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.
### DLA STRATEGIC PLAN

**Employee**
- Consider and discuss your role and responsibilities
  - For more information, go to [http://www.dla.mil/Info/strategicplan/](http://www.dla.mil/Info/strategicplan/)

**Supervisor**
- Discuss the employee’s role and responsibilities
  - For more information, go to [http://www.dla.mil/Info/strategicplan](http://www.dla.mil/Info/strategicplan)

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### DLA LAND AND MARITIME WAY

**Employee**
- Review “The Way”
  - “We provide Warfighter Logistics Excellence through Accountability, Teamwork, Urgency, Agility, and Innovation built upon Commitment to Integrity, Diversity, and Mutual Trust and Respect.”
- Consider and discuss your role and responsibilities

**Supervisor**
- Discuss “The Way”
  - “We provide Warfighter Logistics Excellence through Accountability, Teamwork, Urgency, Agility, and Innovation built upon Commitment to Integrity, Diversity, and Mutual Trust and Respect.”
- Discuss the employee’s role and responsibilities
- Discuss your (supervisor) role and responsibilities
- Determine and discuss strengths and opportunity areas

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DLA RESILIENCY

Employee

- Review the DLA Resiliency model and the four pillars (Mental, Physical, Social, and Spiritual)
  - For more information, review the website at http://www.dla.mil/Info/Resiliency/
- Do you require any additional assistance or information?
  
  ➢ Circle: Yes No Maybe

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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?
    
    ➢ Circle: Yes No Maybe
  
  ➢ Are you interested in participating on a Special Emphasis Program?
    
    ➢ Circle: Yes No Maybe
  
  ➢ Are you interested in participating in Toastmasters, Blacks in Government (Columbus), or the National Contract Management?
    
    ➢ Circle: Yes No Maybe

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Supervisor

- Discuss the DLA Resiliency model and the four pillars (Mental, Physical, Social, and Spiritual)
  
  ➢ For more information, review the website at http://www.dla.mil/Info/Resiliency/
- Does the employee need assistance or additional information?
  
  ➢ Circle: Yes No Maybe
  
  ➢ For more information, go to the Resource section at http://www.dla.mil/Info/Resiliency/

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- Are you interested in participating on a Council?
  
  ➢ Circle: Yes No Maybe
- Are you interested in participating on a Special Emphasis Program?
  
  ➢ Circle: Yes No Maybe
- Are you interested in participating in Toastmasters, Blacks in Government (Columbus), or the National Contract Management?
  
  ➢ Circle: Yes No Maybe

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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?
    - Circle: Yes  No  Maybe

- DLA Enterprise Rotation Program
  - Are you interested in a cross-organizational rotational assignment within DLA?
    - Circle: Yes  No  Maybe

- DLA Land and Maritime Rotation Program
  - Are you interested in a local rotational assignment?
    - Circle: Yes  No  Maybe

- DLA Executive Development Program (EDP)
  - Are you interested in DLA EDP, if applicable?
    - Circle: Yes  No  Maybe

**NOTES:** ____________________________________________
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**Supervisor**
Is the employee interested in career development opportunities?

- Leadership/Management Opportunities (Succession Management)
  - Is the employee interested in becoming a supervisor?
    - Circle: Yes  No  Maybe
      - 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?
    - Circle: Yes  No  Maybe
      - 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](https://employees.hr.dla.mil/workforce/rotation/enterprise.asp)

- DLA Land and Maritime Rotation Program
  - Is the employee interested in a local rotational assignment?
    - Circle: Yes  No  Maybe
      - If so, identify the area(s) of interest
    - Additional information can be found at the following website: [https://dlamil.dps.mil/teams/C24/N52](https://dlamil.dps.mil/teams/C24/N52)

- DLA Executive Development Program (EDP)
  - Is the employee interested in DLA EDP?
    - Circle: Yes  No  Maybe
      - 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](https://employees.hr.dla.mil/workforce/executive.asp)

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<tr>
<th>Employee</th>
<th>Supervisor</th>
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<tbody>
<tr>
<td><strong>What job related training do you need to complete?</strong></td>
<td><strong>Is the employee on track to complete DAWIA requirements, if applicable?</strong></td>
</tr>
<tr>
<td>- Consider your DAWIA requirements, if applicable</td>
<td>- Circle: Yes No Maybe</td>
</tr>
<tr>
<td>- Document action plan for on-time completion if necessary</td>
<td>- Review the DAWIA requirements</td>
</tr>
<tr>
<td>- Ensure CLP requirements will be completed on time</td>
<td>- Develop action plan for on-time completion</td>
</tr>
<tr>
<td>- Document action plan for on-time completion if necessary</td>
<td><strong>Is the employee on track to complete CLP requirements, if applicable?</strong></td>
</tr>
<tr>
<td><strong>What additional training do you need?</strong></td>
<td>- Circle: Yes No Maybe</td>
</tr>
<tr>
<td>- Determine any additional training you need</td>
<td>- Develop action plan for on-time completion</td>
</tr>
<tr>
<td>- Consider Skillsoft and Books 24/7</td>
<td><strong>Does the employee need any additional training?</strong></td>
</tr>
<tr>
<td><strong>Will you require Tuition Assistance?</strong></td>
<td>- Circle: Yes No Maybe</td>
</tr>
<tr>
<td>- Circle: Yes No Maybe</td>
<td>- Circle: Yes No Maybe</td>
</tr>
<tr>
<td><strong>Discuss and complete your Individual Development Plan (IDP)</strong></td>
<td><strong>Is the employee interested in Tuition Assistance?</strong></td>
</tr>
<tr>
<td>- Consider and discuss what training you need for your current year IDP?</td>
<td>- Circle: Yes No Maybe</td>
</tr>
<tr>
<td>- Complete current year IDP by deadline</td>
<td>- Additional information can be found at the following website:</td>
</tr>
<tr>
<td>- Consider and discuss how you are doing on your prior year IDP</td>
<td>- <a href="https://employees.hr.dla.mil/resources/employment/current/lms.asp">https://employees.hr.dla.mil/resources/employment/current/lms.asp</a></td>
</tr>
<tr>
<td>- “Closeout” prior year IDP by deadline</td>
<td><strong>Discuss the employee’s current year Individual Development Plan (IDP)</strong></td>
</tr>
<tr>
<td>- Ensure you complete all Priority One training (prior and current year)</td>
<td>- Discuss the employee’s training needs</td>
</tr>
<tr>
<td><strong>Discuss the employee’s prior year IDP</strong></td>
<td>- Remind the employee to complete current year IDP by deadline</td>
</tr>
<tr>
<td>- Remind the employee to complete any prior year training and “closeout” prior year IDP</td>
<td><strong>Discuss the employee’s prior year IDP</strong></td>
</tr>
<tr>
<td>- Remind employee to complete all Priority One training (prior and current year)</td>
<td><strong>Discuss the employee’s prior year IDP</strong></td>
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<table>
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<tr>
<th><strong>MENTORING LEVELS I, II, III</strong></th>
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<tbody>
<tr>
<td><strong>Employee</strong></td>
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<tr>
<td>What mentoring opportunities do you want to consider?</td>
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<tr>
<td>• Are you interested in being a mentor, if applicable?</td>
</tr>
<tr>
<td>• Are you interested in being a mentee, if applicable?</td>
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<tr>
<td>➢ Circle: Yes No Maybe</td>
</tr>
<tr>
<td><strong>Supervisor</strong></td>
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<tr>
<td>❑ Is the employee interested in mentoring opportunities?</td>
</tr>
<tr>
<td>➢ Circle: Yes No Maybe</td>
</tr>
<tr>
<td>• Discuss the mentoring program</td>
</tr>
<tr>
<td>• Determine the employee’s interest</td>
</tr>
<tr>
<td>❑ Share with the employee your mentoring experience(s), if applicable</td>
</tr>
<tr>
<td>• Additional information can be found at the following website:</td>
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<tr>
<td>• <a href="https://www.mentoringconnection.com">https://www.mentoringconnection.com</a></td>
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<td><strong>Employee</strong></td>
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<tr>
<td>Are you interested in the Wellness and Fitness Program?</td>
</tr>
<tr>
<td>OR Is your Wellness and Fitness form up-to-date?</td>
</tr>
<tr>
<td>➢ Circle: Yes No Maybe</td>
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<tr>
<td>• Complete/update your Wellness and Fitness form</td>
</tr>
<tr>
<td>❑ Remember to correctly record your Fitness Leave in EAGLE</td>
</tr>
<tr>
<td><strong>Supervisor</strong></td>
</tr>
<tr>
<td>❑ Is the employee interested in the Wellness and Fitness Program?</td>
</tr>
<tr>
<td>OR Does the employee need to update the Wellness and Fitness form?</td>
</tr>
<tr>
<td>➢ Circle: Yes No Maybe</td>
</tr>
<tr>
<td>• The form can be found at <a href="https://www2.dla.mil/officialforms/files1/DL1939.pdf">https://www2.dla.mil/officialforms/files1/DL1939.pdf</a></td>
</tr>
<tr>
<td>❑ Remind the employee to correctly record their Fitness Leave in EAGLE</td>
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TELEWORK

**Employee**

- Are you interested in teleworking?
  - Circle: Yes  No  Maybe

  - If so, review the DLA Telework website at [https://resources.hr.dla.mil/employment/current/telework.asp](https://resources.hr.dla.mil/employment/current/telework.asp)
  - Complete your Telework Agreement using EAGLE Telework Management (ETM)

- Do you currently telework?
  - Circle: Yes  No

  - If so, review the DLA Telework website at [https://resources.hr.dla.mil/employment/current/telework.asp](https://resources.hr.dla.mil/employment/current/telework.asp)
  - Update your Telework Agreement using EAGLE Telework Management (ETM), if applicable

- 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](https://resources.hr.dla.mil/employment/current/telework.asp)

- Ensure the employee has completed/updated the Telework Agreement in EAGLE Telework Management (ETM), if applicable

- 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)?”

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### LEAVE SCHEDULE

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

**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 Lose

**NOTES:**
- __________________________________________
- __________________________________________
- __________________________________________

### 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
    - Circle: Yes No Maybe
- Are you interested in taking a CPR class?
  - Circle: Yes No Maybe
- Do you have any questions or concerns regarding the following?
  - Active Shooter training, Emergency Exercises, Shelter in Place or See Something, Say Something?
    - Circle: Yes No Maybe

**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
    - Circle: Yes No Maybe
- Is the employee interested in taking a CPR class?
  - Circle: Yes No Maybe
- Address any questions or concerns regarding the following?
  - Active Shooter training, Emergency Exercises, Shelter in Place or See Something, Say Something?
    - Circle: Yes No Maybe

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### SYSTEM ACCESS

**Employee**
- Confirm correct Supervisor is listed in AMPS
- Confirm EBS System Access/JD Role
- Review and/or revise information in FEPAAS and MilConnect
- 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 review and/or revise information in FEPAAS and MilConnect
- 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://hqcl.dla.mil/issuances/Documents/i1432.01.pdf](https://hqcl.dla.mil/issuances/Documents/i1432.01.pdf)

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<th>HOW AM I DOING?</th>
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<tr>
<td><strong>Employee</strong></td>
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<tr>
<td>- Ask, “What can I do better as an employee?”</td>
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<tr>
<td>- Consider your strengths and opportunity areas</td>
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<tr>
<td>- Discuss team strengths and opportunity areas</td>
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<tr>
<td><strong>Supervisor</strong></td>
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<tr>
<td>- Ask, “What can I do better as your supervisor?”</td>
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<td>- Consider your strengths and opportunity areas</td>
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<th>OTHER COMMENTS</th>
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<tr>
<td><strong>Employee</strong></td>
</tr>
<tr>
<td>- Consider if there are other comments or discussion topics</td>
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<tr>
<td><strong>Supervisor</strong></td>
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<tr>
<td>- Ask the employee if there are other comments or discussion topics</td>
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Revised March 2019
April Discussion

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

ASSOCIATE NAME

DATE

SUPERVISOR NAME

DATE

October Discussion

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

ASSOCIATE NAME

DATE

SUPERVISOR NAME

DATE