 5.4), was the local Civilian Personnel Section (CPS) contacted to coordinate required action?			
3. Were all blocks at the top of the form completed and accurate?			
4. Was the AF Form 860B signed and dated by the rating official and employee?			
<b>C. ANNUAL APPRAISAL COMPLETION:</b> The GS/FWS appraisal cycle closes out 31 March of each year. The servicing CPS will issue guidance on appraisal completion and the timelines for submission.			
1. Did supervisors complete AF Form 860A, Civilian Rating of Record, by rating performance elements, assigning a rating, and justifying an award (bullet format in Part C), typically within 30 days after end of			

appraisal period? [AFI 36-1001, paras 2.7.1, 2.7.2, and 2.7.4]			
2. Were all blocks at the top of the form completed and accurate?			
3. Did the rating and reviewing official sign and date the AF Form 860A in Part E? [AFI 36-1001, para 2.7.5 and 2.7.6]			
4. Did the award approving official sign the AF Form 860A in Part E?			
5. Did the rating official discuss the rating with the employee? [AFI 36-1001, para 2.7.8]			
6. Did the employee sign and date the AF Form 860A acknowledging receipt or, if the employee refused to sign, did the rating official write "Employee chose not to sign" on the form? [AFI 36-1001, para 2.7.8]			
7. Did the employee receive a copy of the appraisal? [AFI 36-1001, para 2.7.9]			
8. Did the rating official retain the original AF Form 860A in the Employee Performance File (which is part of the Supervisor's Employee Work Folder (a.k.a. 971)? [AFI 36-1001, para 2.7.9]			
<b>D. COMMANDER'S QUALITY CONTROL PROCESS : [AFI 36-1001, para 2.7.7]:</b>			
1. Are awards granted in accordance with each Commander's award program and within the allotted performance award bogey?			
2. Do supervisors make meaningful and fair distinctions in levels of performance? [AFI 36-1001, para 2.7.4]			
3. Do supervisors grant awards only to recognize high levels of performance? [AFI 36-1001, para 2.7.4]			
4. Do ratings and awards differentiate between high and low performers?			
5. Are Quality Step Increases (QSIs) recommended for employees displaying the highest quality performance, and justified by accomplishments that demonstrate sustained exemplary performance, well above normal expectations? [AFI 36-1001, para 2.81]			
6. Has the employee recommended for a QSI received a QSI at the same grade level within a three-year period? [AFI 36-1001, para 2.8.3]. If so, discuss exceptions with servicing CPS.			
7. Are managers and supervisors held accountable for meeting performance management responsibilities?			

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REVIEWER

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