**New Beginnings**

**Defense Performance Management and Appraisal Program**

**Supervisory Elements**

In accordance with DoDI 1400.25 v431, the number of supervisory performance elements on performance plans for supervisors will equal or exceed the number of non-supervisory (technical) performance elements. The following standard elements are provided as options for two and three supervisory elements:

**1. Two Supervisory Elements**

a. Performs all supervisory duties to include: (1) Ensures compliance with applicable laws, regulations and policies including Merit System Principles and Prohibited Personnel Practices; (2) Attracts and retains a high-caliber workforce and acts in a responsible and timely manner on all steps in the recruitment and hiring process; (3) Provides opportunities for orientation and tools for enabling employees to successfully perform during the probationary period and beyond; (4) Identifies current and future position requirements to ensure recruitment is appropriately focused and is timely; and (5) Completes all performance management tasks in a timely manner including clearly communication performance expectations throughout the appraisal period, holding employees accountable, making meaningful distinctions in performance and rewarding excellent performance, promoting employee development and training, and promptly addressing performance and conduct issues.

b. Leads an aligned, engaged, and high performing team. Creates a positive, safe work environment that allows employees to excel. Upholds high standards of integrity and ethical behavior. Ensures that EEO principles are adhered to throughout the organization and promptly addresses allegations of discrimination, harassment, and retaliation. Acts as a good steward of public funds. Maintains a safe work environment and promptly address allegations of noncompliance. Effectively develops and champions innovative ideas to improve the organization and create an environment that fosters innovation.

**2. Three Supervisory Elements**

a. Performs all supervisory duties to include: (1) Ensures compliance with applicable laws, regulations and policies including Merit System Principles and Prohibited Personnel Practices; (2) Attracts and retains a high-caliber workforce and acts in a responsible and timely manner on all steps in the recruitment and hiring process; (3) Provides opportunities for orientation and tools for enabling employees to successfully perform during the probationary period and beyond; (4) Identifies current and future position requirements to ensure recruitment is appropriately focused and is timely; and (5) Completes all performance management tasks in a timely manner including clearly communication performance expectations throughout the appraisal period, holding employees accountable, making meaningful distinctions in performance and rewarding excellent performance, promoting employee development and training, and promptly addressing performance and conduct issues.

b. Leads an aligned, engaged, and high performing team. Creates a positive, safe work environment that allows employees to excel. Upholds high standards of integrity and ethical behavior. Ensures that EEO principles are adhered to throughout the organization and promptly addresses allegations of discrimination, harassment, and retaliation. Acts as a good steward of public funds. Maintains a safe work environment and promptly address allegations of noncompliance. Effectively develop and champion innovative ideas to improve the organization and create an environment that fosters innovation.

c. **(Example - Supervision of portfolio management)** Successfully supervise portfolio of assigned programs. Program(s) are supervised effectively with goals of maintaining, if not improving their health and increasing customer usage and engagement. The DON's interests in the program(s) are represented personally and/or through coordination with other agencies/parties (e.g., DoD/DCPAS, the ASN (M&RA)/DASN (CHR) and the OCHR enterprise). Measures of accomplishment include but are not limited to development of a viable POA&M, completion of milestones, improvements to the program(s) over time, increased use or understanding of the program(s) by the DON customer, and/or effectiveness in representing the DON's position on matters related to the program.