

Performance Based Actions for Two-Level System

If the employee's performance continues to be unacceptable in one or more critical elements after the opportunity to improve has expired, and there is no evidence that a medical condition, or substance abuse problem exists which is impacting on job performance, then you may be forced to take appropriate action. A performance-based action is not an [adverse action](#) since it is used to deal with a situation which is considered to be beyond the employee's control.

Performance-based actions available to you are:

- Reassignment - employee may be reassigned to another position in the organization where the employee may be expected to perform the duties satisfactorily. A reassignment has no impact on employee's grade or salary. If none are available, the Civilian Personnel Flight (CPF) searches installation-wide for other possibilities for noncompetitive in service placement. Selection by another supervisor is not mandatory; however, reasons for non-selection must be supportable before a third party.
- [Demotion](#) - you may change the duties of the current position and demote the employee to a level where an acceptable level of performance can be reached. This action impacts employees grade and salary. If it is not feasible to demote the employee in the current position, the CPF searches for other positions available on the installation. Referral policy is the same as in reassignment.
- [Removal](#) - If no positions are available, a proposal to remove would follow. Removal is an involuntary separation of an employee from Air Force employment. It terminates the employee's status as an Air Force employee. A higher-level management official in your chain-of-command must concur in your decision to remove an employee before it can be effected.