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.
DLA STRATEGIC PLAN
☐ Consider and discuss employee’s roles and responsibilities
  ❖ For more information visit: http://www.dla.mil/Info/strategicplan/

EMPLOYEE’S NOTES: ________________________________________________________________
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SUPERVISOR’S NOTES: ______________________________________________________________
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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: ______________________________________________________________
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SUPERVISOR’S NOTES: ______________________________________________________________
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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?
The DLA Land and Maritime Social Contract Discussion Guide

EMPLOYEE’S NOTES:_________________________________________________________________________
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SUPERVISOR’S NOTES:_______________________________________________________________________
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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:_________________________________________________________________________
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SUPERVISOR’S NOTES:_______________________________________________________________________
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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?
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:________________________________________________________________________
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SUPERVISOR’S NOTES:_______________________________________________________________________
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**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)
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:__________________________________________________________
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SUPERVISOR’S NOTES:________________________________________________________
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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:__________________________________________________________________________________________

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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:__________________________________________________________________________________________

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SUPERVISOR’S NOTES:__________________________________________________________________________________________

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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

EMPLOYEE’S NOTES:__________________________________________________________________________________________

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SUPERVISOR’S NOTES: ________________________________________________________________
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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: ________________________________________________________________
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SUPERVISOR’S NOTES: ________________________________________________________________
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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

EMPLOYEE’S NOTES: ________________________________________________________________
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SUPERVISOR’S NOTES:________________________________________________________________________

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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:________________________________________________________________________

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SUPERVISOR’S NOTES:________________________________________________________________________

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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:________________________________________________________________________

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SUPERVISOR’S NOTES:________________________________________________________________________

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

EMPLOYEE’S NOTES: ____________________________________________________________

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SUPERVISOR’S NOTES: _________________________________________________________________

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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