

CHART OF RESPONSIBILITIES

	Responsibilities	CFM	Supvr.
1	Command and career field orientation within the first week.	X	
2	Establish performance standards in connection with NACC guidelines within first 30 days.	X	X
3	Counsel, assist and guide to establish IDP in first 45 days.	X	X
4	Assist in identification and approval of rotational assignments from a career field and Command perspective.	X	X
5	Approve, participate in planning, and monitor all homeport funded rotations.	X	X
6	Provide guidance that enables Entry Level and Associate employees to locate resource materials available and necessary to facilitate employee understanding and performance of all phases of the NADP requirements and processes.	X	X
7	Monitor overall development.	X	X
8	Provide SF-182 – Authorization Agreement and Certification of Training and Travel Request approval.	X	
9	Identify rotational CFM to support the rotation.	X	
10	Monitor planning of required NACC funded rotations to meet NACC timeline requirements	X	
11	Monitor and approve all local travel.	X	
12	Monitor and/or approve all Entry Level or Associate employee collateral activities outside of the homeport such as: Entry Level or Associate recruiting, acting as volunteer guides, performing administrative tasks, etc.	X	X
13	Work with, and obtain NACC approval to institute a Performance Improvement Plan (PIP) as a potential resolution to performance problems that have been identified by the homeport.	X	X
14	Identify and report retention and discipline problems for resolution by NACC.	X	
15	Provide initial plan, progress review and annual assessment to NACC (all performance reviews are to be reviewed and signed off by the CFM prior to submission).	X	X
16	Coordinate with the rotational supervisor concerning Entry Level employee performance and submission of a rotational performance review to the homeport supervisor.	X	
17	Verify Entry Level and Associate employee completion of career field DAWIA certification levels I and II prior to graduation.	X	
18	Act as Final Approval Authority (FAA) for Entry Level and Associate application for DAWIA certification.	X	
19	Resolve any placement, or transition to permanent placement, problems prior to graduation.	X	
20	Provide a minimum 60 days notice to gaining Command Human Resources in preparation for transition to permanent placement within the homeport.	X	