

**BULLET BACKGROUND PAPER**  
**FOR**  
**NEWLY ASSIGNED CIVILIAN SUPERVISORS**

**PURPOSE**

It is critical that military supervisors of civilians are properly trained and installed in the Defense Civilian Personnel Data System (DCPDS) prior to assuming supervisory responsibilities. There are a number of actions that must occur to achieve this. This paper details these actions and should be used as a guide for squadron leadership as new supervisors are identified.

**PROCESS ORIENTATION**

- Systems: Supervisors need to be familiar with DCPDS and how they interact (or do not interact).
  - The Hierarchy. A civilian database that shows the supervision structure (MyTeam). If a military supervisor is assigned, that person must be added to the hierarchy via a “Virtual Position.” This action must be done before the new supervisor can access MyBiz+.
  - MyBiz+: The primary web-based interface for supervisors to manage their team of civilians. Performance Management and Appraisals, professional development, personal data, etc.
  - Performance Management and Appraisals: Database that is associated with the employee performance and appraisal system (also referred to as the Defense Performance Management and Appraisal Program (DPMAP)). It is fed by the hierarchy but does not necessarily need to match the hierarchy. It tracks the rater and the higher level reviewer. Changes in Performance Management and Appraisals do not flow back to the Hierarchy (MyTeam). Accessed via MyBiz+ (once in the hierarchy)
  - ATAAPS: The civilian Pay system. Completely separate from the Hierarchy and Performance system. Accesses is granted though the unit Time Keeper and the Comptroller Squadron, Civilian Pay Representative.
- Battle Rhythm
  - The Performance and appraisal cycle is yearly, starting on 1 Apr and closing on 31 March of the next year. Employees are partners in creating a Performance Plan that sets standards and goals that are evaluated. Within this structure are requirement for feedback and opportunities for awards
  - Pay Periods are bi-weekly, 26 per year. Employees are responsible for entering their own work time, leave requests and overtime requests. Supervisors act as certifiers of the time, ensuring accuracy.

- An Individual Development Plan (IDP) is an annual document used to record short- and long-range career goals, the specific competencies, knowledge, skills, and abilities necessary to meet current objectives, and training, education, and other professional development strategies used to develop the desired competencies.

## TRAINING

- **MyLearning.** This training should be accomplished before MyBiz+ access. Login to MyLearning and search for DPMAP. Direct address: <https://lms-jets.cce.af.mil/moodle/course/view.php?id=9150>
- **Formal Supervisor Training.** All supervisors of civilians are required to take the Air Force Civilian Supervisor Course. The course is scheduled through the 87 FSS training function. Mr Joe Schaf is the POC (754-3368). (IAW AFI 36-2670, Chap 5). Must be accomplished within 1 year of appointment to supervisory position. Refresher is required every three years.
- **Local Augmentation Training.** AF-level training leaves something to be desired and does not account for local processes. This “Plus Up” puts in the local spin and provides interpretations and explanations. This is done in the form of a guided discussion. It is highly encouraged for new supervisors to participate prior to accessing MyBiz and performing DPMAP-related actions.

## SYSTEM ACCESS AND ORIENTATION

- Hierarchy Virtual Position Update Request:
  - Virtual positions are controlled by AFPC and can be changed via a “Non-RPA” request. Local CIVPERS may have a representative that has been delegated authority by AFPC to perform changes.
  - Information required: Hierarchy Virtual position number (normally already established), Incoming supervisor full name, SSAN, and DOB. Include all PAS Codes for which they are supervisors of civilian employees.
  - Hierarchy virtual position control is not accessible by individual units. However, ability to change supervisors once in hierarchy is a unit-level function.
  - Once the virtual position is updated, access to MyBiz+ can be established.
- MyBiz+
  - Address: <https://compo.dcpds.cpms.osd.mil/>
  - MyTeam: A section where all assigned employees and their personnel data is displayed. Appointment information; Telework status, SF50s, Grade/Step data; Emer Data, Leave balance
  - MyPerformance (Performance Plans, Progress Reviews, Appraisals)
  - Use the Help link at the top right (Self Help, FAQs, User Guides, About MyBiz+, System Help Desk Contacts, and more)
- ATAAPS
  - Address: <https://af.ataaps.csd.disa.mil/>

- Access to ATAAPS is via DD577. Accomplishment is normally through the Group Timekeeper
- Employees are divided into teams, normally organized by work section. Supervisors are considered “Certifiers”. Each team can have several certifiers in case the primary supervisor is not able to complete. This lineup of certifiers for a section/team is referred to as a Certifier Roster. Supervisors must be familiar with the certifying structure.
- Supervisors must be familiar with rule sets types of work, leave, premium pay. Types of work schedules have effects on pay structure.

## EMPLOYEE WORK FOLDER

- All employees must have an Employee Work Folder IAW AFI 36-129. Folder content/layout as well as disposition upon employee departure is proscribed in this guidance
- Folder has six sections. Some of the content must be provide by local CIVPERS. Folder templates are available in “Barbs Jungle” listed in Resources below
- The folder should be treated as a living document. Use it to track employee status, conversations, professional development, etc. Tips are presented during the local augmentation training referenced above

## REGS and RESOURCES

- “Barb’s Jungle”: CIVPERS has put together a vast “Self Help” Sharepoint repository of information on many civilian-related topics such as Awards, Pay, Leave, Telework, Retirement, Workers Comp, and much more. Check it out at:  
[https://usaf.dps.mil/sites/11788/AFKN\\_Docs/Forms/AllItems.aspx?viewpath=%2Fsites%2F11788%2FAFKN%5FDocs%2FForms%2FAllItems%2Easpx](https://usaf.dps.mil/sites/11788/AFKN_Docs/Forms/AllItems.aspx?viewpath=%2Fsites%2F11788%2FAFKN%5FDocs%2FForms%2FAllItems%2Easpx)
- AFIs and Guidance: There are numerous 36-Series AFIs. Additionally, there are vast OPM resources on most topic accessible via web search as well as myPers, <https://mypers.af.mil/>.
- Local Contacts. We advise using internal Civ leadership to resolve issues prior to seeking assistance from CIVPERS.
  - CIVPERS Employee Relations: Mr Bill Barnes, x2554; Barb Dungan, (856) 979-4935
  - CIVPERS Labor Relations (Union-related): Mr Tommy Epps, x5696
  - Staffing (Classification, RPA Actions): Ms Julie Chalfant, x2948
  - 305 AMW Internal “Go-Tos”: 305 MXG: Mr Manny Saladin; 305 APS: Mr Dave Lamphere; 305 OG: Mr Scott Roe; 305 AMW: Mr Mike Polhemus