



# CIVILIAN PERSONNEL FACT SHEET

## Mandatory Elements & Standards for Supervisors

All civilian supervisors must have "Personnel Management Responsibilities" addressed in their performance work plan. The following are the key elements which must be considered when evaluating a supervisor's performance:

- Equal Employment Opportunity
- Security Program
- Safety and Health
- Performance Management
- Position Management

ELEMENT: Performs supervisor personnel management responsibilities.

### STANDARDS:

- Regularly applies equal employment opportunity principles to ensure personnel are treated in a manner free of discrimination.
- Customarily educates subordinates and complies with security and safety directives.
- Routinely manages performance management issues dealing with performance plans, performance feedback, performance ratings, and where appropriate awards and corrective actions.
- As a rule, practices sound position management by periodically reviewing organizational structures and functional assignments to ensure position descriptions are accurate and designed to achieve the most effective and economical utilization of personnel.

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