

SUPERVISORY PERFORMANCE MANAGEMENT CRITICAL ELEMENT

Date Signed: 1/26/2011
MARADMIN Active Number: 065/11 2011

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MSGID/GENADMIN/CMC WASHINGTON DC MRA MP//

SUBJ/SUPERVISORY PERFORMANCE MANAGEMENT CRITICAL ELEMENT//

REF/A/PRESIDENTIAL MEMORANDUM REGARDING IMPROVING THE FEDERAL RECRUITMENT AND
HIRING PROCESS/11 MAY 2010//

REF/B/DEPARTMENT OF DEFENSE MEMORANDUM REGARDING HIRING REFORM MANDATORY
PERFORMANCE OBJECTIVE/5 OCT 2010//

REF/C/DEPARTMENT OF THE NAVY RECOMMENDED SUPERVISORY CRITICAL ELEMENT/3 DEC 2010//
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GENTEXT/REMARKS/1. THE REFERENCES ABOVE DIRECT ALL MARINE CORPS SENIOR EXECUTIVES AND SENIOR LEVEL SUPERVISORS AND MANAGERS WITH THE RESPONSIBILITY OF HIRING TO PARTICIPATE IN IMPROVING THE FEDERAL HIRING PROCESS AND ATTRACT THE MOST HIGHLY QUALIFIED CANDIDATES FOR FEDERAL EMPLOYMENT. THE DEPARTMENT OF DEFENSE AND THE DEPARTMENT OF THE NAVY HAVE DEVELOPED CRITICAL ELEMENTS WHICH THE MARINE CORPS WILL INCORPORATE IN THE PERFORMANCE PLANS OF ALL SENIOR EXECUTIVES, SENIOR LEVEL MANAGERS, AND SUPERVISORS TO SUPPORT THE HIRING REFORM BEGINNING WITH THE FISCAL YEAR 2011 APPRAISAL PERIOD. THE ELEMENTS WILL ENGAGE AND HOLD SENIOR LEVEL LEADERS ACCOUNTABLE FOR THE HIRING PROCESS FROM START TO FINISH.

2. EFFECTIVE IMMEDIATELY, THE FOLLOWING CRITICAL ELEMENT LANGUAGE MUST BE ADDED TO THE PERFORMANCE PLAN OF EVERY SENIOR EXECUTIVE, MANAGER, AND SUPERVISOR:

A. SENIOR EXECUTIVES: "EFFECTIVELY ATTRACT/RECRUIT A HIGH CALIBER WORKFORCE IN ACCORDANCE WITH MEASUREMENTS IDENTIFIED IN ORGANIZATIONAL STAFFING/HIRING GOALS; ENSURE SUCCESSFUL TRANSITION/RETENTION INTO FEDERAL SERVICE BY PROVIDING OPPORTUNITIES FOR ORIENTATION AND TOOLS FOR ENABLING EMPLOYEES TO SUCCESSFULLY PERFORM DURING THE PROBATIONARY PERIOD. IDENTIFY CURRENT/FUTURE POSITION REQUIREMENTS TO ENSURE RECRUITING IS APPROPRIATELY FOCUSED AND TIMELY TO PRODUCE HIGH QUALITY CANDIDATE POOLS."

B. MANAGERS AND SUPERVISORS: "MANAGES AN ALIGNED, ENGAGED, AND HIGH-PERFORMING TEAM THROUGH LEADING BY EXAMPLE AND DEVELOPING AND EXECUTING A MISSION-ALIGNED VISION FOR THE ORGANIZATION. CREATES A POSITIVE, SAFE WORK ENVIRONMENT THAT ALLOWS EMPLOYEES TO EXCEL. UPHOLDS HIGH STANDARDS OF INTEGRITY AND ETHICAL BEHAVIOR. PERFORMS ALL SUPERVISORY DUTIES INCLUDING:

1. ENSURING COMPLIANCE WITH APPLICABLE LAWS, REGULATIONS, AND POLICIES INCLUDING MERIT SYSTEM PRINCIPLES AND PROHIBITED PERSONNEL PRACTICES;
2. EFFECTIVELY ATTRACTING AND RETAINING A HIGH-CALIBER WORKFORCE AND ACTING IN A RESPONSIBLE AND TIMELY MANNER ON ALL STEPS IN THE RECRUITMENT AND HIRING PROCESS;
3. PROVIDING OPPORTUNITIES FOR ORIENTATION AND TOOLS FOR ENABLING EMPLOYEES TO

SUCCESSFULLY PERFORM DURING THE PROBATIONARY PERIOD AND BEYOND;

4. IDENTIFYING CURRENT AND FUTURE POSITION REQUIREMENTS TO ENSURE THAT RECRUITMENT IS APPROPRIATELY FOCUSED AND TIMELY;

5. COMPLETING ALL PERFORMANCE MANAGEMENT TASKS IN A TIMELY MANNER INCLUDING CLEARLY COMMUNICATING 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;

6. ACTING AS A GOOD STEWARD OF PUBLIC FUNDS;

7. MAINTAINING A SAFE WORK ENVIRONMENT AND PROMPTLY ADDRESSING ALLEGATIONS OF NONCOMPLIANCE;

8. ENSURING THAT EQUAL EMPLOYMENT OPPORTUNITY PRINCIPLES ARE ADHERED TO THROUGHOUT THE ORGANIZATION AND PROMPTLY ADDRESSING ALLEGATIONS OF DISCRIMINATION, HARASSMENT, AND RETALIATION."

3. THE MARINE CORPS IS COMMITTED TO IMPLEMENTING THE HIRING REFORM DIRECTION AND WILL HOLD SENIOR LEADERS ACCOUNTABLE TOWARDS ITS SUCCESS.

4. RELEASE AUTHORIZED BY LTGEN R. E. MILSTEAD, JR., DEPUTY COMMANDANT, MANPOWER AND RESERVE AFFAIRS.//