



THE SOCIAL CONTRACT DLA LAND AND MARITIME Discussion Guide

PURPOSE: The purpose of the Social Contract is to encourage meaningful, two-way communication between supervisors and employees that extends beyond performance.

WHEN: Social Contract discussions should occur in April and October but separate from DPMAP discussions.

INSTRUCTIONS: Supervisors should provide the Discussion Guide to their employees in advance of the discussions (suggest one week in advance). Employees should review the Discussion Guide and consider his/her role and responsibilities, areas of interest, opportunity areas, training needs, etc. Both supervisors and employees are encouraged to come prepared to discuss all applicable topics.



The Social Contract

DLA Land and Maritime

Discussion Guide



DLA STRATEGIC PLAN

<p>Employee</p> <ul style="list-style-type: none"> <input type="checkbox"/> Consider and discuss your role and responsibilities <ul style="list-style-type: none"> • For more information, go to http://www.dla.mil/Info/strategicplan/ 	<p>Supervisor</p> <ul style="list-style-type: none"> <input type="checkbox"/> Discuss the employee’s role and responsibilities <ul style="list-style-type: none"> • For more information, go to http://www.dla.mil/Info/strategicplan
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DLA LAND AND MARITIME WAY

<p>Employee</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review “The Way” <ul style="list-style-type: none"> • “We provide Warfighter Logistics Excellence through Accountability, Teamwork, Urgency, Agility, and Innovation built upon Commitment to Integrity, Diversity, and Mutual Trust and Respect.” <input type="checkbox"/> Consider and discuss your role and responsibilities 	<p>Supervisor</p> <ul style="list-style-type: none"> <input type="checkbox"/> Discuss “The Way” <ul style="list-style-type: none"> • “We provide Warfighter Logistics Excellence through Accountability, Teamwork, Urgency, Agility, and Innovation built upon Commitment to Integrity, Diversity, and Mutual Trust and Respect.” <input type="checkbox"/> Discuss the employee’s role and responsibilities <input type="checkbox"/> Discuss your (supervisor) role and responsibilities <input type="checkbox"/> Determine and discuss strengths and opportunity areas
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DLA RESILIENCY

<p>Employee</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review the DLA Resiliency model and the four pillars (Mental, Physical, Social, and Spiritual) <ul style="list-style-type: none"> • For more information, review the website at http://www.dla.mil/Info/Resiliency/ <input type="checkbox"/> Do you require any additional assistance or information? 	<p>Supervisor</p> <ul style="list-style-type: none"> <input type="checkbox"/> Discuss the DLA Resiliency model and the four pillars (Mental, Physical, Social, and Spiritual) <ul style="list-style-type: none"> • For more information, review the website at http://www.dla.mil/Info/Resiliency/ <input type="checkbox"/> Does the employee need assistance or additional information? <ul style="list-style-type: none"> • For more information, go to http://www.dla.mil/Info/Resiliency/Resources.aspx
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CAREER DEVELOPMENT

Employee

What career development opportunities do you want to consider?

- Leadership/Management Opportunities (Succession Management)
 - Are you interested in becoming a supervisor?
- DLA Enterprise Rotation Program
 - Are you interested in a cross-organizational rotational assignment within DLA?
- DLA Land and Maritime Rotation Program
 - Are you interested in a local rotational assignment?
- DLA Executive Development Program (EDP)
 - Are you interested in DLA EDP, if applicable?

Supervisor

Is the employee interested in career development opportunities?

- Leadership/Management Opportunities (Succession Management)
 - Is the employee interested in becoming a supervisor?
 - If so, identify the area(s) of interest and grade level
 - Encourage the employee to take the Succession Management Awareness training in LMS
- DLA Enterprise Rotation Program
 - Is the employee interested in a cross-organizational rotational assignment within DLA?
 - If so, identify the area(s) of interest
 - Additional information can be found at the following website:
<https://employees.hr.dla.mil/workforce/rotation/enterprise.asp>
- DLA Land and Maritime Rotation Program
 - Is the employee interested in a local rotational assignment?
 - If so, identify the area(s) of interest
 - Additional information can be found at the following website:
<https://eworkplace.dla.mil/sites/C24/N52/Shared%20Documents/Forms/AllItems.aspx>
- DLA Executive Development Program (EDP)
 - Is the employee interested in DLA EDP?
 - If so, identify the program(s) of interest
 - Additional information can be found at the following website:
<https://employees.hr.dla.mil/workforce/executive.asp>

TRAINING

Employee

- What job related training do you need to complete?
 - Consider your DAWIA requirements, if applicable
 - Document action plan for on-time completion if necessary
 - Ensure CLP requirements will be completed on time
 - Document action plan for on-time completion if necessary
- What additional training do you need?
 - Determine any additional training you need
 - Consider Skillsoft and Books 24/7

Supervisor

- Is the employee on track to complete DAWIA requirements, if applicable?
 - Review the DAWIA requirements
 - Develop action plan for on-time completion
- Is the employee on track to complete CLP requirements, if applicable?
 - Develop action plan for on-time completion
- Does the employee need any additional training?

TRAINING (CONTINUED)

Employee

- Will you require Tuition Assistance?
- Discuss and complete your Individual Development Plan (IDP)
 - Consider and discuss what training you need for your current year IDP?
 - Complete current year IDP by deadline
 - Consider and discuss how you are doing on your prior year IDP
 - “Closeout” prior year IDP by deadline
 - Ensure you complete all Priority One training (prior and current year)

Supervisor

- Is the employee interested in Tuition Assistance?
 - Additional information can be found at the following website:
<https://employees.hr.dla.mil/resources/employment/current/lms.asp>
- Discuss the employee’s current year Individual Development Plan (IDP)
 - Discuss the employee’s training needs
 - Remind the employee to complete current year IDP by deadline
- Discuss the employee’s prior year IDP
 - Remind the employee to complete any prior year training and “closeout” prior year IDP
 - Remind employee to complete all Priority One training (prior and current year)

MENTORING LEVELS I, II, III

Employee

- What mentoring opportunities do you want to consider?
 - Are you interested in being a mentor, if applicable?
 - Are you interested in being a mentee, if applicable?

Supervisor

- Is the employee interested in mentoring opportunities?
 - Discuss the mentoring program
 - Determine the employee’s interest
- Share with the employee your mentoring experience(s), if applicable

COUNCILS, PROGRAMS, AND PROFESSIONAL ORGANIZATIONS

Employee

- What councils and/or professional organizations do you want to participate?
 - Are you interested in participating on a Council?
 - Are you interested in participating on a Special Emphasis Program?
 - Are you interested in participating in Toastmasters, Blacks in Government (Columbus), or the National Contract Management?

Supervisor

- Is the employee interested in participating on any councils, programs and/or organizations?
 - If so, identify the area(s) of interest
 - Additional information can be found at the following website:
<http://www.dla.mil/LandandMaritime/About/Offices/EEO.aspx>
- Share with the employee your council/program/organization experience(s), if applicable

WELLNESS AND FITNESS

Employee

- Are you interested in the Wellness and Fitness Program?
OR Is your Wellness and Fitness form up-to-date?
 - Complete/update your Wellness and Fitness form
- Remember to correctly record your Fitness Leave in EAGLE

Supervisor

- Is the employee interested in the Wellness and Fitness Program?
OR Does the employee need to update the Wellness and Fitness form?
 - The form can be found at <https://www2.dla.mil/officialforms/files1/DL1939.pdf>
- Remind the employee to correctly record their Fitness Leave in EAGLE

TELEWORK

Employee

- Are you interested in teleworking?
 - If so, review the DLA Telework website at <https://resources.hr.dla.mil/employment/current/telework.asp>
 - Complete your Telework Agreement using EAGLE Telework Management (ETM)
- Do you currently telework?
 - If so, review the DLA Telework website at <https://resources.hr.dla.mil/employment/current/telework.asp>
 - Update your Telework Agreement using EAGLE Telework Management (ETM)
- Consider and discuss your preferred communication method (i.e. Skype, email, text, other)
- Consider and discuss what you need to succeed in a virtual workplace

Supervisor

- Discuss the Telework policy
 - For more information, review the DLA Telework website at <https://resources.hr.dla.mil/employment/current/telework.asp>
- Ensure the employee has completed/updated the Telework Agreement in EAGLE Telework Management (ETM)
- Ask, “How am I doing managing in a virtual workplace?”
- Ask, “What is your preferred method of communication (i.e. Skype, email, text, other)?”
- Ask, “What do you need to succeed in a virtual workplace (i.e. improved technology, government iPhone, other)?”

LEAVE SCHEDULE

Employee

- Consider and discuss your leave schedule for the year
 - Discuss any changes and/or concerns
 - Ensure you schedule all Use or Loose

Supervisor

- Review the employee’s leave schedule for the year
 - Determine if there are any changes and/or concerns
 - Ensure the employee has scheduled all Use or Loose

EMERGENCY PLAN

Employee

- Consider and discuss your role and responsibility
- Ensure your information is correct in AtHoc, MyBiz+, and DCPDS
- Ensure you understand your evacuation and/or exit route(s)
- Ensure you know your organization's primary assembly area
- Are you interested in serving in any of the following positions?
 - Buddy, Fire Marshall, or First Responder
- Are you interested in taking a CPR class?
- Do you have any questions or concerns regarding the following?
 - Active Shooter training, Emergency Exercises, Shelter in Place or See Something, Say Something?

Supervisor

- Discuss the employee's role and responsibilities
- Confirm information is correct in AtHoc, MyBiz+, and DCPDS
- Review evacuation and/or exit route(s)
- Review organizations primary assembly area
- Determine if the employee is interested in the following positions:
 - Buddy, Fire Marshall, or First Responder
- Is the employee interested in taking a CPR class?
- Address any questions or concerns regarding the following?
 - Active Shooter training, Emergency Exercises, Shelter in Place or See Something, Say Something?

SYSTEM ACCESS

Employee

- Confirm correct Supervisor is listed in AMPS
- Confirm EBS System Access/JD Role
- Don't forget to maintain your access by logging into the appropriate system every 30 days

Supervisor

- Confirm correct Supervisor is listed in AMPS
- Confirm EBS System Access/JD Role
- Remind the employee to maintain their access by logging into the appropriate system every 30 days

AWARD AND RECOGNITION

Employee

- Discuss the types of awards and recognition you prefer?
 - Consider the following:
 - Monetary and/or Time-Off award
 - Open and/or Private recognition
 - Other awards and recognition

Supervisor

- Discuss the types of awards and recognition the employee prefers?
- The following provides guidance on DLA's award and recognition program:
 - DLA Instruction (DLAI) 1432.01, "DLA Awards and Recognition Program" (May 2013) at <https://hq.c.dla.mil/issuances/Documents/i1432.01.pdf>
 - DLA Awards and Recognition Handbook (DLAH) 1432.01 (December 2015) at <https://resources.hr.dla.mil/downloads/awards/AwardsHandbook.pdf>

HOW AM I DOING?**Employee**

- Ask, "What can I do better as an employee?"
 - Consider your strengths and opportunity areas
- Discuss team strengths and opportunity areas

Supervisor

- Ask, "What can I do better as your supervisor?"
 - Consider your strengths and opportunity areas
- Discuss team strengths and opportunity areas

OTHER COMMENTS**Employee**

- Consider if there are other comments or discussion topics

Supervisor

- Ask the employee if there are other comments or discussion topics

My supervisor and I discussed the topics in this document. My signature does not necessarily indicate my concurrence.

ASSOCIATE NAME

DATE

SUPERVISOR NAME

DATE