

## Supervisor Checklist

- ✓ **Contact Education Center** to enroll in supervisor course (If first time supervising civilians)
  - Maketa Ransom – [maketa.ransom.2@us.af.mil](mailto:maketa.ransom.2@us.af.mil) ext. 8626
- ✓ **Employee Folders** – Make sure you have a 6-part folder for each of your direct reports.
  - Check to ensure the employees current PD is in the folder.
  - Make sure previous appraisals are printed and in folder.
- ✓ **Expectations** – Cover your expectations as a supervisor.
- ✓ **ATAAPS** – Email Lisa Weaver ([lisa.weaver.3@us.af.mil](mailto:lisa.weaver.3@us.af.mil)) in Civilian Pay for ATTAPS/Time-Keeping permissions.
- ✓ **DDR Training** – Email DDR to be setup in mandatory DDR Training for Supervisors.
  - DDR Contacts: [laura.rogers@us.af.mil](mailto:laura.rogers@us.af.mil) and [tiana.stanton.3@us.af.mil](mailto:tiana.stanton.3@us.af.mil)
- ✓ **DCPDS Access** – Email your HR Specialist to let them know which employees you will be supervising. Or, you can login to MyBiz from the AF Portal and “Update your Team” within MyBiz. Contact your HR Specialist if you need any assistance logging into MyBiz or updating your team. You will be utilizing MyBiz/DPMAP to document performance plans, progress reviews, and appraisals.
- ✓ **DPMAP Performance Plans**
  - It is your duty to make sure your employees are on an approved plan on time (April), receive a progress review on time (October), and an annual appraisal (Mar/Apr).
  - For new employees, a performance plan is due within 30 days of start date.
  - If an employee transfers from another unit to your supervision, it is your responsibility to ensure elements are updated to reflect the new position to which you supervise.
  - If you are a civilian supervisor you are required to have the two mandatory supervisory critical elements in your performance plan
- ✓ **DPMAP Training – REQUIRED every 3 years for Supervisors**
  - CBT can now be found in MyLearning using the following link: <https://lms-jets.cce.af.mil/moodle/>
  - MyLearning may also be accessed via the *Education Training/Force Development* section of the Quick Links on the Air Force Portal.
  - The condensed 4-module version of the DPMAP training course, which serves to meet both the initial and re-training requirement, can be easily accessed within MyLearning by clicking on “View All Courses” and then typing DPMAP into the search bar.
- ✓ **Discipline**
  - DOCUMENT
  - 971 form is in the 6-part employee folder to document any conversations or oral admonishments. (971 form can also be used to document good behavior as well)
  - Steps to disciplinary (CONTACT CIVILIAN PERSONNEL FIRST)
    - Oral admonishment
    - Written admonishment
    - Letter of Reprimand
    - Suspension