



THE DLA LAND AND MARITIME SOCIAL CONTRACT 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.



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DLA STRATEGIC PLAN

- Consider and discuss employee’s roles and responsibilities
 - ❖ For more information visit: <http://www.dla.mil/Info/strategicplan/>

EMPLOYEE’S NOTES: _____

SUPERVISOR’S NOTES: _____

THE DLA LAND AND MARITIME WAY

- 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 employee’s and supervisor’s roles and responsibilities
- Supervisor: determine and discuss employee’s strengths and opportunity areas

EMPLOYEE’S NOTES: _____

SUPERVISOR’S NOTES: _____

DLA RESILIENCY

- Review the DLA Resiliency Model and the four pillars (Mental, Physical, Social, and Spiritual)
 - ❖ For additional information visit: <http://www.dla.mil/Info/Resiliency/>
- Employee: do you require any additional information or assistance?



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EMPLOYEE'S NOTES: _____

SUPERVISOR'S NOTES: _____

COUNCILS, PROGRAMS, AND PROFESSIONAL ORGANIZATIONS

- Employee: are you interested in participating on any councils, programs and/or organizations?
- Employee: are you interested in participating on a Special Emphasis Program?
- Employee: are you interested in participating in Toastmasters, Blacks in Government (Columbus), or the National Contract Management?
 - ❖ Additional information can be found at <http://www.dla.mil/LandandMaritime/About/Offices/EEO.aspx>
- Supervisor: share with the employee your council/program/organization experience(s), if applicable

EMPLOYEE'S NOTES: _____

SUPERVISOR'S NOTES: _____

CAREER DEVELOPMENT

- Employee: what career development opportunities do you want to consider?
- Employee: any Leadership/Management Opportunities (Succession Management) and/or interest becoming a supervisor? If so, identify the area(s) of interest and grade level
 - ❖ If interested, you are encouraged to take the Succession Management Awareness training in LMS
- DLA Enterprise Rotation Program – Employee: are you interested in cross-organizational rotational assignment within DLA? If so, identify the area(s) of interest
 - ❖ Additional information can be found at <https://employees.hr.dla.mil/workforce/rotation/enterprise.asp>
- DLA Land and Maritime Rotation Program – Employee: are you interested in a local rotational assignment?



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- ❖ Additional information can be found at <https://employees.hr.dla.mil/workforce/rotation/organization.asp>

DLA Executive Development Program (EDP) – Employee: are you interested in DLA EDP, if applicable? If so, identify the program(s) of interest

- ❖ Additional information can be found at <https://employees.hr.dla.mil/workforce/executive.asp>

EMPLOYEE'S NOTES: _____

SUPERVISOR'S NOTES: _____

TRAINING

- Employee: what job related training do you need to complete?
- Employee: are you on track to complete Defense Acquisition Workforce Improvement Act (DAWIA) requirements, if applicable?
 - ❖ Review the DAWIA requirements
 - ❖ Develop and document action plan for on-time completion
- Employee: are you on track to complete Continuous Learning Points (CLP) requirements, if applicable?
 - ❖ Develop and document action plan for on-time completion
- Employee: what additional training do you need?
 - ❖ Determine any additional training you need
 - ❖ Consider Skillsoft and Books 24/7
- Employee: do you require Tuition Assistance?
 - ❖ Additional information can be found at <https://resources.hr.dla.mil/workforce/dlatap.asp>
- Employee: 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)



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EMPLOYEE'S NOTES: _____

SUPERVISOR'S NOTES: _____

MENTORING LEVELS I, II, III

- Employee: what mentoring opportunities do you want to consider?
 - ❖ Discuss the mentoring program
 - ❖ Are you interested in being a mentor, if applicable?
- Supervisor: share with the employee your mentoring experience(s), if applicable
 - ❖ Additional information can be found at <https://www.mentoringconnection.com/>

EMPLOYEE'S NOTES: _____

SUPERVISOR'S NOTES: _____

WELLNESS AND FITNESS

- Employee: are you interested in the Wellness and Fitness Program? **OR** Is your Wellness and Fitness form up to date?
 - ❖ The form can be found at <https://www.dla.mil/Forms/>
- Employee: remember to correctly record your Fitness Leave in EAGLE

EMPLOYEE'S NOTES: _____



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SUPERVISOR'S NOTES: _____

TELEWORK

- Employee: are you interested in teleworking **OR** do you currently Telework?
 - ❖ Ensure you complete(d) your Telework Agreement using EAGLE Telework Management (ETM)
- Employee: remember to correctly record your Telework in EAGLE
 - ❖ More information can be found at <https://resources.hr.dla.mil/employment/current/telework.asp>
- Supervisor: ask
 - ❖ "How am I doing managing in a virtual workplace?"
 - ❖ "What is your preferred method of communication (i.e. Skype, email, text, other)?"
 - ❖ "What do you need to succeed in a virtual workplace (i.e. improved technology, government iPhone, other)?"

EMPLOYEE'S NOTES: _____

SUPERVISOR'S NOTES: _____

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

EMPLOYEE'S NOTES: _____



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SUPERVISOR'S NOTES: _____

EMERGENCY PLAN

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

EMPLOYEE'S NOTES: _____

SUPERVISOR'S NOTES: _____

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

EMPLOYEE'S NOTES: _____



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SUPERVISOR'S NOTES: _____

AWARD AND RECOGNITION

- Employee: discuss and consider the types of awards and recognition you prefer
 - ❖ Monetary and/or Time-Off award
 - ❖ Open and/or Private recognition
 - ❖ Other awards and recognition
 - ❖ The following provides guidance on DLA's award and recognition program:
<https://resources.hr.dla.mil/Awards/>

EMPLOYEE'S NOTES: _____

SUPERVISOR'S NOTES: _____

HOW AM I DOING?

- Employee: ask, what can I do better as an employee?
 - ❖ Consider your strengths and opportunity areas
- Supervisor: ask, "What can I do better as a supervisor?"
 - ❖ Consider your strengths and opportunity areas
 - ❖ Discuss team strengths and opportunity areas

EMPLOYEE'S NOTES: _____

SUPERVISOR'S NOTES: _____



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OTHER COMMENTS

Employee and Supervisor: consider if there any other comments or discussion topics

EMPLOYEE'S NOTES: _____

SUPERVISOR'S NOTES: _____

APRIL DISCUSSION

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

X

Employee's Name/Date

X

Supervisor's Name/Date

OCTOBER DISCUSSION

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

X

Employee's Name/Date

X

Supervisor's Name/Date