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Personnel

**CIVILIAN APPRAISAL IMPACT ON MISSION
ACCOMPLISHMENT STATEMENTS**

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This pamphlet provides information on how to write impact on mission accomplishment statements for civilian performance appraisal ratings as required by Air Force Instruction (AFI) 36-1001, *Managing the Civilian Performance Program*. These bullet statements are mandatory for GS/GM-14s and 15s and optional for other grades.

1. Introduction.

1.1. Impact on mission accomplishment bullet statements must be completed for civilian performance appraisal ratings (AF Form 860A, **Civilian Rating of Record**, Part B) on GS/GM-14s and 15s. The information will be used in GS-15 screening boards. Mission impact statements are optional for employees in other grades.

2. Mission Impact Bullet Statements.

2.1. Do's.

2.1.1. List in bullet format the employee's specific contributions to the unit's mission. Relate the mission impact bullets directly to the employee's job performance.

2.1.2. Describe what the employee did, how well it was done, and what impact it had on mission accomplishment.

2.1.3. Use specific examples that demonstrate impact of accomplishments.

2.1.4. Focus on results and stress mission impact.

2.1.5. Be concise, write to the point since space is limited to 9 lines.

2.1.6. Use strong action verbs.

2.2. Don'ts.

2.2.1. Don't mention accomplishments that don't impact on the mission such as additional duties.

- 2.2.2. Avoid repeating the same words.
- 2.2.3. Avoid technical terms, acronyms or jargon unfamiliar to people outside career area.
- 2.2.4. Don't comment on completion of education. This information is contained elsewhere in the employee's record.
- 2.2.5. Don't include marital status or family activities.
- 2.2.6. Don't include race, gender (except for personal pronouns), age or religion-related statements.

Figure 1. First Good Example of Impact on Mission Accomplishment.

<p>PART B. Impact on Mission Accomplishment. (Mandatory completion required for GS-14s/15s.)</p> <ul style="list-style-type: none"> - Implemented acquisition strategy for key branch programs--transitioning new technology to warfighters! <ul style="list-style-type: none"> -- Guided the award of \$10M program for rapid response to advanced materials--timelines reduced 25% -- Negotiated \$500K program for research of vital infrared countermeasures and chemical agent detection - Successfully led branch in award of 200 nonmetallic materials contracts valued at \$125M--saved over \$5M! <ul style="list-style-type: none"> -- Awarded over 30 small business material contracts valued at \$5M--reduced contract lead times by 50% -- Improved schedule 20% for \$25M funding action on crystal research--program back on schedule! - Directed the acquisition and management of critical material research programs--secured FY98 funding <ul style="list-style-type: none"> -- Coordinated \$149M Defense Production Act Title III lab program--expanded technology base by 10%! -- Spearheaded \$6M program for research at minority institutions--increased representation by over 20%
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NOTE: Each assertion is backed up with quantifiable, specific facts

Figure 2. Second Good Example of Impact on Mission Accomplishment.

<p>PART B. Impact on Mission Accomplishment. (Mandatory completion required for GS-14s/15s.)</p> <ul style="list-style-type: none"> - Led acquisition of DoD's first scannerless LADAR system--cuts munition seeker cost by 1/3, size by 1/4 <ul style="list-style-type: none"> -- Developed/conducted joint test plan--quantified 8x frame speed increase--allows 3x faster target acquisition -- Transitioned technology to NASA--leveraged \$700K to reduce sensor size--will fly on shuttle in FY99 - Envisioned, designed, and realized first DoD multi-wavelength LADAR sensor for precision munitions <ul style="list-style-type: none"> -- Synergized results from 4 technology programs saving \$250K--2x more adverse weather/smoke penetration - Planned/coordinated joint AF/Army munition sensor deployment during NATO battlefield obscurant test <ul style="list-style-type: none"> -- Saved \$110K in testing costs--quantified for first time obscurant effects on LADAR guided munitions - Guided directorate's premier \$12.5M seeker program through critical technology development--on cost/time <ul style="list-style-type: none"> -- Overcame technical show-stopper with insertion of revolutionary timing circuitry--prevented 5-month slip

NOTE: Strong bullets with meat in them

Figure 3. Third Good Example of Impact on Mission Accomplishment.

<p>PART B. Impact on Mission Accomplishment. <i>(Mandatory completion required for GS-14s/15s.)</i></p> <ul style="list-style-type: none"> - Superbly spearheaded Air Force effort to adopt revolutionary airborne missile countermeasure technology <ul style="list-style-type: none"> -- Obtained additional \$250K to develop technology a year ahead of schedule at half the anticipated cost - Directed in-house effort to develop aircraft self protection system to meet ACC and AMC mission needs <ul style="list-style-type: none"> -- Designed exemplary state-of-the art antenna which reduced engagement time requirements by over 500%! -- Demonstrated effectiveness against infrared missiles using 80% less power than previous systems - Designed outstanding control system used to conduct field tests of a mobile information warfare weapon <ul style="list-style-type: none"> -- Worked flawlessly, reduced test time from 14 days to three days, keeping project development on track - Expanded technology base for critical, future airborne applications by leveraging basic research projects <ul style="list-style-type: none"> -- Generated 27 research reports in FY98--75% increase over previous years--critical to scientific support
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Figure 4. Weak Example of Impact on Mission Accomplishment.

<p>PART B. Impact on Mission Accomplishment. <i>(Mandatory completion required for GS-14s/15s.)</i></p> <ul style="list-style-type: none"> - Solid leadership during stand-up of AFRL & S&T POM reductions minimized program/personnel turmoil - Seized opportunity to provide unique environmental test for Joint Command & Control Warfare Center <ul style="list-style-type: none"> -- Enhanced mission performance by reducing development risk for high altitude aerostat payload - Expert management of oxygen system man-rating of Joint Primary Aircraft Training System for AF/USN <ul style="list-style-type: none"> -- Identified deficiencies, recommended solutions adopted, schedules maintained for JPATS introduction - Directed on schedule, highly effective lab evaluation of F-16 on-board oxygen generating system <ul style="list-style-type: none"> -- Virtually eliminated mission aborts due to short-term shutdowns, enabled on-time, safe flight testing - Critical member of source selection team for outsourcing \$50M R&D support contract; on time, in budget - Division spokesman for Joint Strike Fighter & Military Spaceplane--ensures F-22 lessons learned applied
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NOTE:

Flat due to lack of specifics -- “Enhanced mission performance” and “reducing development risk” could mean anything

DONALD L. PETERSON, Lt General, USAF
DCS/Personnel

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

AFI 36-1001, *Managing the Civilian Performance Program*

Abbreviations and Acronyms

AFI—Air Force Instruction

Terms

Mission—As used in this program, the expected output of the work unit or organization in which the employee is located.